

## **Volunteer Cuppa For a Cure Host**

### **Our Mission**

Following Jesus Christ, The Leprosy Mission strives to break the chains of leprosy, empowering people to attain healing, dignity, and life in all its fullness.

### **Position**

Host a morning or afternoon tea party to raise funds to fight leprosy. When you host a Cuppa for a Cure event, you help provide treatment for people affected by leprosy.

### **Skills**

Morning or afternoon tea, anywhere or anytime. Hold it as part of a special event or celebration, a gathering with your friends at home, at church or in your group. We can provide you with the resources and newsletters you need.

### **Setting**

You can do this at home, at a community hall, or even at church.

### **Schedule and commitment.**

Once a year you hold a morning tea. The event itself goes for 1 – 3 hours. Preparation will also take 3 – 5 hours.

(see Appendix)

### **Training and supervision**

We've tried to make holding a Cuppa For a Cure event as seamless as possible. We will provide you with a full pack to help you accomplish your event. You are also very welcome to talk to our engagement coordinator about this.

## **Appendix**

### **What is expected of me as a Volunteer Fundraiser?**

You may be part of a team of volunteers or you may be taking up the challenge on your own.

Expectations of your role as a fundraiser will vary according to the extent you wish to become involved.

The Australian Government has laws around fundraising that TLMA has to comply with. TLMA is a member of ACFID (Australian Council for International Development). This is a regulatory body that ensures financial integrity and transparency in fundraising and dispersal of donations. For this reason a person or group who is fundraising using the TLMA name is required to comply with certain policies and procedures. Not everyone who fundraises to help people affected by leprosy is required to go through an authorisation process. Authorisation simply means that you are legally accredited to collect funds on behalf of TLMA. Some people just hold one event such as an afternoon tea like a Cuppa For

a Cure at their church with the donations going to TLMA. This just requires the one off letter of authorisation which is provided with the pack.

### **Holding One event like Cuppa for a Cure**

You can hold any type of single/one-off event at any time in any place with the proceeds going to help those affected by leprosy. You may be individuals or groups. We will send you a letter of authorisation.

You can send the funds to TLMA by your way of preference. The easiest way to is to deposit the funds into the TLMA account through the local bank. All you need to do is either call or send an email to let the office know of your deposit. This way we can send you the correct confirmation of the money received along with a thank you.

If you would like to hold an event and would like some suggestions and/or resources to help you, please call the office on 1800 537 767.

### **Holding events more frequently (3 times or more a year)**

There are those who individually or as a group wish to commit to holding regular events and speak on behalf of TLMA. This can be individually or as a group member. Authorised Fundraisers and Volunteer Representatives are required to be approved by TLMA, and therefore you are asked to call the Engagement Coordinator to discuss if this is for you and what is the way forward. You will be asked to comply with the various policies that declare the standards required by anyone who is representing TLMA. You will be sent policies for signing and returning to TLMA. Once this has been returned you will be sent an identification badge and be authorised to collect funds.

This is if you wish to hold events 3 times or more.

