



HOST A BBQ OR CAKE-STALL FUNDRAISER

A Step-by-Step Guide





STEP 1

Expression of Interest

Contact the Down Syndrome NSW team by emailing partnerships@downsyndrome.nsw.org.au to express an interest in hosting a fundraising event at your local Bunnings store

STEP 2

Find your local store

Once your preferred Bunnings store has been identified, Down Syndrome NSW will introduce you to the store's Activity Organiser via email [\[storelocation\]AO@bunnings.com.au](mailto:[storelocation]AO@bunnings.com.au). The Bunnings store will coordinate with you directly to secure a date for the activity, usually requiring at least 3-months notice.

STEP 3

Confirm inclusions

Bunnings will send you a fundraiser Welcome Pack, outlining key information and requirements. Typically, Bunnings will donate sausages and provide the gazebos, gas, BBQ, and tables - but inclusions may differ across store locations.

STEP 4

Provide requirements

On request, the fundraiser will need to provide a Food Handling Certificate and a signed agreement form to Bunnings. We'll provide a copy of our Public Liability Insurance and a signed Authority to Fundraise letter, once the event has been approved.



STEP 5

Keep everyone informed

The CEO from Down Syndrome NSW will be informed about the activity, and our team will continue to check in along the way to support you through the process.

STEP 6

Get the resources you need

We'll supply you with any additional resources and materials to support your fundraising event, such as merchandise, flyers, banners, a payment device, coin tin.

STEP 7

Capture the impact of your day

During the event, take plenty of photos and be sure to record the income generated, so you can track your impact. We'll support you to distribute the funds into our accounts and return any loaned items.

**THANK YOU FOR
SUPPORTING US!**