



## Great Ocean Walk

13-15<sup>th</sup> November 2009

# Information Pack



**Great Ocean Walk, Victoria**  
**13-15<sup>th</sup> November 2009**

**Information Pack**

**Pack Contents:**

1. Itinerary and Trip Dossier
2. Cost and Payment Options
3. Frequently Asked Questions
4. IWDA Overview – Why Fundraise for IWDA?
5. Fundraising Agreement
6. Payment Schedule and Sending Money
7. Donations & Fundraising: Essential Information
8. The Importance of Tax Deductions
9. Donation Coupon
10. Checklist
11. Banking Instructions
- 12. Registration Form**



## **Itinerary 13-15<sup>th</sup> November 2009**

### **13<sup>th</sup> November, Day 1: Melbourne – Apollo Bay / Walk Blanket Bay to Cape Otway, Victoria**

- Bus transfer from Melbourne to Blanket Bay
- Walk from Blanket Bay to Cape Otway lighthouse
- Bus transfer to accommodation in Cape Otway

### **14<sup>th</sup> November, Day 2: Cape Otway to Johanna**

- Walk from Cape Otway to Johanna
- Bus transfer back from Johanna Beach to accommodation in Cape Otway

### **15<sup>th</sup> November, Day 3: Milanesia Beach to Wreck Beach / Return to Melbourne**

- Walk Milanesia Beach to Wreck Beach
- Return bus transfer to Melbourne

## **Trip Dossier**

Trip notes are available from the Raw Challenges website at <http://rawchallenges.com/tour.php?cd=ICIWDA9> or via our website <http://www.iwda.org.au/challenge-gow/>. The trip notes include a detailed itinerary, information on Frequently Asked Questions, recommended fitness level information and a suggested packing checklist.

We recommend you read these notes carefully, so that you clearly understand what to expect and what is expected of you.

If you have any further questions please do not hesitate to contact us: 1300 661 812.

## **Cost and Payment Options**

The total cost of the challenge is \$1590 which is made up of the following elements:

- \$300 deposit to Raw Challenges when you register
- \$495 remaining trip cost to Raw Challenges
- \$795 (minimum) fundraising to go to IWDA

### **How can I raise the money for this?**

You have a couple of options:

<b><u>Option 1 – Fundraise Trip Cost and Donation</u></b>	<b><u>Option 2 – Fundraise Donation Only</u></b>
<b>Pay</b> deposit to Raw Challenges (via website)  <b>\$300</b>	<b>Pay</b> deposit to Raw Challenges (via website)  <b>\$300</b>
	<b>Pay</b> Raw Challenges remaining trip cost  <b>\$495</b>
<b>Fundraise</b> the Raw Challenges cost ( <b>\$495</b> ) and donation to IWDA ( <b>\$795</b> )  <b>Total of \$1290</b>	<b>Fundraise</b> the minimum amount to go directly to IWDA  <b>\$795</b>

*We have provided two options to allow supporters to choose which one suits their financial situation best. You're more than welcome to raise more money than outlined above – any extra will go directly to IWDA.*

### **Join the Journey – it's easy!**

1. Pay deposit of \$300 to Raw Challenges and register for your trip. Information and registration is available at <http://rawchallenges.com/tour.php?cd=ICIWDA9>
2. Collect the remaining amount (trek and donation) using either Option 1 or Option 2
3. You're off! IWDA and Raw Challenges organise your trip!



## **Frequently Asked Questions**

### **What does the trip cost include?**

The total trip cost of \$795 includes:

- Return bus transfers from Melbourne
- Experienced walking guides, first-aid trained
- Two nights accommodation, dorm style
- Support vehicle
- Luggage transfers each day
- Safety radios
- Park fees
- Water and snacks
- Most meals

### **What sorts of people take part in the Challenges?**

People in the Challenge will come from a variety of backgrounds and ages from 18 through to 68. It's the people involved that really make these trips special. You'll be surprised at how many new friendships you will make and the great team spirit and camaraderie formed during the event.

### **What will I need to take with me?**

Raw Challenges provide a recommended packing list under 'what to take' in the trip notes on the website. Apart from good walking shoes/boots, there is no need to go out and purchase expensive gear.

### **What is the food like? Are special dietary requirements catered for?**

With all the exercise, you will have very healthy appetites and we always try to serve good quality meals. We will make an effort to cater to any special dietary needs, allergies and vegetarian diets. Please make sure you notify Raw Travel of your requirements on the registration form. You will never go hungry!

### **How many people take part?**

We aim to take between 15 and 20 participants on the trip. This is the best group size to provide a supportive and lively atmosphere and yet the group is still small enough to get to know everyone.

### **Who leads the Challenges?**

You will be well supported by a very experienced Raw Challenges leader. The group leader will encourage and motivate you as well as provide information on the places you are travelling through, and offer suggestions of things to do and see.

### **How safe are the activities?**

The safety of the group is our first priority and a thorough risk assessment is made on the itinerary. You will be given a full safety briefing during the event and cautioned about any activity which could pose a hazard to your own or the group's welfare. All Raw Challenges leaders are first aid trained.

**What about health requirements?**

All participants need to be in a good physical health. Raw Challenges asks that you read the trip notes thoroughly then realistically assess your physical ability to complete the trip as described.

**Will I have to carry my luggage?**

You should try and pack as lightly as possible. Your bags will remain at the site while we are out walking. You will need to bring a day pack to carry at least 2 litres of water, camera, packed lunch, waterproof and warm top, snacks, sunscreen, etc.

**What is the accommodation like?**

The two nights of the trip are based at a camping park in the Otways. Accommodation is shared rooms with bunk beds. It is basic but very clean with excellent toilet and shower facilities.

**How many hours a day will we be walking for?**

That all depends on the particular day and your speed. The trek includes over 55km of walking over a mixture of terrain (cliff paths, steps and sand). Please read the Raw Challenges fitness training program as a guide.

**Should I Purchase Insurance?**

We recommend that you purchase insurance, especially if you are flying from interstate (to cover flight delays or cancellations) or do not have Ambulance Membership. Copies of all insurance documents are required by IWDA before you depart.

## **IWDA Overview – Why Fundraise for IWDA?**

### **When was IWDA established and who are the founders?**

International Women's Development Agency was founded in Melbourne, Australia, in 1985 by three incredible women: Ruth Panner, Wendy Poussard and Wendy Rose. They identified the fact that women were virtually invisible as planners and managers of development programs and do less well than men as a group in every country. Hence, IWDA was established. Wendy Poussard was the first Executive Director, while the other founders volunteered their time as members of the Committee of Management for over 5 years to establish IWDA.

### **What is our mission?**

Through our work we aim to increase the number of women who have a sustainable livelihood, an effective voice in decisions, equal rights and status, and a life free from violence in an environment that is healthy and sustainable.

### **What are IWDA's focus areas?**

In the period 2008-13, IWDA will pursue the following goals in six key areas:

- livelihood and economic empowerment
- safety and security
- social, physical and mental health
- education
- environmental sustainability
- civil and political participation.

### **What projects does IWDA fund?**

IWDA works to advance the status of women in the Asia Pacific, including **Cambodia, East Timor, Fiji, the Maldives, Papua New Guinea, Solomon Islands, Sri Lanka, Thai-Burma Border, and Vanuatu**. These projects are devised and managed by women who live and work in the communities themselves, fostering practical and innovative responses to the issues women view as most critical. We recognise that these women are the experts in their own lives.

### **Why does IWDA work with women?**

- Of the 1.3 billion people living in poverty, 70% are women.
- Currently over two-thirds of the world's 771 million non-literate adults are women. This percentage has not improved since 1985.
- 1 in 3 women will suffer from some sort of violence in her lifetime.
- Without progress towards gender equality and the empowerment of women, none of the Millennium Development Goals will be achieved.

*N.B. For more information about the work of IWDA visit the IWDA website ([www.iwda.org.au](http://www.iwda.org.au))*

## **Fundraising Agreement**

### **Challenge for Change 2009 – Great Ocean Walk, Victoria** **Terms of your permission to collect money on behalf of IWDA**

Thank you for registering for our **Challenge for Change** and coordinating events to raise money for International Women's Development Agency ("IWDA"). Your active support is valued and appreciated.

As you will be collecting money from the public in support of IWDA, we are required by law to have a written agreement with you. Failure to have the right sort of agreement means you are potentially committing a criminal offence under the Fundraising Appeals Act 1998 (Vic) and the regulations made under the Act.

The terms of your agreement with IWDA are set out below; please ensure that you read and understand the terms before signing and returning to IWDA as soon as possible.

After signing and returning this agreement, you will receive a letter from IWDA granting you permission to raise funds on their behalf and which you can show potential sponsors. **No fundraising can occur prior to receiving your Permission to Fundraise letter.**

### **Terms of Agreement**

1. This is an agreement between you and International Women's Development Agency Inc ("IWDA").
2. This agreement will run from the date of signing until 20<sup>th</sup> November 2009 unless terminated or varied in accordance with the terms below.
3. You are given permission to collect money on behalf of IWDA in connection with the Challenge for Change.
4. You must only use lawful means to fundraise for IWDA and must not do anything which harms or is likely to harm IWDA's reputation.
5. You agree to comply with the following financial procedures:
  - I. To pay all money collected on behalf of Challenge for Change to an IWDA bank account (details will be provided) and to keep a record of all deposits.
  - II. To deposit all money you collect for Challenge for Change within 14 days of receiving the money.



- III. To keep complete details including names and addresses of individuals and companies who have made a donation to IWDA for Challenge for Change (a donation coupon will be provided). Tax deductible receipts will be processed and issued by IWDA upon receipt of the details.
- IV. To send an accompanying breakdown of how the money was raised to IWDA.
- 6. You agree that IWDA can terminate your authority to raise funds on its behalf at any time by sending written notice to your address below.
- 7. Fundraisers must be registered with IWDA and have received their authorisation **prior** to undertaking any fundraising activities.
- 8. Prior clearance must be obtained from IWDA before contacting any media in relation to Challenge for Change fundraising events.
- 9. IWDA prohibits registered fundraisers from collecting from the public through door-to-door knocking or through soliciting donations in public places, such as shopping centres or sporting events.
- 10. Fundraisers are NOT employees or agents of IWDA, and they are NOT acting in any other representative capacity for IWDA. IWDA will provide you with Public Liability Insurance cover free of charge for fundraising events you run for the Challenge for Change in accordance with the terms of this agreement.

IWDA will not be liable for any injury, damage or loss sustained as a result of any fundraising activities.

Once you have read and understood this agreement, please sign and date here:

.....  
Name (please print)

.....  
Address

.....  
Signed

.....  
Date



## **Payment Schedule and Sending Money**

It is essential that you make yourself aware of this timeline. The due dates allow Raw Challenges to complete bookings and make payments for your trip, especially accommodation. These need to be in place well before you leave and usually the companies Intrepid work with, such as airlines, have their own deadlines.

<u>Date</u>	<u>Amount Due</u>	<u>Pay to</u>
<b>When you register for Challenge for Change</b>	\$300	Raw Challenges
<b>By Friday 2<sup>nd</sup> October 2009</b>	The remaining trip cost of \$495	Raw Challenges
<b>By Friday 6<sup>th</sup> November 2009</b>	The fundraising requirement of at least \$795	IWDA
	<b>Total of \$1590</b>	

**Remember it is essential to make payments on time. Please make note of these dates in your calendar.**

### **Sending money**

Once the deposit (\$300) is sent to Raw Challenges; the remaining trip costs should be paid to Raw Challenges (\$495) and the fundraising requirement (minimum \$795) MUST be sent directly to IWDA

Fundraising money can be sent to IWDA as a cheque or money order.

### **When sending money make sure you include:**

- A summary of money fundraised
- A donation slip for every donation you have collected

### **Send to:**

IWDA, PO Box 64, Flinders Lane, Victoria, 8009

For further information please see the Banking Instructions document, available from the IWDA website or by contacting IWDA.



## **Donations & Fundraising: Essential Information**

Please read this carefully and follow the instructions to ensure the money you raise is attributed to your fundraising tally. In addition, adhering to these guidelines will also ensure that IWDA meets its legal responsibilities as a charity.

### **Receiving Funds**

While you can fundraise for the Challenge in many different ways, there are two distinct categories for making sure the money you raised is allocated correctly:

<b><u>Donations</u></b>	<b><u>Fundraising initiatives</u></b>
<p><u>Where money is given without anything in return</u></p> <p>An amount of money over \$2.00 (the minimum for a tax-deductible donation). It can come in the form of cash, credit card, cheque or money order. It is vital that you keep a record of every donation you receive. For every donation a <u>donation slip</u> must be filled out. Recording the details of your supporters will help them receive the tax deductions they are entitled too, while allowing us to keep accurate records.</p>	<p><u>Profits from events and fundraising initiatives: where money is exchanged for goods or services</u></p> <p>Events and fundraising initiatives include large and small events, from trivia nights through to dinner parties, chocolate drives and raffle tickets.</p> <p><u>You must raise the cost of your trip from fundraising activities and NOT donations (please see below for an explanation)</u></p>
<p><b><u>Donations must go directly to IWDA as part of your fundraising commitment (of \$795).</u></b></p>	<p><b><u>Profits from fundraising initiatives will go to paying your Raw Challenges trip cost until you reach the amount required for the trip (\$495 - this only applies if you choose Option One where you fundraise for the cost of your trip). Once you have reached the cost of your trip, anything above this amount should be allocated to your additional fundraising commitment (of \$795)</u></b></p>

### **Keeping track of where money comes from is vital.**

There are strict laws on how donation money is spent by charities. **Donations can only be used for the charity's principal works. Payment for the trip component is not seen as part of the charity's principal work and would place the charity in breach of regulations.** Therefore we ask you to adhere to the guidelines above.



## **The Importance of Tax Deduction**

While tax law may not seem too exciting it's important to know the basics when raising money for a charity.

### **What is Tax Deductible?**

Tax deductions are an important part of getting people to contribute to a charitable organisation. But deductions only apply to **donations**, where money is given with nothing in return. Only charities such as IWDA can issue receipts for tax deductions. This is why it is so vital that you keep track of where your money comes from.

### **Donations cannot contribute to the cost of the Raw Challenges trip component of the Challenge for Change.**

### **What IS NOT Tax Deductible?**

When someone receives something in exchange for money, they are NOT entitled to a tax deduction. For example, if you run a bowls night charging \$15 entry, this is not tax deductible as entrants have received something for their money.

Any of your own money paid toward the trip cost of the Challenge is not tax deductible. This is because you are receiving something for your money – a guided walk. This is different from a donation where money is given for nothing in return.

Raw Challenges Trips cannot issue tax-deductible receipts for their tours. Again this is because you are receiving something for your money- an amazing experience.

### **Some Tips for Handling the Tax Issue**

While these tax issues can seem confusing there are some simple ways of keeping track of fundraising and donation components.

In your records:

- Allocate proceeds from fundraising events to your trip cost as much as possible – this is if you choose Option 1 (as this is not tax deductible).
- Allocate all donations to your fundraising total of \$795.
- Ensure all donations are accompanied by a Donation Coupon so your supporters can receive their tax deductible receipt.

Please ask if you have any questions or concerns as we know 'the tax issue' can be a bit tricky!



**Donation Coupon**  
**Challenge for Change – Great Ocean Walk**

Thank you for your supporting International **Women’s Development Agency’s (IWDA)**  
**Challenge for Change – Great Ocean Walk, Victoria.**

Challenge for Change fundraising will support IWDA’s work with women and their families in Asia and the Pacific.

**Return this form to the Challenge for Change participant you are supporting.**

Challenge Participant Name: _____
-----------------------------------

<b>Donation Total</b>	<b>\$</b> <input style="width: 80%;" type="text"/>	<b>Payment method:</b>		
		<b>Cash</b>	<b>MasterCard</b>	
		<b>Cheque</b>	<b>Amex</b>	
		<b>Visa</b>	<b>Diners</b>	
<b>Cardholder's Name:</b>	_____			
<b>Card Number:</b>	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>
<b>Signature:</b>	_____			
				<b>Expiry Date:</b> /
				<b>Date:</b>
<b>Supporter Details</b>				
<b>Name:</b>	_____			
<b>Address:</b>	<b>State:</b>	<b>Postcode:</b>		
_____	_____	_____		
_____				
<b><u>All donations over \$2 are tax-deductible and a receipt will be issued.</u></b>				

**IWDA will post a tax receipt to the above address.**

IWDA wants to keep supporters informed about the work that we do. Please let us know how you would to be kept updated (please ✓). Via:

- Email
- Post
- I do not want to be contacted by IWDA

For more information on IWDA's work please visit <a href="http://www.iwda.org.au">www.iwda.org.au</a> . IWDA is accredited by the Australian Council for International Development, ACFID. PO Box 64 Flinders Lane, VIC 8009 P: 03 9650 5574 F: 03 9654 9877 ABN 19 242 959 685
---



## **Checklist**

<b>CHECK</b>	<b>DATE</b>	<b>TO DO</b>
<input type="checkbox"/>	ASAP	Register and pay deposit of \$300 to Raw Challenges. Visit our website ( <a href="http://www.iwda.org.au/challenge-gow">www.iwda.org.au/challenge-gow</a> ) and check the Challenge for Change Page.
<input type="checkbox"/>	ASAP	Complete the following forms and return to IWDA: <ul style="list-style-type: none"> <li>- IWDA Registration form</li> <li>- Fundraising agreement</li> </ul>
<input type="checkbox"/>	ASAP	Purchase travel insurance if desired
<input type="checkbox"/>	2 <sup>nd</sup> October 2009	Pay remaining trip cost of \$495 to Raw Challenges
<input type="checkbox"/>	6 <sup>th</sup> November 2009	Send copy of insurance to IWDA no later than 6 <sup>th</sup> November 2009.
<input type="checkbox"/>	6 <sup>th</sup> November 2009	Pay fundraising requirement of at least \$795 to IWDA.
<input type="checkbox"/>	13 <sup>th</sup> November 2009	Set off on the Challenge!

## **Banking Instructions:**

### **After your event**

Once you have raised your required donation amount for the Challenge for Change, and all the donations have been collected, you need to fulfill your commitments by sending the funds back to the IWDA **by 6<sup>th</sup> November 2009** (that's one week before we leave for the walk).

You will probably have collected money from many different sources and may have received funds by cash, cheque or credit card; so to make the banking process as simple and easy as possible we have created the following step-by-step instructions.

### **Step 1 – Work out how much you have raised**

Gather all your donations in the one space to calculate how much you have raised in total. (Don't forget to tell all your supporters how much they have helped you raise!). You may find the summary sheet (included below) helpful.

### **Step 2 – Complete the Return Slip**

There is a return slip attached below, please make sure you fill in all the details.

### **Step 3 – Banking your funds**

There are several ways you can return your funds to IWDA.

**Credit Card** – keep the lump sum of cash collected and transfer the funds by credit card. Simply enter your details on the return slip and send it back to us in the envelope provided. You can also pay by credit card online via paypal on our website.

**Cheque/money order** – obtain a bank cheque or money order, made out to International Women's Development Agency and post back with the return slip in the reply paid envelope provided.

N.B. If you have received individual donations by cheque or credit card, please just include these donation coupons (and the cheques) in the envelope with the return slip and we will bank them separately.

### **Step 4 – Return all the paperwork to IWDA**

Please mail the return slip, cheques and all donation coupons (we need these to enable us to send a tax receipt to those who have donated) to IWDA at PO Box 64, Flinders Lane, VIC 8009.

Thank you for your support of women in developing countries! When women benefit, the whole community benefits.





## **Challenge for Change Return Slip**

(To be completed by Challenge Participant and returned to IWDA with funds raised)

**Participant Name:** \_\_\_\_\_

Number of cash donations: _____ people, total of \$ _____
Number of cheque donations: _____ people, total of \$ _____
Number of credit card donations: _____ people, total of \$ _____
<b>Total number of donations: _____ people, \$ _____</b>

E.g. *Total number of donations: 25 people, \$625-*

**Don't forget to included all donations made by cheque and credit card directly to IWDA with this return slip**

-----

### **Checklist:**

#### **To be returned to IWDA:**

- Completed Return Slip
- All Donation Coupons
- All Cheques made directly to IWDA
- Return to: PO Box 64, Flinders Lane, VIC, 8009**



## **Registration Form**

To join Challenge for Change please visit the Raw Challenges website and follow their booking procedures. You must also pay your **non-refundable** deposit of **\$300** (inc. GST) per person to Raw Challenges (via <http://rawchallenges.com/> or the link on our website).

For IWDA's reference, please complete the details below.

### **Payment Option:**

I have chosen payment

Option 1- Fundraise Trip Cost and Donation

Option 2 - Fundraise Donation Only

*(See page 7 for payment options)*

### **Personal Details:**

***(IMPORTANT NOTE: Please print your details clearly)***

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_

State/Territory: \_\_\_\_\_ Postcode: \_\_\_\_\_

Day Phone :(\_\_\_\_) \_\_\_\_\_ Evening Phone :(\_\_\_\_) \_\_\_\_\_

Mobile: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

*(Note: All correspondence will be emailed to the applicant.)*

### **Accommodation and Room Sharing**

Accommodation provided is rooms with bunk beds.

Name of friend to share with: \_\_\_\_\_

*Note: If you do not have someone to nominate, we will allocate someone for you to share with.*

How did you hear about this event? \_\_\_\_\_

