

**ENERFLEX** **MS**

# Brissie to the Bay



[www.brissietothebay.com.au](http://www.brissietothebay.com.au)

## **TEAM INFORMATION KIT**

Everything you need to know about:

Organising your own Team

Team Webpage

Team Fundraising

Company Sponsorship

Team Retreat

Corporate Teams

**SUNDAY 27 JUNE 2010**

**We are here to help,  
call us on 07 3840 0828 or  
email [events@msqld.org.au](mailto:events@msqld.org.au)**



## ORGANISING YOUR OWN TEAM

From family and friends to colleagues and community group members, ask everyone you know to join your team and start raising funds to help people with MS today!

## TEAM WEBPAGE

Create a team online and your very own team web page will be created (as well as your own individual web page for each team member). Use the page to keep track of team members and their fundraising and thank all those that have sponsored the team. You can now even link to Facebook.

### **WHEN YOU LOGIN TO YOUR TEAM WEB PAGE IT WILL DISPLAY;**

- All team members and their photos.
- All those that have sponsored the team (with amounts and messages).
- Number of members in the team.
- Total amount raised by the team (online, offline and personal donations).
- Team photo or logo.
- Team message and fundraising goal.

### **AS TEAM CAPTAIN, WHEN YOU LOGIN TO YOUR TEAM WEB PAGE, YOU CAN;**

- View all team members and their individual fundraising totals.
- Send emails to your team mates encouraging their fundraising efforts.
- Send emails to thank all your team sponsors.
- Add offline donations to your team total.
- Edit your team page (photo, message and fundraising goal).

The online system makes it easier for you to manage and organise your team entry and team members. It also makes it easier for you to fundraise and for others to donate to support your team.

## TEAM FUNDRAISING

Fundraising as part of a team is fun and a great way to include everyone in supporting a great cause.

- Create your own team page to make it easier to manage your team online. Click on “Team Webpage” on this website to start!
- Set a team goal and ask all team members to contribute. If you have a team of 10, why not each set a goal of \$500 each, which will raise the team \$5,000 and help each other along the way.
- Collecting donations via your web page or in person is the easiest way to raise funds.
- If you all have the same friends and co-workers, ask sponsors to donate towards the whole team as opposed to individual team members. They can easily donate online via your team page.
- Organise a special fundraising event and ask all team members to assist in the planning, running of the event and marketing to attendees. You will find it is a lot easier when the work is shared and you will have a great time doing it!



## CORPORATE TEAMS

Talk to HR or your employer and organise an appointment to present the opportunity for your organisation to support the company team and their hardworking employees. They can support you in a number of ways:

- Payment of the employee's entry fees for the event.
- Payment of company branded merchandise
- Matched funding or a company donation towards the teams fundraising.

### STAFF INVOLVEMENT

- Staff involved in the event on the day (the team members).
- Staff involved in the design of team merchandise.
- Put a note on the Intranet / newsletter with the team fundraising goal and ask staff to support the company team (letting them know the company will match the donation would be fantastic!)
- Staff involvement in running a fundraising event (or simply their attendance) in the lead up to the event.
- Ask all staff to get involved in the event by adding the team name and web page link to their auto signature and make it an organisational goal to raise a certain amount.

In the past we have seen tremendous support coming from different departments, floors, groups etc. for corporate teams. It is a great team building experience!

### CLIENTS AND SUPPLIERS

Ask your clients and suppliers to join you for the day and use the event as a 'get to know you' exercise out of the office. You will be surprised how many of them will be willing to support your team by making a donation as you support people with MS.





## COMPANY SPONSORSHIP

Your employer or a local business owner, may be happy to support you by providing sponsorship or encouraging their employees to get involved. Many workplaces and organisations are more than happy to support a good cause so all you need to do is ask!

### BENEFITS TO THE ORGANISATION

There are many benefits to the organisation in sponsoring you/your team in the Enerflex MS Brissie to the Bay Bike Ride.

- Showing they value and appreciate their employees.
- Publicity and promotion if you wear the company's T-shirt, hat or other branded merchandise.
- Company name and logo appearing on the team webpage.
- Or even a feature item with photos on next year's website.

### ENQUIRE ABOUT MATCHED FUNDING

Many companies have a matched funding program whereby they will match dollar for dollar the amount you or your team fundraise. If they grant you matched funding, then let us know and we will publicise this in our marketing emails (if desired) so everyone will know they are showing their support! Even if there is currently no such program in place, they may be willing to be the pioneer of such a scheme.

### WHO TO ASK

Speak to the HR department (or the Manager if it's a smaller business) and ask them if the company matches funds raised by their employees or if they have a program in place to donate a certain amount to the charitable causes supported by employees. Let them know what you will be doing (cycling 50km) and what you hope to achieve (fundraising \$X amount for people with MS in Queensland).

### HOW TO ASK

Face to face is the best way to communicate your message, your fundraising goal and ask for support. If they want a letter or email outlining a proposal, or you would just like some extra help - please give us a call!





## WHY NOT HAVE YOUR OWN TEAM RETREAT?

Bolster your team's spirit with a designated tent area for exclusive use by your corporate or social team. Entrants can meet up and motivate the team before the big ride and then return to the Team Retreat following the event. The Team Retreat provides a convenient meeting point for your team with your site, tent, tables, chairs and bike racks all provided. Leverage your corporate entry further by branding your Team Retreat at the Enerflex MS Brissie to the Bay!

The Team Retreat includes the following:

- One 6m x 3m White Marquee (weighted)
- Two Trestle Tables with Linen Cloths
- Six White Chairs
- One Bike Rack
- One Corflute sign identifying your site (900mm x 300mm)

Price: \$620 including GST.

Assistance can be provided with catering if required, however, you are welcome to provide your own food and non-alcoholic beverages for your team. Should you wish to hire a BBQ to host your own barbie, this can be organised for you at a charge of \$90 (incl GST). There will be on-site food vendors at the event offering an array of fresh food, cold drinks and coffee for sale. Should you wish to bring a professional caterer on-site, Brisbane City Council Food & Health Regulations will apply.

Please contact Jess Todd at j2 ideas & events for more information and to book a Team Retreat on (07) 3257 0666 or email [jess@j2.net.au](mailto:jess@j2.net.au).

