



WHAT'S INVOLVED IN THE SLEEPOUT FOR SOUL?

WHAT IS THE SLEEPOUT FOR SOUL?

The Sleepout for Soul is a fundraising event supporting Soul Cafe and the meals and services our charitable organisation provides to the vulnerable and disadvantaged in our community.

Soul Cafe supporters are encouraged to register, raise **\$1000** for Soul Cafe and then sleep out overnight in the Civic West Car Park, located in Gibson Street, Newcastle on Friday, 15th June 2018.

WHAT ARE THE EVENT DETAILS?

When:	Friday, 15th June 2018
Event start time:	6pm
Where:	Civic West Car Park - Gibson Street, Newcastle (fronts King Street access via Gibson Street)

Event finishes:	Saturday, 16 June at 8am
Where:	Sleepout for Soul Breakfast @Soul Café, Level 2, Corner Hunter and Watt Street, Newcastle

WHO CAN PARTICIPATE?

Registered individuals, groups/teams and families can participate. When you register, please indicate whether you are registering individually, as a group/team or as a family. Please also ensure the required information is provided for **each** individual participant.

Children under the age of 18 years are required to nominate a parent or guardian to accompany them throughout the sleepout event. Soul Cafe is a child safe organisation and values the safety and security of sleepout participants who are under the age of 18 years of age. This is also a legal requirement, according to the Children and Young Persons (Care and Protection) Act, 1998 and several other relevant Acts.

HOW DO I COLLECT DONATIONS?

Donations can be collected in two ways:

1. Online donations:

- When you register to participate online, you are allocated an online donation page (your MyCause Sleepout Page – **don't forget to upload an image to your profile!**).
- All online donations are received through your MyCause Page. You can share your page by email or via your social media platforms requesting friends and followers to make direct online donations to your campaign.
- Tax Deductible Receipts are issued electronically to each donor at the time of making the donation transaction.

2. Offline donations:

- You can collect cash and cheques and return them to the Soul Cafe office in your fundraising Participant Kit (the clear envelope containing a Donation Collection Form and other relevant resources).
- For each donation received, please fill out the donation collection form provided in your kit. Please ensure you keep a legible record of donor names, donor contact information and amounts donated.
- This kit must be returned to Soul Cafe upon conclusion of your fundraising.
- Ideally, your participant kit and **all** cash donations should be **returned to the Soul Registration point located on Level 8 at the event on Friday, 15 June between the hours of 6pm and 10pm**
- Tax Deductible Receipts will be issued and posted/emailed to donors after the event.

WHAT RESOURCES ARE AVAILABLE?

Swags or Homeless Backpack Beds are available for purchase for \$100.00. These Swags have been designed specifically in mind for the homeless. Participants who purchase a Swag are encouraged to donate the Swag back to Soul Cafe for us to distribute to others in need after you have used it at the sleepout.

- Swags will be available for collection at the registration point on Level 8 from 6pm on Friday, 15 June
- Donated swags should be returned to the registration point prior to leaving the venue

Swags need to be purchased online NO LATER THAN COB, FRIDAY 1 JUNE 2018.

Here's the link to purchase your Swag: <https://www.mycause.com.au/store/468>

A4 Posters can be downloaded for printing from our website: <https://soulcafe.org.au/events/sleepoutforsoul/>

Participant Kits to collect cash donations can be made available by contacting Jen by phone on 02 4926 1758 or by email sleepout@soulcafe.org.au

Sleepout for Soul Social Media includes a closed Facebook group exclusively accessible to registered participants and a Sleepout for Soul Facebook Event. See your emails from the Sleepout Team to access the link that will enable you to join the Facebook group and please use the event page to share and invite your friends and followers.

WHAT IS PROVIDED THROUGHOUT THE EVENT?

1. A barbecue dinner is provided at the event, together with entertainment and activities. We also encourage Sleepout participants to share their skills, whether you play an instrument, can perform a talent or showcase some skill, it would be great to have you contribute to the fun of the evening.
2. All participants are invited to the Sleepout for Soul Breakfast and a tour of the Soul Cafe facility upon the conclusion of the event. A delicious breakfast will be served at Soul Cafe (Level 2, Corner of Hunter and Watt Streets, Newcastle – above Westpac Bank) from **8am on Saturday, 16th June**.

WHAT SAFETY MEASURES ARE PUT IN PLACE FOR THE EVENT?

Access to the venue will be restricted to registered sleepout participants, Soul Cafe volunteers, staff and authorised personnel only. Security will be provided throughout the duration of the event.

Local police are also involved in the event and will drop in to see how the event is travelling.

A team of Soul Cafe volunteers and staff will be also be in attendance, ensuring the safety and wellbeing of all participants throughout the course of the sleepout. The direction of this team and event signage should be followed to ensure the safety of all participants.

In consideration that the event venue is located in a high-rise car park and with the safety of all participants a priority, we would ask that the following items be left at home:

- Skateboards, rollerblades or roller skates
- Balls, or any toy or item that bounces
- Pets

******* Please note the Sleepout for Soul is a family friendly event,
where children and young people will be present.

As such, the consumption of alcohol should be kept to a moderate level.

We ask that ALL participants please respect this condition of involvement in the event.

WHAT HAPPENS IN THE CASE OF AN EMERGENCY?

Staff trained in first aid will be present throughout the event and will contact local authorities should emergency support be required.

WHAT TO BRING:

Please bring the following items with you to the event on Friday:

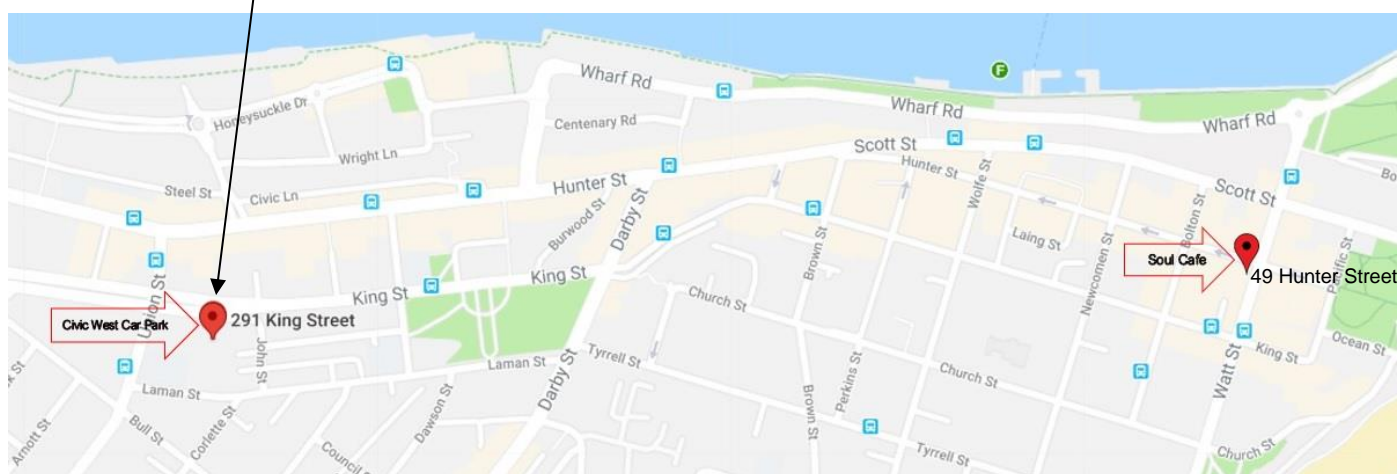
- wear warm clothing - including a warm/weatherproof jacket, thermals, gloves, scarves and socks
- bring a warm bed (eg: a swag, camping bed, warm sleeping bag, pillow, stretcher, blankets)
- snacks if you'd like to munch away throughout the night
- entertainment - this could be a pack of cards, a board game or a musical instrument
- a camping chair and table to sit around the fires
- a torch or camp light
- if you have any cash that people have donated to your fundraising total please bring it along and hand it to a Soul Cafe team member who will be located at the Soul Registration point located on Level 8

WHAT WE WILL PROVIDE ON THE NIGHT:

- ID wristband upon arrival to event registration (Level 8) **to be worn by participants for duration of sleepout**
- **a Sleepout for Soul Beanie to keep your head warm during the event**
- refreshments, including: delicious bbq sausage sandwiches, coffee, tea, milo, water and biscuits
- toilet amenities
- fire pits set up to help provide some warmth
- entertainment, including music and movies to keep the kids engaged in the 'Family Zone'

LOCATION MAP & PARKING INFORMATION:

Entry to Civic West Car Park, 291 King Street, Newcastle is accessed from Gibson Street.



Secure parking will be available to sleepout participants on the lower levels of the Civic West Car Park at a cost of \$3.00 per vehicle between **5:00pm Friday, 15 June and 8:00am Saturday, 16 June**. Entry and exit are controlled via number plate recognition. Payment for parking is paid at the pay station prior to exiting the car park. CCTV security monitoring is in place to ensure vehicle safety whilst parked on premises.

There is some street car parking available in the nearby residential areas, however, participants who choose street parking will need to be responsible for checking the Newcastle City Council parking signage for restrictions and limitations. Soul Cafe is unable to take responsibility for any fees or charges incurred by participants relating to parking at the event.

DO YOU HAVE ANY QUESTIONS?

If you have any questions regarding the Sleepout for Soul then please contact the Soul Cafe office on (02) 4926 1758, or email sleepout@soulcafe.org.au