



Need a fundraising windfall?  
Struggling to streamline your operations?  
Caught in a governance sinkhole?

**Meet the low-cost, high-value books that'll save  
the day for your community group.**

Our Community knows the not-for-profit sector. We also know how time-poor community sector workers are and how often you come up against problems, both age-old and brand new, that leave you scratching your head.

If only there was a "not-for-profit for dummies" book series...

Introducing the Our Community library – a collection of titles written with the singular goal of helping you do the best you can, as quickly as possible.

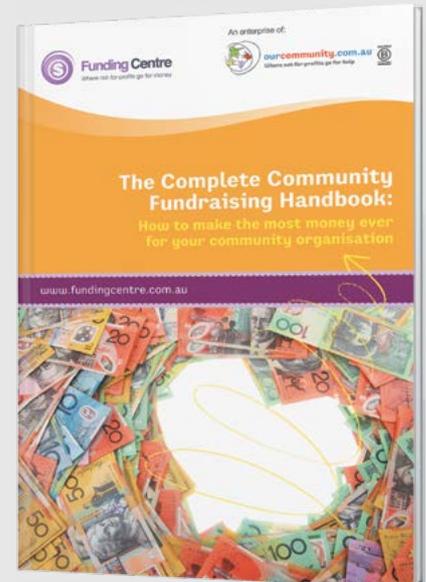
Don't pay a fortune for the targeted advice you need. Browse the range of no-nonsense, affordable guides and then visit [www.ourcommunity.com/books](http://www.ourcommunity.com/books) for secure, easy online purchases. And, to sweeten the deal, postage is free within Australia!



## The Complete Community Fundraising Handbook: How to make the most money ever for your community organisation

The Complete Community Fundraising Handbook offers advice aimed at improving your community organisation's fundraising efforts and will allow you to take control of your fundraising activities. Learn practical strategies, tools and next steps to gain more money for your organisation.

- > 107 pages
- > \$36 (inc GST)



## Fire Up Your Fundraising Events: How to Make More Money While Having Fun

This book is designed to guide you through the process of running a special event, step by step. Drawing on the experience of professional event planners, teachers, parents and community fundraising experts, we've pulled together all the tools you'll need to pull off a fantastic event.

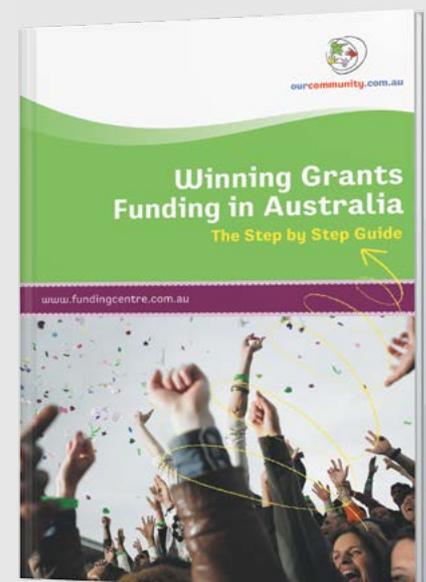
- > 142 pages
- > \$36 (inc GST)



## Winning Grants Funding In Australia: The Step-by-Step Guide

This practical step-by-step guide will take you through the grant seeking process assisting you to prepare and research a winning funding application.

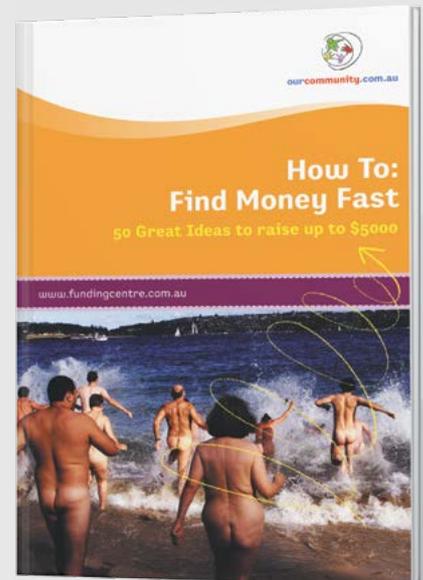
- > 70 pages
- > \$36 (inc GST)



## How to Find Money Fast: 50 Great Fundraising Ideas for your Community Group or School

This guide is filled with ideas to assist schools, community and non-profit groups with innovative ideas to raise money in an increasingly tough market. Included is a chapter devoted to helping groups establish a balanced and integrated fundraising strategy and a valuable 101-point special events checklist.

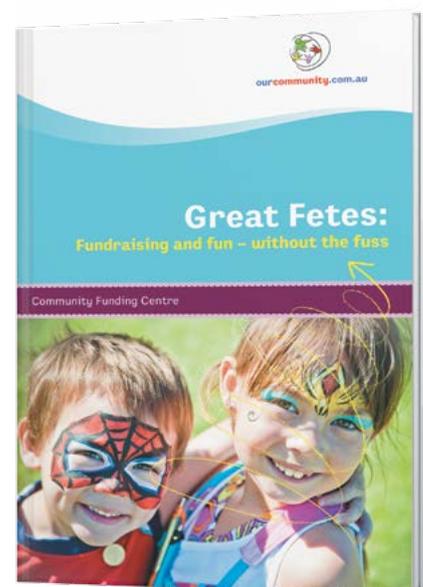
- > 97 pages
- > \$36 (inc GST)



## Great Fetes: Fundraising and fun – without the fuss

Fetes offer many benefits to community organisations – if all goes well they can strengthen your donor base, energise your volunteers, publicise your organisation, and be a fun way for your group to connect with the local community, raising your profile and extending your reach. This book and the accompanying templates are sure to help you run a smooth and successful fete with minimum fuss.

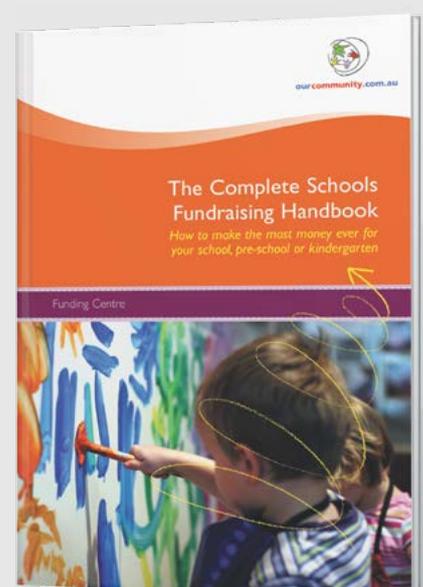
- > 148 pages
- > \$36 (inc GST)



## The Complete Schools Fundraising Handbook: How to make the most money ever for your school, pre-school or kindergarten

The Complete Schools Fundraising Handbook takes readers through the Six Pillars of Raising Funds - donations; grants; community-business partnerships; alumni; special events; and earned income - showing how each and every one of them can be used to bring in valuable funds.

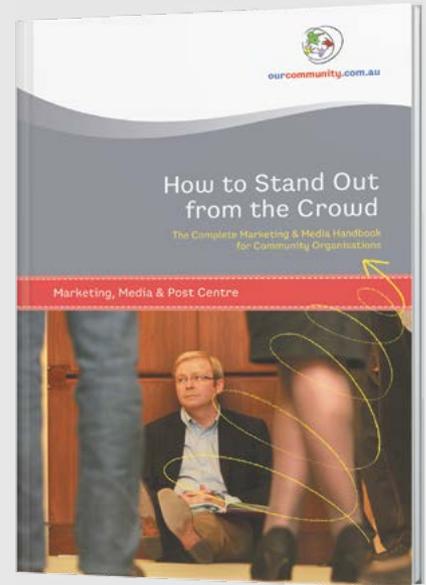
- > 120 pages
- > \$36 (inc GST)



## How to Stand Out from the Crowd: The Complete Marketing & Media Handbook for Community Organisations

Are you serious about attracting new members, volunteers, supporters or raising more funding for your community group? Discover the importance of strategic marketing and brand development as well as how to effectively action daily marketing activities such as direct marketing, working with the media and using technology effectively to achieve organisational strategic goals.

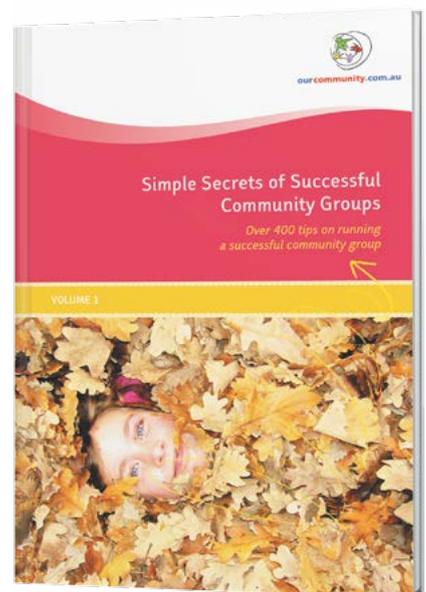
- > 135 pages
- > \$36 (inc GST)



## Simple Secrets of Successful Community Groups: 400 tips on running a more effective community group and school

Looking for the simple secrets to make your community organisation or school community more effective and efficient? This book contains well over 400 separate tips and handy hints to assist community groups in the 21st century. The topics covered include expanding funding and revenue streams, value-adding to maximise your special events, attracting, motivating and keeping volunteers, dealing with the media and marketing your organisation and establishing an effective corporate memory.

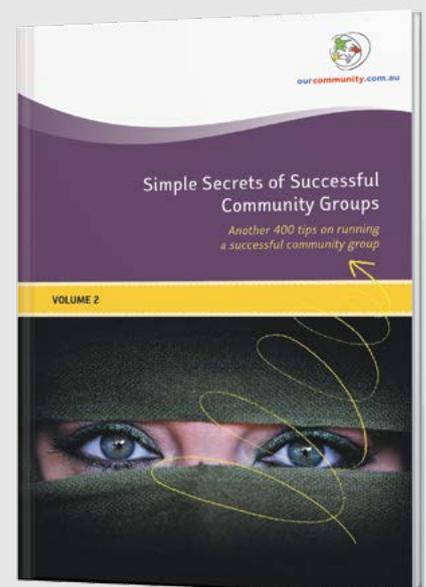
- > 63 pages
- > \$36 (inc GST)



## Simple Secrets of Successful Community Groups, vol. 2: Another 400 tips on running a more effective community group and school

The second volume of our Simple Secrets books contains a further 400 tips and handy hints to assist your community group to become more effective and efficient. Topic covered include keeping the volunteer army happy, finding the perfect venue for your event, communicating a clear message, going in search of in-kind support for your group and much more.

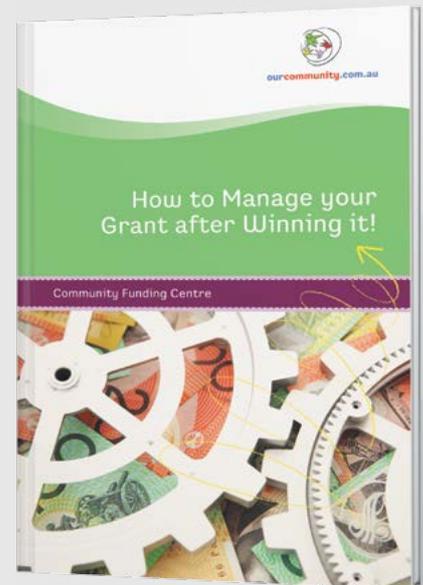
- > 83 pages
- > \$36 (inc GST)



## How to Manage your Grant after Winning it!

How to Manage your Grant after Winning it is an easy to follow guide that will provide you with all the answers you need, with templates for each step of the process provided in an accompanying CD. The guide is designed to take you beyond the thrill of finding out you've won the grant and help walk you through the process that you'll need to undertake from here on in.

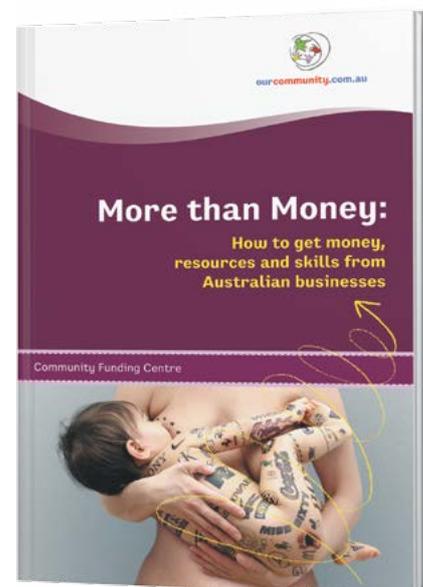
- > 41 pages
- > \$36 (inc GST)



## More than Money: How to get money, resources and skills from Australian businesses

This book will help step you through the process of scoping possible partnership targets, approaching a business, working with them, evaluating the results of your partnership and – finally – winding up or reinventing your partnership.

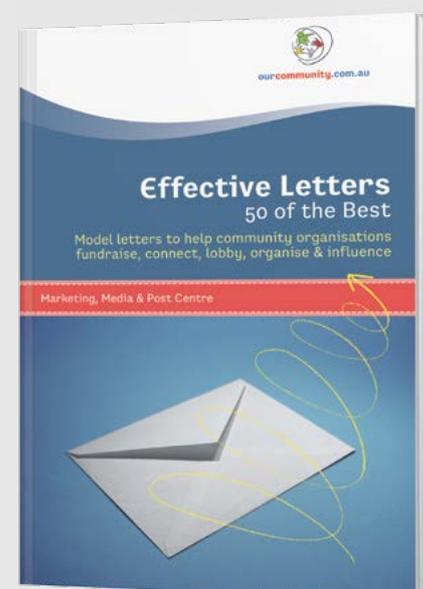
- > 144 pages
- > \$36 (inc GST)



## Effective Letters: 50 of the Best Model Letters to Help Community Organisations Fundraise, Connect, Lobby, Organise & Influence

Letter writing is an important instrument for a community organisation to have in its toolbox. With this book, that tool becomes sharper and multifaceted. Effective Letters provides 50 templates and a multitude of ideas that will assist you to improve your letter writing skills, marketing, and data storage and use. It provides tips on personalising your correspondence, increasing its impact and effectiveness. This is a 'must have' resource for any community group.

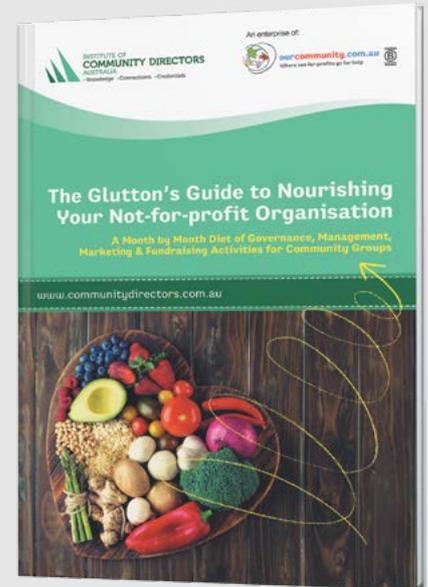
- > 145 pages
- > \$36 (inc GST)



## The Glutton's Guide to Nourishing Your Not-for-profit Organisation: A Month by Month Diet of Governance, Management, Marketing and Fundraising Activities for Community Groups.

Here's a year's worth of ideas, tips and resources, organised month by month, designed to help your organisation get the most out of your governance, management, marketing and fundraising activities.

- > 132 pages
- > \$36 (inc GST)



## Recruiting for Your Not-for-profit: Good People for Good Jobs

This guide to recruitment for not-for-profit organisations covers all aspects of getting new employees on board, from advertising to inducting. Includes a special section on recruiting a CEO, plus tips on recruiting volunteers and interns. Bonus: free recruitment templates, forms and checklists. Produced in partnership with Moores Legal.

- > 96 pages
- > \$36 (inc GST)



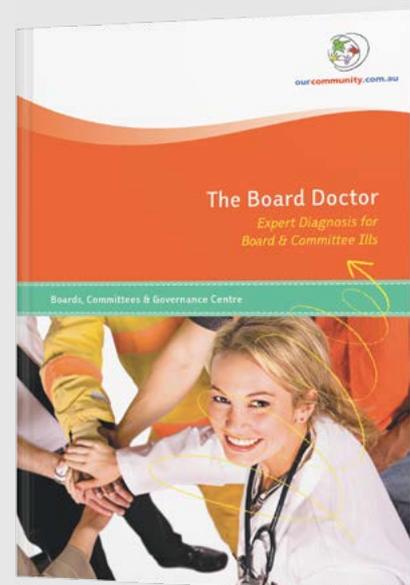
All books are available from  
[www.ourcommunity.com/books](http://www.ourcommunity.com/books)



## The Board Doctor: Expert Diagnosis for Board & Committee Ills

If you're on a board or committee there will be times when you need advice from somebody who has experience in dealing with the wide range of issues that may arise. The Board Doctor provides tips, ideas and solutions from a range of experts who have contributed to the Board Builder Newsletter and the annual Board Builder Conference. Our Community has brought together these experts to provide answers to a range of easy to follow exercises. They know the law, they know what has worked in practice and they trust their judgement, because they've been in the trenches.

- > 94 pages
- > \$36 (inc GST)



## Making Meetings Work: Conquering the challenges and getting great results

Making Meeting Work is your guide to overcoming the challenges and complexities that arise in meetings, helping you to make your meetings more effective and productive.

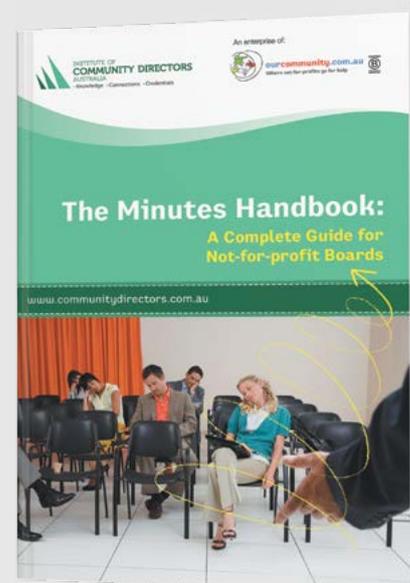
- > 95 pages
- > \$36 (inc GST)



## The Minutes Handbook: A Complete Guide for Not-for-profit Boards

When it comes to recording your community group's meetings, do you know what's what? Do you know what must be recorded and how? Do you know who should manage the minutes and how they should go about it? The Minutes Handbook will guide you through these questions and many more, helping you from minutes-madness to a better way of minuting in no time at all.

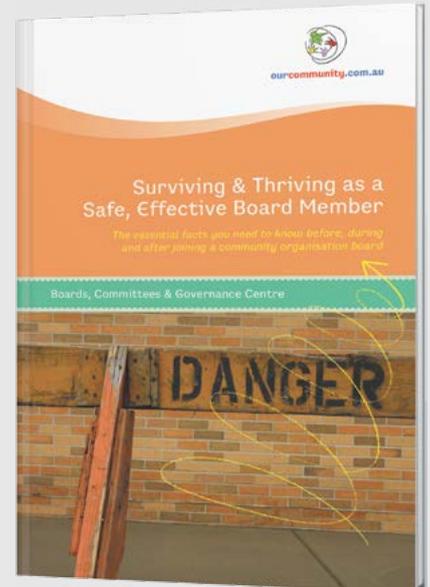
- > 83 pages
- > \$36 (inc GST)



## Surviving & Thriving as a Safe Effective Board Member: The essential facts you need to know before, during & after joining a community Board

What should you do when someone asks you to join the Board of a not-for-profit group? And what do you have to be aware of when you do actually say yes. Find out what your legal responsibilities are and what compliance, governance and performance actually means for the not-for-profit Director. This guide takes you through the questions you should ask before you join, your responsibilities while on the Board and the action you should take when you decide to leave the Board.

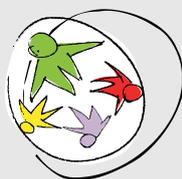
- > 75 pages
- > \$36 (inc GST)



## Get on a Board (Even better – Become the Chair): Advancing Diversity & Women in Australia

Unfortunately, Australia is not the enlightened country it could be and should be when it comes to leadership diversity. There's a dearth of women on the boards of our corporate, government and not-for-profit boards. This book is designed to inspire and empower more women to take the lead into the board arena. Get on a Board takes you on a journey through the board lifecycle, from first consideration of such a role, through finding the right board, getting the gig, honing your performance and, finally, moving on.

- > 166 pages
- > \$36 (inc GST)



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