



# HANDBOOK

Legacy's vision is that no dependant of those who gave their life or their health, as a result of serving our country, suffers any financial or social disadvantage.

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# LEGACY'S MISSION

To care for the dependants of our incapacitated and deceased veterans.

## ABOUT LEGACY

Legacy is an Australian voluntary organisation, a charity dedicated to caring for the families of those who have served our country.

Since Federation more than 102,000 Australian servicemen and women have paid the ultimate sacrifice in theatres of operation around the world. Many others returned wounded, either physically or psychologically, from their exposure to war and service.

Legacy's commitment to assist the families of those who have served our country in the armed forces is long-standing; it started with a World War 1 digger's promise to his

dying mate that he'd "look after the missus and kids". Behind each member of the Australian Defence Force who risks everything, there is a family doing the same, and Legacy continues to assist the families of today's Australian Defence Force personnel who either lose their life or their health during their service or subsequently.

Legacy protects the basic needs of individuals and families; advocates for entitlements, rights and benefits of individuals and families; assists families to cope with bereavement and helps people thrive, despite their adversity and loss.

## THE ODE

They shall grow not old, as we that are left  
grow old,

Age shall not weary them, nor the year's  
condemn.

At the going down of the sun and in the  
morning,

We will remember them.

***Lest we forget***

## THE LEGACY ODE

The Legacy Ode was adapted from the second verse of the American Poet RW Lilliard's "An American Answer" written in 1918 as an answer to the challenge within "In Flanders' Fields". The Legacy Ode is often read at Legacy functions, meetings and at other special events:

### **The Legacy Ode**

Fear not that you have died for naught

The torch you threw to us we caught.

And now our hands will hold it high

Its glorious light shall never die,

We'll not break faith with you who lie

On many a field

***Lest we forget***





# LEGACY'S WORK

## **FAMILIES OF VETERANS WHO HAVE SACRIFICED THEIR HEALTH**

Legacy provides support to the partners, children and families of veterans who have sustained a serious service related illness or injury which impacts on their ability to support the family. The program is intended to provide a transitional and short-term period of support to assist the family towards a sustainable level of functionality. The program works collaboratively with other agencies and services to obtain the best possible outcomes for the family in need. Although services are usually short-term in nature, families are welcome to re-engage with Legacy at any time. Service delivery in this program is in the broader context of the family, with a particular focus on support to partners (who are usually, but not exclusively women) and children who are impacted by the members' incapacity.



## **FRAIL, AGED AND VULNERABLE**

Legacy provides comfort and security to those who find themselves alone and vulnerable. While some aged require little more than advice, others require more extensive assistance including relief from financial hardship, help in combating social isolation and, support with medical and respite care. Regardless of the level of care required, Legacy will do whatever it takes to ensure no widow of a deceased veteran will ever face life's challenges alone.



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# **LEGACY'S WORK**

## **YOUNG FAMILIES AND CHILDREN**

Young families are particularly deserving. While Legacy can never replace a spouse or parent, it will strive to create an environment where the family can thrive despite their loss. Marshalling all of its resources, Legacy will provide the advocacy, counselling and, family support necessary for each family member to fulfil their dreams and live rewarding lives. Particular attention is given to the educational and developmental needs of children.



## **DEPENDANTS WITH DISABILITIES**

Legacy believes that people with disabilities have an inherent right to life on an equal basis with others and is proud of its commitment to those dependants with disabilities. While most primary care is delivered by specialist service providers, Legacy takes a personal and long-term interest in the welfare of dependants and their families, acting as an honest and reliable friend and advocate. Legacy also assists with opportunities to promote a healthy lifestyle, reduce social isolation, and provides respite for parents and carers.



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# LEGACY'S WORK

## STATISTICS

Legacy Nationally - what we do every year;

- care for over 65,000 families, including 1,800 children and disabled dependants
- take 450 children on holiday camps
- provide 16,000 day trips for the elderly
- help with 3,000 pension entitlements
- assist 8,000 with help around the house with home maintenance visits
- assist with 120 continuous child care placements
- 40,000 home visits and calls to frail and elderly widows
- help 1,200 families with financial relief payments
- run 3,000 car programs for socially isolated widows
- 350 children receive education support
- install 3,500 emergency medical alarms for the frail and elderly
- run 640 tutor program for adults and children
- provide 300 mobility devices for the disabled
- provide 600 physiotherapy treatments for the disabled and infirm
- help 400 families or individuals with intense case management
- dedicated service 24/7
- 654,000 volunteer hours per year
- without your support this would not be possible

**THANK YOU FOR CHALLENGING YOURSELF AND OTHERS TO RAISE FUNDS TO ENABLE LEGACY TO CONTINUE TO KEEP OUR PROMISE TO THE FAMILIES OF OUR DECEASED AND INCAPACITATED VETERANS**

**SINCE 1923 LEGACY HAS KEPT A PROMISE TO HELP THE FAMILIES OF OUR FALLEN HEROES. SO FAR WE'VE HELPED OVER 100,000 AND STAND READY TO SUPPORT A NEW GENERATION OF AUSTRALIANS WHO CONTINUE TO SERVE IN GREAT DANGER, SHOULD THE UNTHINKABLE HAPPEN LEGACY WILL BE THERE BUT WE CAN'T DO THIS ON OUR OWN. HERE ARE SOME OF THE MANY PRACTICAL WAYS WE HELP ACROSS AUSTRALIA AND SOME WAYS IN WHICH YOU CAN HELP KEEP THE PROMISE ESPECIALLY ONE AS ENDURING AS OUR OWN.**

**What we do every year:**

- Take **450 CHILDREN** ON HOLIDAY CAMPS
- Provide **16,000 DAY TRIPS** FOR WIDOWS
- Help with **3,000 PENSION ENTITLEMENTS**
- Help around the house with **8,000 HOME MAINTENANCE VISITS**
- 120 CONTINUOUS CHILD CARE PLACEMENTS**
- 40,000 HOME VISITS AND CALLS TO FRAIL AND ELDERLY WIDOWS**
- Help **1,200 FAMILIES WITH FINANCIAL RELIEF PAYMENTS**
- 3,000 CARE PROGRAMS** FOR SOCIALLY ISOLATED WIDOWS
- 350 CHILDREN RECEIVING EDUCATION SUPPORT**
- Install **3,500 EMERGENCY MEDICAL ALARMS** FOR THE FRAIL AND ELDERLY
- 640 TUTOR PROGRAMS** FOR ADULTS AND CHILDREN
- Provide **300 MOBILITY DEVICES** FOR THE DISABLED
- Provide **600 PHYSIOTHERAPY TREATMENTS** FOR THE DISABLED AND INFIRM
- Help **400 FAMILIES OR INDIVIDUALS WITH INTENSIVE CASE MANAGEMENT**
- Dedicated service **24/7**
- 654,000 VOLUNTEER HOURS PER YEAR**
- WITHOUT YOUR SUPPORT THIS WOULD NOT BE POSSIBLE**

**Testimonials:**

- "Legacy had been in Heather's life since her Dad died in 1995. When she began suffering from a debilitating undiagnosed condition that confined her to a wheelchair we took it upon ourselves to get her into the community and help her with medical costs." - Malvina Legacy
- "The Legacy centre helps to keep my children grounded just at the same time when times get tough. They get a chance to meet other children who have lost a father and importantly they meet support who are great role models." - Shona TK, widowed in 2008
- "It was a battle for me to get compensation for Peter's death. Legacy took some of our departed financial situation into consideration and more than that, they gave our children William and Ella some stability and hope as a time we were most vulnerable." - Malvina Blackworth, widowed in 2007





# ABOUT LEGACY'S **BOSS BOOTCAMP**

Boss Bootcamp is Legacy's unique awareness and fundraising campaign and, the biggest event on the annual fundraising calendar.

It's all about bosses challenging themselves and their team, networking, and having fun; whether you participate as an individual or with your workplace team.

Choose your challenge and session time and work with others to complete the challenges set.

The team will be faced with puzzles and brain teasers to escape from a prison cell within a time limit or you have a choice to undertake the physical military inspired obstacle course, or you can choose both.

CAN YOU DO IT?

## **BRAINS, BRAWN OR BOTH?**

For more information about the event and who is eligible, please read the [FAQs](#).

## **OBJECTIVE:**

To engage a wide audience of bosses, staff and students within workplaces and schools; encouraging participation in Boss Bootcamp in support of Legacy.

We want our registrants to feel an affinity for the Australian Defence Force (ADF) and the sacrifices they make every day when they go to work, and for the families they leave behind.

***You think being a Boss is hard work, spare a thought for our ADF Personnel:***

- They endure the harshest of conditions.
- In the world's most hostile environments.
- Often having to leave their family for extended periods.
- And, they work with immense responsibilities on their shoulders.
- The ADF risk their life and their health for us!

**Who would support and care for their families if something were to happen to them? Legacy would, Legacy does, and Legacy always will.**

## **PARTICIPATION:**

**ADF personnel sacrifice so much to continue to fight for our protection and our freedom; you can help Legacy to care for our ADF families should the worst happen. Nominate your boss or workplace team TODAY, or if you are the boss, then register yourself and/or your team for Bootcamp NOW!**

### **Who can participate?**

All sorts of bosses: CEO's, managers, team leaders, supervisors, principals, teachers, coaches, the local butcher, hairdresser or even the boss of the house can take part.

### **How?**

Bosses can nominate themselves, or their workplace team/staff/students can challenge or dare their boss, principal, teacher, or coach to participate in Boss Bootcamp.

Once registered, the team works together to start raising vital funds for Legacy. We encourage you to engage staff, clients, suppliers, and the community to support you. We have plenty of suggestions within this handbook, our website, and Facebook

For regular updates, like and follow us on Facebook.

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# ABOUT LEGACY'S BOSS BOOTCAMP

## **BRAINS OR BRAWN:**

**Bosses and their teams can participate in Boss Bootcamp in 3 ways:**

**Brains** = Intellectual challenges may include general knowledge questions, brain teasers, logic, reasoning, puzzles and, much more. You are under the pump with time ticking. Every correct answer gets you one step closer to getting out! Every incorrect answer puts you 1 minute behind.

**BRAWN** = Physical challenges include traverse ropes, rigs, ramps, monkey bars, a wind tunnel, reverse escalators, a mud pit and, much more. Bosses and their teams work together to encourage, assist each other to get over, under or through the obstacles successfully.

Or a combination of both!

**You can go it alone OR form a workplace/school team of up to 4 people.**

The **BRAINS** challenge will appeal to those who want to participate but possibly can't manage the physical challenges, due to fitness level, medical condition, age or disability or, who would just simply be more competitive and comfortable in the **BRAINS** category.

The **BRAWN** challenge will appeal to those with varying levels of fitness, looking for a physical challenge and wanting to put themselves into the boots of one of our ADF personnel for a brief moment.

Or, you can choose to participate in both brains and brawn challenges.

If you're not up to either, please consider **sponsoring** one of our other participants or simply click to **make a donation directly to Legacy.**

## **WHY SHOULD YOU REGISTER YOUR BOSS FOR THIS AMAZING CHALLENGE?**

Your participation and donation will help Legacy to uphold their promise to continue to care for families of our Australian Defence Force veterans who have served in war, peacekeeping, and/or humanitarian missions and who have died or become incapacitated, either during service or subsequently.

The youth support that Legacy provides is often critical and can make a real difference in the chances a young person has of a successful career and in life in general, chances which are often diminished by the loss of a parent.

**The benefits to the Boss participating in Boss Bootcamp is to:**

- tap into their psyche and competitive nature,
- get mentally and physically fit,
- provide networking opportunities with like-minded individuals,
- facilitate staff team building and working together towards one goal,
- public recognition and personal satisfaction for supporting an organisation with an outstanding reputation in caring for families of our ADF personnel since 1923.

**The benefits to the Staff participating in Boss Bootcamp is to:**

- get the boss out of the workplace/school for half a day,
- satisfaction in setting your boss a physical &/or intellectual challenge,
- facilitate staff team building and working together towards one goal,
- public recognition and personal satisfaction for supporting an organisation with an outstanding reputation in caring for families of ADF personnel since 1923.

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# ABOUT LEGACY'S **BOSS BOOTCAMP**

## **THREE SIMPLE STEPS TO REGISTER OR NOMINATE A BOSS**

1. Go to our website [www.bossbootcamp.com.au](http://www.bossbootcamp.com.au), click **SIGN UP** and follow the prompt
  - a. Bosses can register themselves individually or in a team of 4.
  - b. Staff/Students can register their boss/team leader/teacher etc.
  - c. Register a team of 4 now or later.
2. Choose category you would like to sign up for
  - a. BRAINS: the intellectual challenge - strategy, theory, logic, puzzles, brain teasers and more
  - b. BRAWN: tackling physical military inspired obstacles
  - c. OR a combination of both ½ Brains & ½ Brawn
3. On your Dashboard - Build your fundraising page
  1. Create your fundraising page – make it personal and with lots of pictures
  2. Then, circulate to your staff, colleagues, peers, suppliers, customers, friends and family.

## **YOU ARE REGISTERED – NOW WHAT?**

Now that you have registered use **our resources and downloads** to guide you through your team building, training and fundraising.

**Get your team together.**

Register them and get them fundraising too – use **our resources** for guidance.

**Get a fitness plan in place.**

**Contact the Boss Bootcamp Team** for tips to get fit or prepared for the challenge.







# WAYS TO RAISE AWARENESS AND RAISE FUNDS

## DOWNLOADABLE MARKETING MATERIALS

Access the marketing material provided on our Boss Bootcamp website. Tailor the downloads to your Boss's or Company's needs:

- Email banner
- Posters
- Thank you letter templates
- Media release template

Add your new Boss Bootcamp email signature to the bottom of your work and personal emails and ask your staff/students/team to do the same.

## TEAM BUILDING

While you're preparing for Boss Bootcamp there are lots of ways that your staff/students can play a part and contribute.

- Organise an internal Boss Bootcamp, a great team building exercise for staff/students to make them feel like a part of the action.
- Instil a little internal competition; ask each department to raise funds and the one that raises the most money wins a prize e.g. pizza for lunch or an early minute.
- Ask the staff if they would be willing to donate a small percentage of their wage each pay-run until BOOTCAMP is over. Donations over \$2 are tax deductible.
- Invite the staff/students to join you with training sessions for a gold coin (or small) donation.

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# TOOLS FOR RAISING FUNDS

Get everyone involved in your journey to raise funds and awareness of Legacy.

Use your team to organise fundraising events/fundraisers. Once you have a clear idea of the fundraising events you wish to hold the planning process will be so much easier.

Whether you're a Boss of a business, school, club or at home, our fundraising ideas are for you: **Downloadable Fundraising Ideas**. See below for a sneak preview of ways to raise funds.

## RAFFLES/AUCTIONS

A raffle or an auction, know your audience, for example if selling within the company then perhaps prizes as follows to encourage sales:

- an afternoon off work,
- lunch with you/board/other staff,
- or tickets to the company's Corporate Box

## MAKE THE ASK

- Place a Legacy collection tin on the front counter, put a sign up telling people what you are doing and where the money will be going. Donations over \$2 are tax deductible.
- Ask other businesses if they would have a collection tin on their front counter.
- When sending company invoices/emails/ letters add a personal message about the challenge, why you've chosen to be a part of Legacy's Boss Bootcamp and ask them to support Legacy too.
- Add your online fundraising page link to all your communications.

## DOLLAR MATCHING

Check your company policy, will they dollar (\$ ) match your fundraising dollar?

## EVENTS

- Casual Day – pick a date circulate message to staff/students to come in casual clothes for a gold coin donation.
- Luncheon – charge \$10 to \$20 per person and organise a shared lunch in the staff room.
- Garage sale – organise to have it in the car park at work or at home. Ask staff/ students, family and friends if they would like to have a stall for a small fee. Promote all proceeds from garage sale to go to Legacy.
- Host a beer and wine night, charge \$15 ask everyone to bring either a bottle of wine, bubbles or beer and use these for the tasting. Any excess you can auction or sell off throughout the night.

## ASK LOCAL CAFES TO GET INVOLVED

Ask the local café if they could donate \$1 from every coffee sold for a day. Let them know you are raising funds for Legacy and that you will promote the cafes involvement internally and to other surrounding businesses.

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# TOOLS FOR RAISING FUNDS

## FACTS

A key element of fundraising is to engage with your potential donors by sharing stories and facts. On the Boss Bootcamp website we have a range of stories from families we have helped, facts about Legacy, who we are and what we do. We have videos and visuals that can be used on your fundraising page to reinforce your message.

## ONLINE FUNDRAISING PAGE

Check your fundraising page regularly to gauge your progress, to thank your sponsors for their kind donations and to keep them informed e.g. training, invitations to fundraising events, news, reaching milestones and most importantly reaching or exceeding your fundraising target.

Our team will send updates and additional fundraising tips along the way.

## USE SOCIAL MEDIA

### **Promote your association with Boss Bootcamp**

Social media is an opportunity to take people on your journey to the Boss Bootcamp challenge. Post updates and pictures in the lead up to the event of things relating to your participation e.g. training for the event, your fundraising link, events your organising etc.

### **f Facebook**

Like and share the event with your friends. Share your personal stories.

- Publish a post about why you're taking the BOSS BOOTCAMP challenge and what difference their donation will make to Legacy.
- Video can be a wonderful way to share your story. Maybe video yourself explaining your motivation for taking part and your fundraising target – record your message using your mobile phone.
- Post updates when you reach key fundraising milestones.
- Regular posts regarding your training, fundraising and information will keep your friends up to date.

### **in LinkedIn**

A great place to reach out to your suppliers, customers and business connections

- Publish a post about your involvement seeking support. Include images, links to our Boss Bootcamp website.
- Send messages with a link to your fundraising page directly to contacts seeking sponsorship.
- Invite others to join you.

### **🐦 Twitter**

Tweet your work colleagues, friends and family and ask them to re-tweet. Tweet messages to clients, friends and associates requesting support e.g. send me to Boss Bootcamp! I'm raising funds to support Legacy who care for the families of those who served our country.

### **📷 Instagram**

If you have an Instagram account here are a few tips to make the most of the visual format:

- Post images with some key statistics or facts (**see Boss Bootcamp website**).
- Make sure in your picture description you include a link to your BOSS BOOTCAMP fundraising profile so people can donate.
- Post images of any fundraising activities or events you are taking part in.

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# TOOLS FOR RAISING FUNDS

## MONEY RAISED OFF-LINE CAN BE ADDED TO YOUR ONLINE FUNDRAISING PAGE.

Donations of \$2 and above are tax deductible. Legacy will email receipts for your offline donations.

Three options to pay-in your donations

### **1. Pay in cash online**

Log on to your Fundraising page, click on Fundraising, then click manage your donations and enter the details of your deposit.

### **2. Direct Deposit**

Transfer your cash online or make a deposit at any BankSA branch

Account Name: Legacy

BSB: 105-900

Account No: 950185040

Reference: BBC + full name or team name

### **3. Bank Cash/Visit Legacy/Mail us a cheque**

Visit us at Legacy, Legacy House, 102 Franklin Street Adelaide, with your cash donations, cheques, or money order. Or, make a cheque for the entire amount payable to Legacy and post to Legacy GPO Box 1367, Adelaide SA 5001.

Once the money has been banked please post or email the deposit receipt along with your donation form.

### **Need HELP**

We are here to assist.

Contact us: [info@bossbootcamp.com.au](mailto:info@bossbootcamp.com.au)

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# PREPARATION FOR BOSS BOOTCAMP

## BEFORE THE EVENT

- Reach your minimum fundraising goal to get you to Bootcamp
- (If you attempt to raise funds but don't quite get there call us – we can help)
- Train
- Get to know your team members, if you don't already
- Check the website for further information about the obstacle course

## CAMERAS/PHONES

- Legacy will not take responsibility for any loss or damage to camera's, phones or other appliances

## RESOURCES & DOWNLOADS

1. [Handbook – \(This document\)](#)
2. [Poster - promote your fundraising](#)
3. [Fundraising ideas](#)
4. [Boss Bootcamp logo](#)
5. [Email signature](#)
6. [Media release](#)
7. [Event checklist](#)
8. [How to pay](#)
9. [FAQ](#)
10. [Terms & Conditions](#)

## WHAT TO BRING

- Drink bottle
- Towel
- Thermal blanket

## CLOTHING

- **Brains:** wear comfortable clothing, and yes, you too can choose to participate in the mud pit, so we would recommend a complete change of clothes for you too!
- **Brawn:** wear light comfortable clothing, suitable for exercising and if you choose to participate in the mud pit, a complete change of clothes would be in order!

## WEATHER

- Rain, hail or shine the event will go on

## PARKING

- No parking on premises, please allow plenty of time to find a park and to check-in

## AFTER THE EVENT

- Plenty of fluid and rest
- Promote your achievement, keep raising funds
- Post your experience and some photos on your social pages
- Complete our survey
- Now that you have completed the course and got your fitness level up, your challenge is to stay fit

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