



SLEEP UNDER
THE STARS 2024

WORKPLACE GUIDE

Everything you need to know and
do to participate as a workplace in
Sleep Under the Stars.



TOGETHER WE CAN LIGHT THE WAY

Welcome to the Workplace Guide for Sleep Under the Stars 2024! This guide covers everything your workplace needs to know to participate in this event, and support young people experiencing homelessness at Stepping Stone House.

Thank you for helping us light the way!

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WHAT IS SLEEP UNDER THE STARS?

Sleep Under the Stars is a flagship fundraising event by Stepping Stone House, designed to raise awareness and support young people experiencing homelessness in Australia.

Each October, we head to an iconic Sydney venue to sleep-out and raise funds for Stepping Stone House programs, which provide accommodation, case management and long-term support to young people experiencing homelessness.



FAMILY FRIENDLY



ICONIC LOCATIONS



TEAM BUILDING



GIVING BACK!



10 YEARS OF SLEEP UNDER THE STARS

First taking place in 2015, Sleep Under the Stars has raised over \$5.9 million, helping countless young people find a home and the support they need to thrive.

This year marks our 10th sleepout, and the event is bound to be a night of celebration, support, and unforgettable memories.



WHAT DO FUNDS RAISED GO TOWARDS?

STEPPING STONE HOUSE

Sleep Under the Stars raises money to fund Stepping Stone House services and programs which support young people aged 12-25 who are at risk or experiencing homelessness.



Our mission

Stepping Stone House provides a safe place for children and young people at risk or experiencing homelessness so they can begin to heal, build resilience, create connections and become the very best they can be.

How we do it

We provide young people with long-term housing, case management and support, key developmental areas of education, employment, life skills, wellbeing, community and independence.



Since 1989, Stepping Stone House has supported over 500 young people in their journey to independence.



WHY PARTICIPATE AS A WORKPLACE?

Sleep Under the Stars is an opportunity for workplaces to come together, bond, and make a tangible difference in the lives of young people experiencing homelessness in Australia.

Benefits of Sleep Under the Stars

- Build deep team connection
- Hear from young people with lived experience
- Learn more about homelessness and build a sense of gratitude
- Make a difference



“We all have a social responsibility, and I couldn’t think of a better cause to be giving back to than this great event, Sleep Under the Stars”

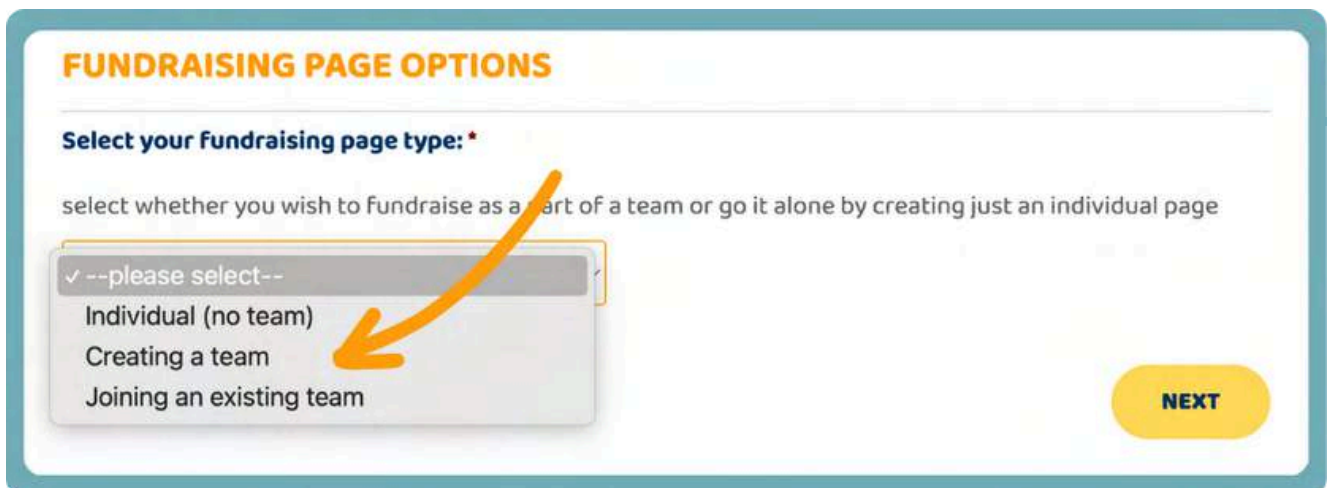
- Gemma Manning, Manning & Co



HOW TO CREATE A WORKPLACE TEAM

Once you're ready to sign up your workplace to Sleep Under the Stars, here's what you need to do.

- 1 Assign a **Team Leader** to oversee your Sleep Under the Stars team.
- 2 Head to the REGISTER page.
- 3 Fill in your details and follow the steps.
- 4 Under **FUNDRAISING PAGE OPTIONS** select **Creating a team**



FUNDRAISING PAGE OPTIONS

Select your fundraising page type: *

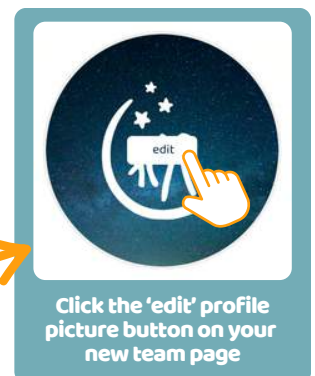
select whether you wish to fundraise as a part of a team or go it alone by creating just an individual page

--please select--

- Individual (no team)
- Creating a team
- Joining an existing team

NEXT

- 5 Write your team name and follow the **NEXT** button.
- 6 Follow the steps to complete your registration.
- 7 Follow the **CONFIRM DETAILS** button.
- 8 Update your Team profile picture with your logo, or an image that represents your team.



✓ **Your page is now created!**

Need help troubleshooting? Contact us at events@steppingstonehouse.com.au

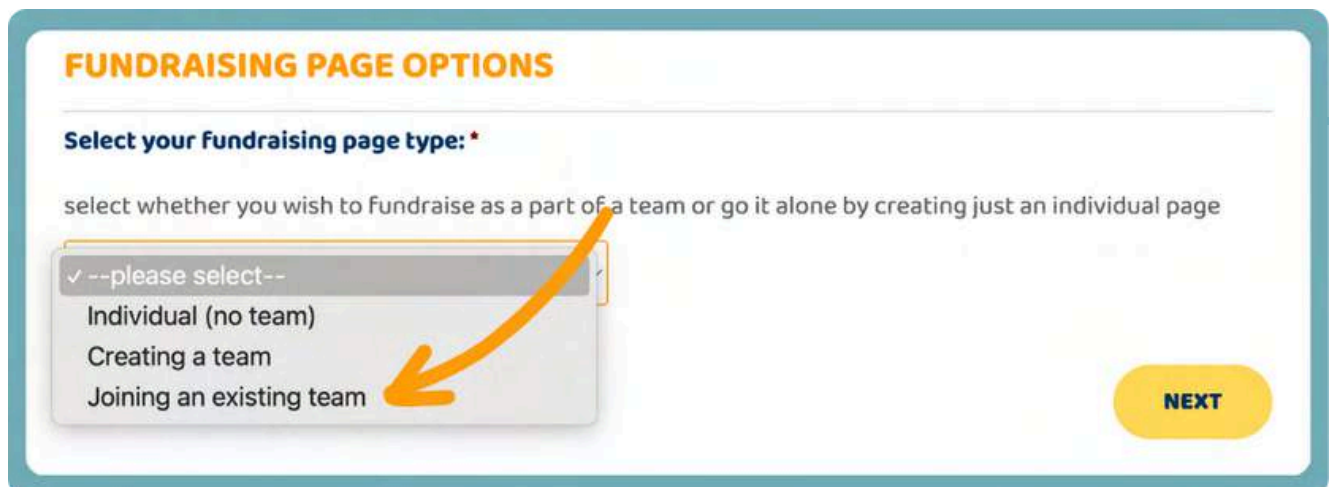


JOINING A TEAM

How to join during registration

- 1 Head to the REGISTER page.
- 2 Fill in your details and follow the steps.
- 3 Under **FUNDRAISING PAGE OPTIONS** select **Joining an existing team**

Send your team a **screenshot of this page** and **your team name** to help them sign up!



FUNDRAISING PAGE OPTIONS

Select your fundraising page type: *

select whether you wish to fundraise as a part of a team or go it alone by creating just an individual page

✓ --please select--
Individual (no team)
Creating a team
Joining an existing team

NEXT

- 4 Search using your team or team leader's name.
- 5 Follow the steps to complete your registration.



**You're part of the team!
Time to start fundraising.**

Already registered?

Have you or one of your team members already signed up and didn't join or create a team? Reach out to us and we can help events@steppingstonehouse.com.au



HOW TO ENGAGE YOUR WORKPLACE TEAM

1

Share the why

Foster a sense of ownership, enthusiasm, and connection to the cause by sharing more about youth homelessness.



2

Communicate the vision

Share regular reminders, present at team meetings, and use channels like Slack or Microsoft Teams to spread the word.

3

Encourage involvement

Getting your leadership on board and involving employees in planning for the night can help to build excitement.



4

Goals, incentives, & recognition

Set clear fundraising goals and milestones, and offer incentives as your team reaches them. Recognition goes a long way!

5

Provide resources and support

Share tips and assistance to help your team in their fundraising efforts. We have plenty of resources to help you out!



FUNDRAISING IDEAS FOR YOUR WORKPLACE

Looking for ideas to boost your fundraising together? Work together, get creative, and have fun with it! Here are some events and activities you could try in the lead up to Sleep Under the Stars.

Raffle or silent auction



Why not plan a raffle or a silent auction? You could reach out to your employees, network, suppliers or local businesses to source prizes.



Bake sale

Encourage your team to bring homemade baked goods to sell, with profits going towards fundraising!

Karaoke night

Host a karaoke evening with entry fees and donations.



Coffee week

Everyone donates the price of their coffee for a week!



Guess the baby

Ask everyone to bring in a baby photo. Each person donates to guess who's who!



Host a trivia night

Organise a trivia competition with teams paying an entry fee that goes towards your fundraising total.



WORKPLACE DOLLAR MATCHING

Many companies have a matched giving program and will match 'dollar for dollar' the amount you or your team fundraise for charity. Speak to your HR team to find out if your workplace has a policy for matched giving so you can double your impact.



WORKPLACE RESOURCES

Presentations and custom support

Our team is here to help. Get in touch with us to organise a chat, meeting, or presentation to learn more about Stepping Stone House and our impact.



Custom Team Poster

Fill in our easy PDF template with your Team name and a QR code, and print some custom posters to put up around your office!

[**DOWNLOAD TEMPLATE HERE**](#)

RESOURCES



[**DOWNLOAD**](#) 



WORKPLACE CHECKLIST

THINGS TO DO IN THE LEAD UP TO SLEEP UNDER THE STARS (JULY - OCTOBER)



Designate a Team Leader to oversee your Sleep Under the Stars team and nominate Champions to assist with fundraising efforts and team motivation.



Organise an information session to introduce the event to colleagues. Invite a representative from Stepping Stone House by emailing us at events@steppingstonehouse.com.au



Have your Team Leader sign up and create your workplace team at www.sleepunderthestars.com.au and set a fundraising target.



Get your colleagues to sign up by sharing the event through internal communications such as emails, newsletters, Slack, or Microsoft Teams



Brainstorm and schedule fundraising events or activities and get your employees involved. Check out the ideas on page 10 or come up with your own!



THINGS TO DO IN THE WEEKS BEFORE SLEEP UNDER THE STARS (OCTOBER)



Regularly check your team's fundraising progress and celebrate milestones and successes to keep morale high. Offer incentives and recognise wins!



Make sure all participants are aware of the event details and plans. Keep an eye on your emails in the lead-up to the night for more information on what to bring and what to expect on the night.



Plan out and communicate what your workplace is going to wear on the night. There will be a prize for the best-dressed team, so have fun with it!



Prepare ideas and inspiration for the team shelter-building activity. Come up with designs together, coordinate decorations, and give it your all.



Assign someone to coordinate photos of your team on the night. This can involve being the designated photographer or collating photos afterwards!

Posting the event on socials? Use the hashtags **#SleepUnderTheStars** and **#SUTS2024** and tag **@Stepping_Stone_House** for a chance to be featured on our page!



THINGS TO DO ON THE NIGHT OF SLEEP UNDER THE STARS (OCTOBER 25)



Travel to the Stargazer Lawn at Barangaroo and meet up with your team. Check-in starts from 5pm, so plan ahead to make the most of festivities!



Check-in and follow any instructions offered by the team. You'll be assigned a plot for your team shelter and given any other details you might need.



Collect your cardboard boxes and build your team shelter! Work together, have fun, and show off your creativity and architectural skills.



Get inspired at the talk and presentation portion of the event and hear stories from young people about their experience with homelessness.



Sleep out! Get the inside of your shelter all set up, unroll your sleeping bags, rug up, and settle in for an unforgettable night under the stars.



Have fun! Make the most of the night and celebrate everything you've accomplished as a team.



THINGS TO DO AFTER THE NIGHT OF SLEEP UNDER THE STARS (OCT 26 - NOV)



Make a final push for donations! It's never too late to donate, but we typically close individual and team donations at the end of November.

Visit www.sleepunderthestars.com.au to donate.



Check with your organisation about any donation matching. More info on [page 10](#).



Make sure you bank sure any offline donations to either your individual or team page.



Thank your donors and any team members who took part in Sleep Under the Stars.



Share the great outcomes of Sleep Under the Stars with your organisation, including fundraising totals.



Complete the Sleep Under the Stars Feedback Survey. Keep an eye out in your emails for the link!



Register your interest to take part in Sleep Under the Stars again next year!



OTHER WAYS TO GET INVOLVED AS A WORKPLACE

BECOME A MAJOR EVENT SPONSOR

Sleep Under the Stars is a unique opportunity for your organisation to showcase its commitment to social impact and align your brand with a reputable and high quality event.



Sponsor an event activation

Contribute to the fun carnival atmosphere of Sleep Under the Stars by sponsoring an event activation, such as a food truck, gelato cart or games corner.

Matched giving

Double your philanthropic impact as a matching sponsor! Matched giving can inspire our community to fundraise more for young people in need.

Volunteer

Support the success of Sleep Under the Stars by volunteering at the event. There are a range of volunteer roles available for individuals and teams.



Ready to learn more? Contact us!

Tonya Greer (Corporate Partnerships Manager)

tonya.greer@steppingstonehouse.com.au



SUPPORT AND CONTACT INFO

Do you have any questions or need a hand with troubleshooting? Our team is here to help!



Frequently Asked Questions

sleepunderthestars.com.au/cms/faq



General Enquiries

events@steppingstonehouse.com.au



Sponsor and Partnership Enquiries

tonya.greer@steppingstonehouse.com.au



Facebook Group

stepping.cc/SUTS_FB

Thank you for taking part in Sleep Under the Stars.

TOGETHER WE CAN LIGHT THE WAY.

