



ORGANISING YOUR OWN FUNDRAISER

WHAT KIND OF FUNDRAISER

Deciding on what kind of event or activity to organise can be difficult in itself. Firstly, the idea; do you have something you enjoy doing? Something you would like to challenge yourself with? What would YOU like to do to raise money? Secondly; the where, the when, the how and the who; Where will your event be taking place? When will the event/activity be taking place? How will you raise funds and how much will you be looking to raise? Who will be taking part in this event or activity? All of these factors must be considered when planning a fundraising event or activity.

- ★ Still struggling for ideas? Take a look at our 40 Fun Fundraising Ideas sheet for suggestions!

WHEN HAVE YOUR IDEA

When you have finally decided on that difficult idea!

- ★ Where will it be? - Do you need to book a venue, do you need permissions?
- ★ When will it happen? - Will the event or activity occur over a few days? Is there a specific date that people will need to know?
- ★ What can we do? - Do you need any fundraising materials (e.g. t-shirts, collection cans)
- ★ How will you be raising the funds? - Are you selling items, receiving sponsorship, can collecting?
- ★ Your attendees - How many people are involved in your event/activity? How will you inform them of the event/activity, how will they get to the location?

HOW TO BEGIN FUNDRAISING

Depending on the type of event or activity you are planning, there are many ways to raise funds. If you are planning on holding a raffle or auction, try speaking to your friends, family and local business owners for donations. If you do approach local businesses, we will be happy to provide you with a letter of authorisation to show that you are raising funds for a charity! Another method of fundraising is cash donations, perhaps holding a bake sale or selling handmade goods.

- ★ If you need any ideas or advice do not hesitate to get in touch with our fundraisers

AFTER YOUR EVENT

After your event has taken place, remember and thank everyone for their donations. It is always good to remind people about the cause they were donating towards. It is also helpful to let your donors know how much money the event raised so they know the sum they contributed to!

Please send us any pictures or videos taken at your event, we love to publicise all the good work that went to raise such important funds.

PLEASE CONSIDER AND REMEMBER

- ★ Keep Rookie Rockstars informed of any fundraising activities in which you are planning
- ★ Think about time! Don't leave all your planning to the last minute!
- ★ Always ask for help; family, friends and co-workers are there for support
- ★ How will you keep your donations secure?
- ★ There are legal implications to taking collecting money, make sure you are aware of this
- ★ ENJOY YOURSELF!