



Fundraising Guide

If this is the first time you've ever fundraised or even if you've fundraised before, hopefully this guide will be helpful in getting you started or giving you some new ideas and inspiration.

This guide includes

- **Top Tips** - to get you started in thinking about fundraising
- **Fundraising Ideas** – to give you some fun inspiration about how to raise money
- **Event Planning Tips** – to help guide you in organising an event

TOP TIPS

Set yourself a goal

Whether it's based on how many families you want to help, houses you want to build or just an amount you'd like to raise, setting yourself a fundraising goal will help you work out how many people you need to sponsor you or how many tickets you need to sell. You can then break that target down into manageable amounts

How to Raise \$1,500 50 people sponsor \$20 each = \$1,000 Cake sell = \$250 Garage sell = \$250	How to Raise \$10,000 50 people sponsor \$50 each = \$2,500 Themed party = \$6,000 Quiz night = \$1,500
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It's all about people

Will people sponsor you to do something daring or will they want to attend something you are organising? Think about whom you know and how they could help you fundraise.

- Have a chat with friends, family & colleagues to find out what they could do to help and what hidden skills they may have - one may be a pub quiz master!
- Ask those closest to you to sponsor you first. If the first few sponsor generously others will follow suit
- People can be especially generous if they get to take part in something that appeals to them.
- Ask them to donate a raffle prize, help sell tickets or help out at your event.
- Your company/club/child's school may let you hold an event at their premises or sponsor your event.
- Your company may have a budget for matching their employees fundraising efforts.
- You can ask your company/club/school to promote your fundraising in a newsletter or on the intranet.

Tell people why you are doing it

Don't worry about feeling awkward asking people to sponsor you or attend your event. Explain why you are fundraising and how the money you raise will help Tabitha in lifting more Cambodians out of poverty. Tell them about all the different ways in which Tabitha helps, many people will be impressed that you have chosen to fundraise and will be happy to support you. Maybe you could contact the local press and tell them what you are doing and ask them to promote it. If you're on a social network site you could set up an event page and use it to rally support.

FUNDRAISING IDEAS

There are a huge number of tried and tested fundraising ideas. Most of these can be done at home, work or school. Remember to start planning early, keep it simple and most importantly have FUN!

Top tip! - At all the events think about how you can make more money. Can you hold a raffle or auction; can you sell refreshments or even the table decorations?

Give it up for Tabitha

We all have a bad habit that we know we should give up, whether its coffee, computer games or smoking. Why not try for a week or month and ask friends and family to sponsor you

Come Dine with Me

Host a dinner party (or BBQ) for friends and test your culinary skills, just like the TV show. You can judge each other's cooking ability or just use it as an excuse to get together. Ask for donations based on what they'd be happy to pay for the meal and challenge them to hold the next one.

Hold a coffee and cakes morning

Appeal to people's sweet tooth with a coffee and cake morning. Those who don't like cake can bake!

Themed party

Fancy dress or a Black and White Ball? Get creative designing your own themed party.

Cheese and wine evening

Who can say no to cheese and wine? Try checking out delights from around the globe or show off those from your own country

Tennis competition

Test out your backhand and volley in a tennis competition at your condo, club or school, asking for an entry fee and giving a prize for the winner.

Dress down (or up!) day

Charge a fee to come in to school or the office in your own choice of clothes or pick a theme.

Create your own cookbook

Get your colleagues or students to submit a recipe and create your very own cook book to sell.

Sweepstake

From grand prix to premier league, get your friends to place their bets on who will win in a little sweepstake! Or if you're taking part in a sporting event, guess your finish time.

Quiz night or bingo

General knowledge or pick a theme... everyone loves a quiz night to test their knowledge!

Money instead of presents

A great cause and a great way to put some money to good use!

Garage or book sale

Organise a sale to help clear out the cupboards

Cards evening

Backgammon, Bridge, Snap or Top Trumps.

Cookbook

Each student/colleague/friend gives a recipe, collate print and sale. Great one for schools as it can be sold to parents, makes great presents for grandparents etc

Golf Day

Get your captain to organise a golf day, charging entry and offering a prize - don't forget a raffle or auction

Auction of promises

Bid for people's promises of time, labour, talent or skills - such as cooking dinner for 8, loan of a holiday home, swimming lessons, babysitting, mandarin lessons, the list is endless

Curry Night

Get friends round for a curry, everyone pays to come and you could even divide up the cooking. Or approach your local curry house to hold a buffet curry on a quiet night and donate a % of profits and you help fill the place.

Girls night in

Get the cocktails, chick-flick and pamper items ready, invite the girls round and charge them entry for a fun night in

Bring and Buy Sale

A great way to get rid of those unwanted Christmas or birthday presents while making someone else happy

Fashion Show

Team up with a local fashion house and show off their clothes on a catwalk, or why not show off some pre-loved clothes that you get donated and sell them afterwards.

Race Night or Casino Night

Organise a night for those who like a flutter

Theatre Show

Contact your local theatre and ask if they will give a % of sales on a particular night and you help sell tickets or put on your own show

Headshave

Ask everyone in your office/school/club to get sponsored to get their head shaved and organise a day of shaving

EVENT PLANNING TIPS

Once you've selected the event you want to hold, here are some tips of the things you need to think about

Choose a date – choose a date that's good for you and those that will attend, think about holidays and see what else is happening on that date, try to avoid big events

Choose a venue – think about how many people you want to accommodate, does it have all the facilities you need, does it have ample parking and toilets etc?

Budgeting – work out a simple budget, thinking about the costs of everything you expect to incur, think about what you can get for free etc. Estimate how much money you will have coming in or work out how much you'll need to sell tickets at to cover costs and make a profit

Publicity/ticket sales – sell tickets in advance, ask everyone you know to attend and to help sell tickets, set up a separate email address to help you monitor sales and to put in your publicity

What do you need? Can your venue provide everything you're going to need or do you need to hire or borrow equipment, make a list.

Helpers – do you need a helping hand before, during or after? Remember to ask people in plenty of time

Contingency plans – if your event is outside, what will you do if it rains? If you haven't sold enough tickets don't be afraid to cancel or postpone – always have a plan B.

On the day – make sure you have a schedule, that volunteers are fully briefed, refreshments are available. If possible update people on how much you anticipate to raise and remind them where it's going and thank them.

Thank people – don't forget to thank everyone involved, from donors to volunteers, guests and venue staff and give yourself a pat on the back!