



# SPARKLE & SHINE YOUR FUNDRAISING

## First Edition for 2022-2024

Let us introduce you to our first 2022-2024 Fundraising Newsletter. We want to help you add a little Sparkle and Shine to your Fundraising.

Whether your fundraising has been stellar or a falling star, here is a basic Fundraising 101 which is a good starting point when planning a fundraising event.

Your Club has decided to do a fundraiser to make money for a certain project. Great!

What are some of the first things that you as Club members need to do?

- Decide on the fundraising goal for the project.
- Determine costs of the fundraiser.
- What kind of fundraiser do you want to have?
  - Do you want to host a community event, awareness event, or auction?
  - Determine if you intend to sell items like candy, note cards, or wrapping paper?
  - Ask the members/sponsors for a monetary donation?

**Remember, anything is possible with dedicated members working together to accomplish the task!**

## Your 2022-2024 Fundraising Team

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So, you have decided what kind of Fundraiser you will have, what is the next step?

- Decide on a chairman or leadership team
- Determine what sub-committees you will need
  - Set Up
  - Registration
  - Advertising/Promotion
  - Donations/solicitation (if needed)
  - Sellers/Workers
  - Clean-up
  - Who will take care of the money?
  - Audit Committee
    - It is always a good idea to have more than one person get together after a fundraiser to count the money, review expenses and create a profit/loss statement to present to the club.
- Pick a venue
- Review the contract (if needed)
  - or have someone review it for you
- Pick a Date and Time
- Set Prices (if needed)
  - Admission
  - Raffle ticket sales
  - Other items being sold
- Check with your local government as well as state government to see if any permits or licenses are needed
  - Raffle Permit?
  - Sellers Permit?
  - Health Department Permit?
- Is event insurance, one-day policy or liquor liability insurance needed?
- A policy can be obtained from any insurance agency, and if something happens, they are worth their weight in gold.

Lastly hold a wrap-up meeting

- What went right?
- What went wrong?
- Would you do it again?
- What would you change?
- Present the Profit/Loss at next club meeting

**Always remember we are here to help, reach out with questions or help with ideas or just to discuss your plan.**



## **FALL FUNDRAISING IDEAS:**

- Adult Spelling Bee
- Paint the Porch Pink (Breast Cancer Awareness Walk)
- Witches Night Out
- Haunted House
- Halloween Party
- Scarecrow Contest or Festival
- Art & Craft Auction or Show
- Pie Sale
- Book Sale—New or Used and/or Invite an Author
- Chocolate and Wine Sale
- Costume Party
- Trivia Night
- Fall Themed Paint Night
- Casino Night

