

## **Guidelines for a Fundraising Event**

- The fundraiser needs to have a specific focus on an animal species, group or ecosystem and conservation action.
- Raises awareness in the community.
- Is geared towards a specific conservation effort or organization (where the funds will go)

### **How do you start?**

Contact your Fundraising Chair. Information you will need to provide: your focus, where the funds will go, what kind of fundraiser and a date you are looking at.

The Fundraising Chair will present this information at the next board meeting to gain approval.

### **Getting Organized**

Now that your event has been approved, the first thing you should do is determine if you would like to have a co-chair for your event or a committee. Please email the chapter to recruit planning helpers. Make sure to CC your Fundraising Chair on all emails.

### **Request Money**

Contact the Treasurer.

- It is your responsibility to contact the Treasurer.
- Please email the Treasurer the list of items you plan on selling so they may be inputted into the Square system.
- Fill out the Cash Box and Credit Card Attachment Form.
- Be sure to meet with the Treasurer to pick up the items.
- After your event, turn in everything to the Treasurer.

### **Education:**

- Each event must have an element of education.
- Plan to create age-appropriate activities or crafts that correlate to the conservation message.
- The chapter is happy to loan out the items to assist with the event including but not limited to:
  - Glue and Scissors
  - Butcher paper and construction paper
  - Tempera paint and paintbrushes
  - Stamps and stamp pads

### **Coin funnel:**

Contact: President

- Fill out the coin funnel request form.

- It must be submitted by the first of the month before you would like to use the coin funnel.
- You must be present your request at the monthly meeting the month prior in order to have time for the chapter to vote.
- You are required to assist the Treasurer in emptying the coin funnel once during the month of your request.

### **Graphics:**

#### **Contact: Fundraising Chair**

- If you have graphics needs, please contact the Fundraising Chair to discuss those needs.

### **Informing The Community About Your Event:**

Contact: Fundraising Chair and Social Media Chair

- To advertise the event, it may be posted on the chapter website and Facebook page.

### **Fundraising Materials:**

Contact: Fundraiser Chair

- If you would like to sell items at your event and need to request donations, please contact the Fundraiser Chair to help and approve items.

### **Volunteer:**

- Please organize a list of activities, shift times and the number of people needed.
- Then, reach out to the chapter to fill these volunteer opportunities.
- Keep track of all event meeting attendance and event attendance to report to the Secretary.
  - This helps the Secretary keep accurate point records.

### **After the event:**

- Return all items that you may have borrowed for the event.
- Return cash and card swiper to the Treasurer asap.