

CANVA

Ireland

FUNDRAISING

PACK

Introduction

Firstly, thank you for your interest in supporting the work of Cana Ireland. As you are probably aware, Cana Ireland relies on the generosity of the public and its members to fund our work which is undertaken solely on a voluntary basis. We are grateful for all the support and donations that help us in this ministry, This pack has been put together to help you plan and deliver a successful event and to also put the 'fun' back into fundraising. No matter what money you raise it makes a difference!

Thank you for your support.

Before you start

Before starting your fundraising, it's a good idea to familiarise yourself with the work Cana Ireland does, our website is a good place to begin,

www.canaireland.org

Getting Started

1. Decide on what type of fundraising event you would like to hold, play to your strengths and build an event that will appeal to the interests of your friends, family and local community.
2. If it's worked before, it will work again. Use tried and tested methods like table quizzes, bag packs, coffee mornings or music/gig nights but don't be afraid to be creative and put your own touch on things.
3. You don't just have to do one fundraising event; you could do several smaller events, which might be more manageable for you. Some ideas include cake sales, dress down/dress up days or mobile phone and ink cartridge recycling.
4. Jump on the bandwagon. Organise an event that uses the hype of the latest craze. For example, ballroom dancing, white collar boxing or zumba.

5. If there are other fundraising events happening in your area, then maybe try something new to make it stand out. One idea we've seen is a Pop-up Cinema, where you can hold your own film festival showing the latest releases.

Planning the Fundraising

Once you've decided on the type of fundraising you're going to do, you should then start planning it. Here are some tips on what you should think of when planning an event.

1. When?

- Make sure you decide on a suitable date that will give you enough time to plan ahead.
- Check there isn't another event on that could take away from people attending yours or have your event around a certain date to build on the hype, eg. X Factor Final party or GAA Final BBQ.

2. Where?

- Have a venue that caters for your events needs, maybe you might need a venue with a PA system or an outdoor venue might need a back up, like a gazebo, in case it rains.
- Use a venue that's accessible, the location could be amazing but it might be too far for your supporters to travel.
- If you're holding an event on licensed premises, make sure the management will allow your younger supporters attend.

3. Who?

- No matter what event you're having, you're going to need a little help from friends and family so don't be afraid to ask.
- Use peoples talents; you might know someone who loves to be in charge of the BBQ or someone who can't keep quiet whenever there's a microphone around.
- If you're having a raffle, approach local businesses for prizes and of course be sure to thank them on the day of the event.

- If you need a venue, maybe ask a local bar or restaurant for use of their facilities on a quieter night of the week in return for free use of the venue.

4. What?

- To let people know what is happening, give plenty of time to publicising the event using local newspapers and radio, as well as putting up posters and flyers in the local area.
- Start a Facebook page for the event and keep people informed of what to expect on the day and what prizes you've secured from local businesses. Don't announce it all at once, feed the information out over a couple of weeks and build the anticipation.
- People will also want to know what it is you're going to do as a result of the fundraising, so have a few simple but clear points ready that will satisfy people's curiosity.

Fundraising Calendar

Below is a brief outline of some events to organise for certain times of the year but most of them can be adapted and changed to fit any time of the year.

JANUARY	FEBRUARY	MARCH
- arrange an unwanted presents sale -start a collection for old mobile phones	-Valentine's ball/ speed dating/ blind date -Pancake race, get flipping -The Oscars Party	-St. Patrick's Day Party (traditional music, shamrocks and leprechaun hunts) -Mother's Day flower sales
APRIL	MAY	JUNE
-The Grand National, always something to bet on -Marathon events, all night football	-Mini Festival, reach the community with raffles, lucky dips, cake sales, sponge throwing and other stalls	-Wimbledon sweepstake, put the names of all the players in a hat and enjoy with some strawberries and cream
JULY	AUGUST	SEPTEMBER
-BBQ cook off, teams compete for prizes and everyone else can pay to sample -7-a-side tournament	-Music Festival (local bands) -Mini Olympics -Family Fun Day -Barn Dance	-Foreign coins, people donate left over holiday coins -Back to school themed party - GAA Final BBQ
OCTOBER	NOVEMBER	DECEMBER
-Halloween Fancy dress party -Table Quiz -Fireworks display	-Night at the Races -Banquet/ Dinner Dance -Movie Festival	-Christmas cards -Hangover fines!! -Church collection -X Factor Party

Sample Fundraisers

- Table Quiz

1. Venue

- Ask your local bar if they will give you use of a space for your quiz.
- Book the venue well in advance and make sure closer to the date that the venue isn't double booked.
- Do you want posters or balloons for the night to decorate the venue and remind people of what they're supporting?

2. Entrance Fee

- As a rule of thumb, €10 per person and 4 people per team. But it is up to you how much. An idea is also to have tickets that you can sell to people before the event so even if someone can't make it on the night they can still donate to your fundraising.

3. Resources

- Questions
- Quizmaster
- Answer sheets and pens
- Helpers to collect and mark the sheets.
- Score board.
- Microphone and speakers (most pubs will have this equipment already).

4. Make it Fun

- Add some fun to the quiz, use alternative picture rounds like famous peoples babies or have a local knowledge round, maybe even have a paper aeroplane round, the one that goes the furthest gets 10 points, the next team gets 9 points and so on., the possibilities are endless.

5. Maximise your event

- Sell tickets and hold a raffle on the night.
- Ask local businesses to sponsor spot prizes for the raffle.

- Coffee Morning

1. Venue
 - Have your coffee morning at home on a Saturday morning for friends, family and neighbours.
 - You could choose to have it in work on a Friday; everyone will have that happy Friday feeling and be very generous.
2. Cakes, buns, etc
 - Are you a good cook or do you have a friend or relative that is?
 - Can you get a group of helpers together to help you bake the cakes, buns & tarts?
 - Will a local shop or supermarket sponsor you the ingredients?
 - How are you going to charge?
 - Are you going to sell tickets before the event or charge on the day?
 - Will you have a set admission or let people make a donation
3. Mix it up
 - Combine your coffee morning with another event.
 - Everyone always has books and bric-a-brac around their house - combine your coffee morning with a cake/bric-a-brac sale.

- Bag Pack

1. Book a supermarket.
 - Sponsored bag packing is one of the most popular forms of fundraising, it is easy to organise and no costs are involved.
 - Supermarkets therefore tend to book up fast - so get in early and book your spot.
 - Any day in a supermarket is good but the busiest times are usually in the evening and especially at weekends.
2. Resources
 - You will need helpers on the day, what friends and family members can help you? Do you have a son, daughter, niece or nephew who is in school that could get some school friends to help out?
 - Collection buckets or tubs to have at the till
3. Check requirements

- Ask the manager if there are any requirements they have for bag packers.
- Is there a specific way of packing bags?
- What conditions does the supermarket have, some might need a letter from Cana Ireland to confirm your identity. We'll be happy to help if it's needed.

Things to Note

1. Budget

- Make sure you stay within budget and make use of in-kind contributions for the event such as food or free printing of leaflets.
- Make good use of your time and plan ahead, certain permits can take a few weeks to obtain.

2. Hidden Costs

- Make sure you have adequate insurance to cover your event, especially sporting events.
- An event involving the sale of alcohol, singing or dancing will require a Local Authority Public Entertainment or Liquor Licence, unless it is going to take place in a public building that already has these licences.

3. Legal

- If you are not sure something is legal, always check.
- Check the legal age you can sell lottery tickets or collect money if you are getting help from younger supporters.
- Get permission for collecting on private property from the proprietor
- Obtain a permit from the Police to collect in a public place.

4. Have Fun and say Thanks

- Fundraising can seem like hard work but make sure you have fun at the same time; you're doing good work for a good cause.
- Don't forget to thank everyone for their support, help, donations and hard work.

Below are more sample fundraising ideas...

A-Z of Fundraising Ideas

Check out our extensive list below where you are bound to find an idea that will inspire you to get started. And remember, you are only limited by your imagination and your energy.

A

- Abseiling
- Acrobatics Display
- Aerobics
- Aerobathon
- Afternoon Tea Party
- All Day Event
- Alternative Marathon
- Angling Competition
- Antiques Fair / road show
- Apple Bobbing Contest
- Art Exhibition
- Arts and Crafts Stall / Fair
- Astrology Evenings
- Auction
- Auction of Promises
- Autograph Sale

B

- Baby Sitting
- Bad Hair / Tie Day
- Badminton
- Bag Packing - Supermarket
- Bake Sale
- Baked Beans Bath
- Ballad Night
- Balloon Race
- Banquet
- Barbecue
- Barn Dance
- Bazaar
- Beard Shave
- Bed Race
- Bed Push
- Bedroom Tidying
- Bike Ride

B

- Bingo
- Bits and Pieces (Music Quiz)
- Blind Date
- BMX Bike Display or Competition
- Boat Race
- Bob-a Job
- Book / Comic Sale
- Bowling Event
- Breakfast Party
- Breakout
- Bridge Night
- Bridge Party
- Bring and Buy Sale
- Buffet Lunch
- Bungee Jump

C

- Cabaret Night / Talent Show
- Cake Sale
- Caption Competition
- Car Boot Sale
- Card Game
- Car Rally
- Car Washing
- Card Games
- Carol Singing
- Casino Night
- Ceilí
- Charity Shop
- Champagne Lunch
- Cheese & Wine Party
- Children's Fun Day
- Children's Sports Day
- Christmas Cards

- Christmas Fair / Panto / Party
- Church Door / Gate Collection
- Class Collections
- Clay Pigeon Shoot
- Coffee Morning
- Collections (Shopping Centres, Street, Public House, Church Gate, Sports Events)
- Collections of Money at Speech Day
- Collections of Others Things (E.g. waste paper, coins, stamps)
- Comedy Night
- Computer Games Knockout
- Computer Games Marathon
- Concerts / Recitals / Plays / Shows
- Contribute Percentage of Earnings
- Cookery Book
- Cookery Contest
- Cookery Demonstration
- Corporate Donations Through Business Contacts / Company Sponsorship
- Country & Western Night
- Craft Fair

- Crazy Golf Match
- Cream Cracker Eating Competition
- Cricket Match

D

- Dance Event (E.g. Marathon)
- Darts Match
- Darts Tournament
- Dinner Dance / Ball
- Disco
- Donkey Derby
- Dog/Cat Show
- Drawing Competition
- Dress Down/up Day in Workplace
- Dry Cornflakes / Cream Cracker - eating contest
- Duck Race

E

- Eating Competition
- Easter Egg Hunt
- Easter Party
- Egg and Spoon Race
- Egg Rolling Competition

- Equipment Hire
- Exhibitions
- Expert Talk
- Extreme Ironing

F

- Face Painting
- Fair, Fetes, Bazaars, etc.
- Fancy Dress Party / Day
- Fashion Show
- Fete
- Fifties Evening
- Flag Day
- Flower Arranging
- Flower / Vegetable Show / Stall
- Demonstration
- Film Premiere / Show
- Fireworks Party
- Fishing Competition
- Foam Party
- Football (5-a-side)
- Fortune Telling
- Fun Run
- Fundraising Picnic

G

- Gala Evening
- Games Night
- Game Show (E.g. Starts in Their Eyes, Wheel of Fortune, Blockbusters, Blind Date etc.)
- Gangsters and Molls Ball
- Garden Party
- Garage Sale
- Gift Boxes Made and Sold
- Gigs (Local Bands Plays in School)
- Gig
- Girls V Boys Day/ Event
- Go-Karting
- Golf Classic
- Good as New-sale
- Grand Draw – Sell Tickets
- Greyhound Race
- Guess How Many
- Guess the Weight Age Competition
- Gymkhana

H

- Hair Beading / Plaiting
- Halloween Party
- Handball Event
- Head Shave / Beard Shave / Leg Wax
- Holiday Raffle
- Horse Show
- Horror Fancy Dress Night
- Horse Race
- Hot Dog / Burger Stand
- How many... sweets in a jar?
- Hula Hoop Contest

I

- Ice-cream Day
- Ice Hockey
- Ice Skating
- In House Staff Deduction Scheme
- International Food Dinner party
- It's a Knockout Tournament

J

- Jamboree

- James Bond Event
- Jazz Night
- Jewellery Collection & Sale
- Jigsaw puzzle competition
- Jiving Competition
- Joke Competition
- Judo Competition or Display
- Jumble Sale

K

- Karaoke Night
- Karate Match
- Kite Flying Competition
- Knitting Fair
- Knockout Pillow Fighting

L

- Ladies Luncheons
- Lawn Mowing Day
- Leg Waxing-for men!
- Letters to Companies for Sponsorship
- Line Dancing
- Longest Chain of Papers-clips, Line of Coins, etc.
- Lottery
- Loud Tie Day

- Lunchtime Quiz

M

- Magic Show
- Mail Shot
- Make Up Demonstration
- Marathon / Mini Marathons
- Marathon Events (Table Tennis, Aerobics, Line Dancing, Badminton etc)
- Market
- Masked Ball
- Medieval Fair
- Midnight Feast
- Midnight Film Show / Parties
- Midsummer Ball
- Mountain Climbing
- Murder Mystery Evening
- Musical Chairs
- Music Concert/festival
- Mystery Tour

N

- Nearly New Day
- Nearly New Sale
- New Year's Eve Dance / Party

- Night-time Hide and Seek, Using Torches
- Non-Uniform Day
- Nut Cracking Competition

O

- Obstacle Course
- Obstacle Race
- Odd Job Day
- Old-time Music Hall
- Olympic Games Contest
- On the Spot – Cycle / Walk / Run
- Open Day
- Opera
- Original Artwork Sale

P

- Pancake Race / Competition
- Panel Games
- Pantomime/Play
- Parachute Jump
- Parties – School Birthday / Anniversary, etc.
- Payroll Deduction
- Pedal Push
- Penalty Mile

- Pet Show
- Photographic Competitions
- Pie Eating Competition
- Pillow Fight
- Pitch & Putt
- Pizza Party
- Plant a Tree
- Plant Sale
- Poetry Reading/competition
- Poker Classic
- Polo
- Pony Shows
- Pram Push
- Pram Race
- Pub Quiz Night
- Punch Party
- Pyjama Party
- Photograph Competition
- Pub Quiz

Q

- Quasar Completion
- Quilting Event

R

- Race Night / Meeting
- Races
- Radio Campaign
- Radio Controlled Car Race
- Raffle
- Rag Weeks
- Rapping Contest, Show or Sponsored Event
- Recipe Swap
- Record Breaking Attempt
- Rock and Roll Night
- Role-Reversal Day
- Rotary Club
- Route Marches
- Rugby Match

S

- Sailing Race
- Saints' Days Parties / Theme Day
- Salsa Night
- Santa's Grotto
- School Fair

- Scoff-a-hotdog Competition (E.g. who can eat two in the fastest time possible)
- Seventies Disco Night
- Silly Games Afternoons (Egg & Spoon, silly races, wet sponge throwing, etc.)
- Sheep Shearing Competition
- Shoe Shining
- Shop Window Display
- Skate Boarding
- Skipathon
- Skipping Marathon
- Slide Evening
- Snooker
- Sponsored Cycle/Walk/Run/ Slim/Swim/Silence/ ANYTHING!
- Sponsorship Cards
- Sport Contests, Teachers v's Students
- Sports Day
- Squash Marathon
- Stalls at Fairs / Conferences
- Staff Payroll Donations
- Strawberry and Cream Tea Party
- Street Collection

- Street Party
- Supermarket Bag Packing
- Swap-shop
- Swear Box
- Sweepstake
- Swimming Event

T

- Table Quiz
- Table Tennis
- Talent Competition
- Talent Show
- Talk- at a Venue (School, Church, Club)
- Tea Party
- Teddy Bears Picnic
- Tennis
- Theatre Premiere
- Theme Days / Evenings (E.g. countries – French, Spanish: soap operas)
- Three Legged Race
- Throwing Wet Sponges at a Person / Teacher in Stocks
- Top of the Pops Show-miming and Dancing to Chart Music
- Toy appeal

- **Treasure Hunt**
- **Trek**
- **Tuck Shop**
- **Tug-o-war**
- **Tupperware Party**
- **Two Euro Coins in a line**

U

- **Unicycle Race**
- **University Challenge**
- **Unwanted Gift Sale**

V

- **Variety Show**
- **Vegetable Sale**
- **Visa Card**
- **Vintage Bike Rally**
- **Vintage Car Rally**
- **Volleyball Marathon**

W

- **Wacky Races**
- **Water Games**
- **Welly Throwing Competition**
- **Wheelbarrow Race**
- **Whist Drive**

- **Wii Computer Game Competition**
- **Who's That Baby?**
- **Who Wants to be a Millionaire?**
- **Window Cleaning**
- **Windsurfing Competition**
- **Wine and Cheese Evening**
- **Wine Tasting**
- **Wishing Well**

X

- **Xylophone Concert**

Y

- **Yacht Race**
- **Yodelling Competition**
- **Yoga Marathon**
- **Yo Yo Competition**

Z

- **Zany Clothes Day**
- **Zoo Trip**

