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## **Planning a Successful Fundraiser**

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Fundraising events are great ways to increase your group or tenant association's bank account balance. They are also a fun way to bring your community members together. Some of us may have had magnificent fundraising events while others are reminiscing about the disastrous effects of a poorly organized fundraiser. However, you do not have to be a professional at fundraising to have a successful and profitable event.

Here are some helpful hints to follow when organizing your next fundraising event:

1. The group should always ensure there is sufficient time to plan the event.
2. The event should be fun and everyone should agree on it.
3. All tasks should be evenly divided among association or group members e.g. Food committee, clean up crew, planning committee etc.
4. Have sufficient people-power to help run the events.
5. Have a budget and stick to it.
6. Never assume that all committees are working at the same pace. Meet frequently to assess the progress of the committees.
7. Set time lines for when assignments should be accomplished and due dates with approval from the group.
8. Meet at least one week before the event to ensure that everything is on schedule.
9. Meet one day before the event to attend to any unfinished business and set back up systems in case of emergency.
10. Assign at least two persons to be without any responsibilities. They should be ready to fill in wherever they are needed on the day of the event.
11. Communication is most important on the day of the event. There should be an agreed method of communication. For example, have a list of every person involved home/mobile phone number, set up a message board, etc.
12. The fund raiser should end as planned.
13. Have a post mortem to evaluate how the event went and how it could be improved next time, and write it down.
14. Make money and have a lot of fun doing it. Relax.

Some Fundraising ideas:

1. Raffles
2. Bus trips
3. Community dances
4. Picnics
5. T-shirt sales
6. Bake sales
7. Candle sales
8. Garage sales, Auctions of used items
9. Holiday parties
10. Door to door contributions
11. Bingo