



## FUNDRAISING & RESOURCES

CNH's fundraising initiative is the Pediatric Trauma Program and YES Initiative. Our governor's focus is a Healthier Lifestyle in which the Kiwanis Family internationally participates in. The impact Key Clubbers make together is remarkable as we are not only benefiting our community but our world as whole.

NOTE: Students must not hold onto money in any circumstance. Advisors and adults must hold money that is fundraised by Key Clubbers. It is vital to create a system with your advisor in which the advisor is handling the money. This is for safety and liability reasons!

### EFFECTIVELY PLANNING A FUNDRAISER:

#### *Map out ideas*

What you we be doing? How does it need to be done? Ensure that the team you're working with, including advisors, is on board with the ideas in mind. Complete the necessary paperwork together, such as an Event Request Form, Facilities Request Form, Fundraiser Authorization Form etc. If you do not know what forms you may need to complete, ask your advisor or Lieutenant Governor!

#### *Gather all supplies needed*

How will you obtain the materials you will need? Will you ask your fellow Key Clubbers to each bring what they can, or will you reimburse an adult that purchases them for you? Make sure to communicate with whomever necessary by all means in advance so you will be prepared when the time comes!



## Choose & Book a venue

Booking a venue will always require paperwork. If you're hosting a restaurant fundraiser, for example, e-mail the company with the following information:

- Your name
- Organization
- Cause of fundraiser
- Any questions you may have regarding how much of the funds they will remit, how would they remit the donations (if they will mail the check), if there is a fundraising minimum, do attendees need to present a flyer, do they have forms for you and your advisor to complete?

Your prospective date and time for the fundraiser

Remember to thank them for their time. They are the ones choosing to donate their proceeds to your cause - BEE as accommodating as you can!

## Advertise!

Create advertisements, post them onto various social networking sites, or reach out to members! Remember - the members you serve and the public will only be as interested in attending your fundraiser as you are, BEE enthusiastic and make sure to promote to as many people as you can!

