

Ontario Rett Syndrome Association (O.R.S.A.) Fundraising Ideas and Tips

Thank you for choosing O.R.S.A. as the beneficiary of your fundraising event!

Below are ideas for fundraising, tips to assist with the planning and the supports and contacts for the Fundraising Committee.

1. Decide on your event.

In the past, community organizers have hosted:

- BBQs
- Yard Sales
- Dance
- Community flea market day
- Fitness challenges
- Garage sales
- Karaoke party
- Various _A-thons_ (bowling, walking, strolling)

2. Plan your event

- Talk to others to see if there is interest in supporting your event
- Enlist support
- Form a committee to help with event planning if possible
- Establish your fundraising goal
- Set a realistic budget for your event
- Pick a venue
- Pick a date (and plan for contingencies)
- Determine your event requirements, including logistics, supplies, and volunteer resources. Make sure you have an adequate cash box that locks

3. Determine what your supports and expectations are from O.R.S.A.

- Please see www.rett.ca page on **What Assistance O.R.S.A. Can/Cannot Provide For Your Event.**

4. Fill out the Fundraising Event Proposal Form and send it to: e-mail to: fundraising@rett.ca

5. Consider different ways to promote your event:

- Flyers or posters in local businesses such as retail stores or restaurants
- Posting the event on community calendars or other websites
- Stories or ads in community or workplace newspapers
- Promoting it on on-line social networking groups (such as Facebook or Twitter)

6. Event Points:

- Prior to the event, create a check list & binder to list all items required: sponsors contact list, schedule of event happenings, medical requirements, waiver forms, responsibilities, supplies required, prizes, decorations, pledge forms, entry forms, etc.
- Visit the venue in advance to ensure you have everything on hand.
- Meet your volunteers in advance of the event and provide any training required. Clearly establish their roles and responsibilities.
- Try to have a great time!
- Acknowledge and thank your volunteers before they leave the event.
- Celebrate your success after the event.

7. Thank you

- The success of your event needs to be shared! Ensure that acknowledgment and thanks are generously given to everyone who supported the event and let them know how much their contribution(s) were appreciated.

8. Begin Planning for Next Year....

- Review and evaluate the success of the event and begin strategies for next year.