

APPENDIX I

FUNDRAISING EVENT

How to run a fundraising event!

1. Get a copy of the Australian Deaflympic Team Fundraising Guidelines
 - Available from the DSA website or your individual Sports Coordinator
 - Read and understand the Guidelines
2. Find the 'Intention to Fundraise' form in Appendix A of the Fundraising Guidelines
 - Fill out the form for your particular sport
 - Send the form to Brett Hidson at DSA
 - You must wait for approval from DSA before doing anything else
3. Make a committee
 - The committee will have to...
 - Choose what type of event you want to run
 - e.g. a barbeque, a quiz night
 - More ideas see Section 3 of the Fundraising Guidelines
 - Get a venue
 - Set the date and time
 - Know the most going to pay (set a maximum spending limit)
 - Organise entertainment
 - e.g. DJ, comedian, karaoke, etc
 - Arrange food and drinks
 - buy from who/home-made
 - Advertise the event
 - Emails, posters, at meetings
 - Tell people to come
 - Call them up, visit them, do it yourself
 - Give people jobs to do during the event
 - presenters/MC
 - money collectors
 - prepare/cook food
 - sell drinks
 - sell raffle tickets
 - clean up
 - Make sure things work before the event
 - e.g. if a quiz night - prepare the questions and prices
 - e.g. if a BBQ - make sure barbeque has gas
4. After the event
 - Pay people who need to be paid (room hire, entertainment, suppliers, etc)
 - Give the surplus money to the athletes