

APPENDIX J

FUNDRAISING ACTIVITY

How to run a fundraising activity!

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/state/person
 - Send the form to Brett Hidson at DSA
 - You must wait for approval from DSA before doing anything else

 - Make a committee
 - The committee will have to...
 - Choose what type of activity you want to run
 - e.g. a raffle, a chocolate sales, swim-a-thon
 - More ideas see Section 3 of the Fundraising Guidelines
 - Set the date and time everything is due
 - Know the most going to pay (set a maximum spending limit)
 - Organise prizes
 - e.g. first, second, third, etc
 - e.g. sell the most
 - Advertise the activity
 - Emails, posters, at meetings
 - Tell people to come
 - Call them up, visit them, do it yourself
 - Give people jobs to do during the activity
 - money collectors
 - get the tickets/things to sell
 - prizes
 - sell tickets/product
 - Make sure things work before the activity
 - e.g. raffles tickets have the price, prizes, buyer's details, draw date...prizes are available...person to draw the raffle where lots are people are there
 - e.g. products are ready to sell...if food-ok to eat

3. After the event
 - Pay people who need to be paid (supplier of prizes, printing, etc)
 - Give the surplus money to the athletes
 - Deciding what the prize/s will be and organising them
 - Making ticket pricing and budget decisions
 - Organising the printing and distribution of tickets
 - Organising people to sell the tickets