

HOW TO ORGANISE A FUNDRAISING EVENT

ambassadors@anthohnolan.org

anthohnolan.org

0303 303 3002

Reg Charity no 803716/SC038827
2299RD 08/2020



saving the lives
of people with
blood cancer

HOW TO ORGANISE A FUNDRAISING EVENT

While every fundraising event is different, you can follow these tips for a sure-fire way to make yours a success! If you need any help planning your event or would like some materials to jazz up your fundraiser, get in touch any time on ambassadors@anthohnolan.org

PLANNING YOUR FUNDRAISER

- Think of a fantastic fundraising idea that will appeal to your friends, family and classmates.
- Are there any other fundraising events happening at your school at the moment? Ask the organisers what has gone well/what hasn't and make sure that your fundraiser doesn't clash with another event!
- Be realistic - think about how much you (in italics) would donate to a fundraiser at school. Though friends and family might be willing to donate more at a bigger event!
- Think about your budget. Are you spending your money and time wisely? Could you ask your family, friends or even local businesses to donate an item/voucher for free?
- Share, share share! Post on social media, make posters and get a shout out in the school assembly or newsletter - and get your friends to do the same!
- Share, share share! Post on social media, make posters and get a shout out in the school assembly or newsletter - and get your friends to do the same!
- Get all the necessary permissions! E.g. asking your school if you can hold a bake sale or raffle.
- Give your fundraiser an Anthony Nolan makeover! Let us know what fundraising materials you would like - banners, t-shirts posters and more.
- Ask your friends and family if they'll help you out during your fundraiser!
- If you are collecting cash during your fundraiser, make sure you have somewhere to store it safely before it is sent in. Ask the teacher who is helping you out to count it and store it in the school safe.

DURING YOUR EVENT

- Ask a teacher to help you run the event - more hands make lighter work!
- Take lots of photos to share!
- Don't forget to have fun. Chat to everyone to make sure they're enjoying themselves and have everything they need.

AFTER YOUR EVENT

- Say a big thank you on your Just Giving page to your.
- In advance, ask an adult you trust (including your teacher!) if they can pay in the funds you're raising. They'll need to be responsible for this.
- Collect in and bank your money within one month to the details below:

Calling 0303 303 3002 and paying it over the phone using a credit or debit card.

Sending a cheque made payable to Anthony Nolan to Community Team,
Anthony Nolan, 2 Heathgate Place, 75-87
Agincourt Road, London NW3 2NU.

Please add a reference to the money as follows:
'Name of event you are raising money for: Your Name'

- Update everyone! Tell people how it went and share photos of the event. Inspire people with the lifesaving difference you've made!
- Send us your photos - we'd love to see them!