Event Fundraising

Everything no one told you about planning a fundraiser
Who do we have here?
Pros/Cons of Group Fundraising:

**Pros:**

**Cons:**
Past Fundraising Events:
Whether you are in a city or town...

THINK LOCAL

CHIPOTLE

B.GOOD

flour

bakery + cafe
THINK OUTSIDE THE BOX

Spikes in Solidarity
New Fundraising Ideas:

Suburban

Both

Urban
**LOGISTICS:**

<table>
<thead>
<tr>
<th></th>
<th>Goals</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Registration</td>
<td>(100 # of participants) × ($15 registration fee) =</td>
<td>$1,500 Total from Participant Registration</td>
</tr>
<tr>
<td>Participant Personal Fundraising (if relevant)</td>
<td>(20 # of participants who fundraise) × ($50 amt each fundraises) =</td>
<td>$1,000 Total from Participant Fundraising</td>
</tr>
<tr>
<td>Business Donations (if relevant)</td>
<td>(2 # of businesses that donate) × ($100 + $400 each donates) =</td>
<td>$1,000 Total from Business Donations</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$3,000 Total Money Raised</td>
</tr>
</tbody>
</table>

**CHECKLIST**

- **WHO**
- **WHAT**
- **WHERE**
- **WHEN**
- **WHY**
DEADLINES

- What day will the event be?
  - 3-6 months in advance
- How many people will be in attendance?
  - 3-6 months in advance
- Where will the event be?
  - 3-9 months in advance
- What supplies do we need?
  - 2-4 months in advance
- Volunteers?
  - 1-2 months in advance
- Donations?
  - 1-3 months in advance
- Supplies?
  - 1-2 months in advance
- Confirmations?
- FB event?
  - 2 weeks- 2 months in advance
FOLLOW UP

- Thank you notes
  - Within a week of the event
  - Speakers, venues, sponsors
  - Tax forms
  - Volunteers/Attendees
- Donating to PIH
  - Mail a check
  - Donation reporting form
- Results
  - Let people know how much you raised/success stories
- Reflect
  - Record notes for following years

---

Donation Reporting Form

Please include this form with all cash/check donations that you send to PIH. Please also bring cash to the bank and convert it into a cashier’s check before sending it to PIH.

For proper acknowledgement, please provide us with names, addresses and amount for all donors that give cash. Use one Donor Thank You Form for each cash donor.

Mail all donations to: Partners In Health c/o Gabriela Sarmenta
800 Boylston St, Suite 1400 Boston, MA 02199

Date:
Your Name:
Your Team:
What was your event?

If you would like these funds to be added to the total for your online donation page, please specify the URL of the page to which it should be added:
https://donate.pih.org/page/outreach/view/

What is the title of the above page? (E.g. “Shenna’s Fundraising Page”)

What is the name and email associated with the above page? (Who created it?)
Name:
Email:
Total amount included in this form (do not include online donations for this event): $
What did we forget?