

Top fundraising Tips

What can I do and where do I start?

- Choose an event or activity that you and your friends will enjoy.
- Set yourself mini goals as well as an overall target - this will make your goal more achievable.
- Do something unique that you would want to participate in yourself!
- Ask a friend to help you out - it's always good to have support! You can even put together a planning committee to help determine who does what.

Time/Date/Location

- Check calendars for any date clashes – for example, if the AllBlacks are playing the Wallabies on that night you might have trouble getting people along! Don't forget to consider public and school holidays.
- Pick a date that gives you enough time to plan and prepare and that suits your event – for example, holding an outdoor event in the middle of winter is probably not the best idea!
- Book any equipment, venue or hire items early and always ask for a charity rate – once we've approved your event of course!
- Use <https://give.everydayhero.com/nz/the-starship-foundation/get-started> for easy fundraising and the money you raise comes directly to Starship. This is a great option for sponsored challenges like marathons, walkathons, or other physical or mental challenges.
- Remember, permits may be required if you are holding a public event. Always check this out with us first.

Planning makes perfect

- Write a checklist of everything you need and draw up a timeline.
- Make sure you register your plan and event and we've approved it before you go too far into your planning. This means we can tell people about your event! You can register back on the web page.
- Get advice - ask us what works – we've done lots of events before and might be able to give you some advice.



Money, money, money \$\$\$



- Aim to raise a minimum of four times as much as you spend. Get as many things donated towards your event as possible.
- Some of the best events/fundraisers require very little costs - ask us for advice on this.
- Record everything, keep your receipts and be sure to draw up a budget in your planning stages. If it looks like the cost might get out of hand you'll need to decide if the event is worth it.
- Make sure if you are collecting funds at an event that you have safe storage and security measures in place.

Shout it from the rooftops!

- The best way to get your event noticed is through your own contacts, colleagues and personal networks. Use Facebook to get your event out there and in front of your people.
- Advertise through your sports club, gym, workplace... it's amazing how many people you can reach this way.
- Contact us for help with writing a press release to send to your local newspapers.

Super-size my fundraising....

- Think about extra things you can add to your main fundraising activity to bump up the donations - would a raffle, auction or bake sale work in conjunction with your main event?
- Have your employer or another supportive business match your total donation. There's no harm in asking!
- Run a collection during the event if it's appropriate. Ask us for other ideas that might work for your event.
- No matter what you're doing, we need to make sure it's safe, legal, and fits with the ideals and ethics of the Starship Foundation. Make sure you read our Fundraising Guidelines thoroughly before launching into your fundraising.
- We are happy to discuss ideas with you and be a soundboard for your creative thinking! Give us a call on 09 307 4957.

Finally, reach for the stars!

Set your sights high and put all the appropriate steps in place to make sure you get there. Challenge yourself and there's no limit to what you can achieve. You'll be helping children from around New Zealand. Oh, and make sure you have fun and be sure to send us your photos!

