

Boys and Girls Clubs Big Brothers Big Sisters of Edmonton & Area

Community Fundraising Guidelines

PROUD TO SUPPORT



Boys & Girls Clubs



Big Brothers Big Sisters

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of Edmonton & Area



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Fundraising for the Future of Children and Youth

BGCBigs is a donor-supported and volunteer driven organization. We rely on the creativity and passion of the individuals and corporations who support our efforts by hosting their own fundraising events.

Last year, Boys & Girls Clubs Big Brothers Big Sisters of Edmonton & Area (BGCBigs) served nearly 5,300 children and youth.

Because of your support, 5,300 kids will be reminded of their potential, and that they CAN succeed and build amazing futures.



Funds raised by your support will be directed to;

- hot meals
- homework help
- learn to swim
- learn how to play soccer
- deal positively with being bullied (or stop from becoming one)
- learn English and connect with the community
- meet a special person or mentor
- or a million other things that will help them become the best they can be

This work cannot be accomplished without the financial support of people like you.

Just \$365 will allow for the recruitment, screening, and training of one volunteer mentor.

By fundraising just \$1,200, you will give a child a place to go after school for a whole year.

Fundraising Collaborators

Never doubt that Albertans are generous and creative people! From concerts to golf tournaments, and galas to BBQ's, individuals, organizations, and corporations have found a dozen different ways to support children in our communities.



Community Fundraising Event Ideas

The sky is the limit when brainstorming ideas for successful community fundraising events. Engage your creative resources and encourage your team to think BIG. Here are some ideas to consider:

Auction	Dinner Party	In lieu of Gifts	Raffle
Bowling	Dunk Tank	Inter-Office	Run/Walk/Ride-a-Thon
Tournament	Face Painting	Competition	Singing Contest
BBQ	Fashion Show	Monthly Giving Campaign	Talent Show
Car Wash	Fishing Derby	Picnic	Ticketed Event
Carnival/Festival	Garden Party	Pie Toss	Traditional Gala
Client Appreciation Event	Golf Tournament	Pledge Event	Event
Concert	Grand Opening	Poker Tournament	Trivia Contest
Dance	Head/Beard Shave	Proceeds from Sales	
	Hockey Tournament		

Our support

A fundraising page can make your event feel more professional and saves you the time and energy of remitting donations to BGCBigs following the event. BGCBigs uses systems to collect online donations. By using a customized pages, your event attendees can send donations directly to BGCBigs and immediately receive their tax receipt.

Fundraiser Checklist

Before Your Event

- ☐ Brainstorm fundraising ideas
- ☐ Let BGCBigs know about your event and submit the **Community Fundraising Activity/Event Application Form (via website or PDF)**, return by email to carrie.creaser@bgcbigs.ca
- ☐ Make sure there are no legal or safety risks with the event
- ☐ Create a fundraising team
 - o How many people do you need to plan the event? Run it?
 - o Recruit volunteers
- ☐ Plan the basics of your event
 - o Where do you want it held? How many guests are you expecting? How much do you hope to raise?
- ☐ Plan your budget
- ☐ Find and secure a suitable venue
- ☐ Schedule your event
- ☐ Recommend utilizing a creation of a customized fundraising page
- ☐ Once approved by BGCBigs through the application form, promote your event through; 1) BGCBigs website 2) share on Twitter, Instagram and Facebook
 - o Share the link of the customized fundraising page (BGCBigs can help create)

During Your Event

- ☐ Have someone responsible for donations and money
- ☐ Display and distribute any applicable BGCBigs promotional materials
- ☐ Take pictures of your event and share them with us on social media!

If utilizing **After Your Event**

- ☐ Collect and count funds raised
 - o raffle or 50/50 means of fundraising, ensure paperwork and data is captured as per AGLC gaming rules and submit documentation to BGCBigs
- ☐ Send funds to BGCBigs within two weeks of the event
 - o If a customized fundraising page has been set up for your event this is done automatically (*credit card etc*)
- ☐ Send out Thank You cards or letters to you sponsors/donors and volunteers
- ☐ Take note of the successes of your events and of any areas that need improvement or change. Feel free to share these notes and experiences with BGCBigs