

# FUNDRAISING TOOLKIT

CSSN Needs Your Help! We would be delighted to have you host a fundraising event, interested? Let's go!

## Getting Started:

Here are some things to consider before starting your event

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**Set a Target Audience:** Who will this be event for? It is important to select a specific audience to host your event for. All of your ideas after that should fall into place.

**Set a Budget:** It is important to manage your expenses so you can try your best to keep them as low as possible.

**Look in Your Own Backyard:** Use your surrounding network to help you reach your fundraising goal. Social media, websites, fundraising pages, friends and family are a great place to ask for help.

**Be Creative:** Have fun with planning your event! Brainstorm a wide variety of ideas before deciding on one. The possibilities are endless.

**Don't Be Afraid to Ask us For Help:** Stuck? Give us a call at 416-977-1050 or e-mail us at [info@canadiansafeschools.com](mailto:info@canadiansafeschools.com) so we can discuss your ideas. Don't hesitate to provide our contact information to anyone that asks you a question you are unsure of.

## Fundraising Ideas:

Here are some ideas to get things started:

**Bake sale:** A delicious way to make a buck. Bake as much as you can and sell it to your school or local community group. Make sure to set a price for the baked goods that will cover the cost for supplies.

**School Dress-Up Week:** Ask your principal if you can have an entire week where all students dress up in a different theme every day. Ex: Career day, Backwards Day, Sports Team Day, SuperHero Day etc. Charge 1-5 dollars for one day or the whole week, you can even have a best costume competition.

**Raffles:** find something worth raffling off. Contact local businesses and organizations to donate products. Make an evening out of it! Put out snacks and have all of your family and friends buy tickets. Make sure that you don't need a license to have the raffle!

**Door Decorating Competition:** In a classroom setting? Have each classroom donate money to enter a classroom door decorating competition. You can ask us for theme ideas. Choose a day to go around and judge the decorated doors and choose a winner that best represents your desired message.

**Benefit Concert/Play:** Music, Theatre and advocacy are the perfect combination. A night that entertains and informs for a good cause.

**Host a movie night:** Bust out the popcorn! CSSN can give you advice on what movies would really connect people to our work.

**Car Wash:** ask your local gas station Manager if they would be willing to host a fundraiser car wash. Make signs to get drivers' attention.

## Tips:

Some things we keep in mind when planning our events

**Be confident:** Present yourself well. Know your facts. Don't be intimidated!

**Receipting:** Make sure your supporters know any donation over \$20 is tax deductible!

**Plan Well in Advance:** Start planning early to avoid a lot of stress for you and your team. If you wait until the last minute, you might miss out. We want this to be as fun as possible.

**Use your manners,** ALWAYS say thank you! You should send all your sponsors a thank you card after the trip to let them know how much you appreciate their investment.

## Donations:

all donations can be sent to "The Canadian Safe School Network 229 Niagara Street Toronto, Ontario M6J 2L5" in the form of cash or cheque. We are also able to process credit card information over the phone.

### Here's how we will Invest in the Funds that you Raise:

All monies raised will go towards funding one of our many programs. The programs CSSN runs directly impact development and education of youth. Building the leaders of tomorrow.

## Event Planning Checklist:

### Before your event:

- Brainstorm Fundraising Ideas (refer to our suggestions)
- Check into possible safety issues including insurance and licensing
- Determine how many people you will need to organize your event
- Let The Canadian Safe School Network know about your event
- Find a suitable location
- Choose a date
- Promote your event (make sure to run all materials by CSSN first)

### During the Event:

- Assign someone to be responsible for collection cash or cheque donations
- Display/Distribute CSSN promotional materials
- Thank event attendees and sponsors for participating

### After The Event:

- Thank donors and volunteers
- Send donations within 2 weeks of the event to CSSN
- Tell CSSN about your event, share stories, number of attendees and send us pictures!