

# Opal Foundation

A Guide for Opal Residents

## “How to Raise Cash for Your Favourite Charity”

If you are reading this you are probably thinking about getting involved in fundraising, and this article is intended to show you how you can raise money and make a difference to peoples lives. The Opal Foundation is working with AMREF to raise money for a Kechene Slum Project (see Opalfoundation.com for details). Depending on the hall you are in, you might find that the hall is also working with a local charity and you can turn up to any one of the meetings held in hall and get involved. If the hall does not have a local charity, you can help the Opal Foundation raise money for AMREF and this booklet will give you some ideas on how to do it.

### **Let us Know**

If after reading this booklet you decide you are going to have a go at raising some money for the Foundation (all of it is being passed to AMREF), let us know by completing the form on the Opal Foundation website. We then know what you are intending to do and can help you.

### **I`m Lost!**

If you struggle at any time just e-mail the Foundation with your problem and contact details and we will get in touch and talk you through the problem.

### **Have Fun**

Raising money with a bunch of mates should be real fun. The foundation can help you by providing some funding to get you going..... but you will need to pay it back out of money raised. Here we go.....

### **First thing! Organise a group of Friends**

You need mates with you if you are going to have fun and raise a lot of cash.. Ask around and see if you can get some mates interested in the idea of running a great event to raise money.

## **Here is a list of events which might be good:**

Student Karaoke evening and party. We can probably help with a venue. Set up the karaoke, ask everyone to bring a bottle and charge for admission.

Invite 20 mates for dinner. Everyone brings something, whack it on the table and see what you have got. Charge for admission.

International Night Party or fancy dress. Theme the whole event, get mates to make the food and if you need a licence to sell alcohol, let us know, we can deal with the licence and sell on a sale or return. We should also be able to help with a venue.

Have a quiz night. Charge for entry, offer a prize and maybe have a raffle with drinks sales. Again we can help with the licence

Wear your PJ's to University for the day and get your mates to sponsor you.

Offer a car wash service at the local supermarket, but ask the manager first!

Enter an established run like the Great Manchester Run and get sponsorship.

Do a Massive walk. In Manchester Students do a 40 mile walk called the Bogle Stroll. Consider something similar.

Get involved in a rag day, and if your University or College does not have one, get a bunch of mates together and go for it. Remember to get a licence if you collect on public land.

*Get everyone in hall to order through [easyfundraising.org](http://easyfundraising.org). This means that when you buy from Amazon you raise 2.5% for the Foundation. With WH Smith it is 3.5%. There are many retailers taking part so it is well worth while making this a habit, it costs you nothing. Do select "The Opal Foundation" when prompted to select a charity.*

This is a hard one, give up something you really like doing, for a week and get your mates to sponsor you.

Have a games competition, table football, 5 a side or swimming marathon.

And finally, dream up your own ideas with a bunch of friends.

Remember we can help with seed corn funding to get an event going. This might be an admission fee or the cost of hiring a karaoke machine. You can

download an application form on the web, but remember we expect to get the money back from your fundraising activity, so that we can re-cycle it to other fundraisers.

### **How to go about it...**

If it is an event, consider who your target market is and think of ways to get to them. Use Facebook or Twitter for example. Put posters up in your hall, or just knock on doors or motivate your mates to get the buzz.

If you are collecting on the door, make sure you have somewhere safe to bank the cash and don't leave it lying around. Issue tickets with numbers on them so you know how much cash to expect. Hall reception will bank it for you on behalf of the Foundation and give you a receipt. If you are looking for sponsorship Virgin money Giving is a great site to use as is Just Giving.

If you run a raffle, its okay as long as it is a private raffle. For a public one you need to have a licence which costs £40.

You will not need insurance if you run an event in an Opal Property. If it is elsewhere, check that the venue has third party liability insurance.

Check health and safety issues. Think about any risks and have plans for dealing with them. If you are the main organiser people will look to you to solve any problems. For example have important phone numbers to hand. If you need more information about your health and safety obligations do visit the health and safety website at [www.hse.gov.uk](http://www.hse.gov.uk).

If you decide to sell alcohol you will need a liquor licence. We can help.

Public collections on the street are only permissible if you have a licence. You must ask the local authority for one.

Ok, go to it, have fun and change peoples lives!