

THIRD PARTY EVENTS FORM- PLEASE COMPLETE

Please fill out the below form and return to Kids Eat Smart Foundation. Fax: 709-722-7250 or Email: info@kidseatsmart.ca

Event: _____

Date (s): _____

Location: _____

Contact Person: _____

Address: _____ City: _____ Postal Code: _____

Home Tel: _____ Work Tel: _____

Cell: _____ Email: _____

Description of Event:

Date funds will be presented to KES: _____

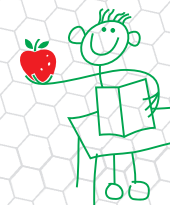
Please Note: The Organizing Group will be responsible for all expenses, liabilities, losses, damages, injuries, or costs of any kind arising out of the event or promotion of the event.



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@KidsEatSmartNL



**Kids Eat Smart
Foundation**
NEWFOUNDLAND & LABRADOR

**THIRD PARTY
FUNDRAISING
EVENTS**

www.kidseatsmart.ca

PLANNING YOUR FUNDRAISING EVENT

at your workplace or community

PICK YOUR EVENT

Making the decision about the perfect event for your workplace or community will add to the success of your event. If you're not sure ask co-workers or community members for ideas.

CONTACT KIDS EAT SMART

Contact our office to let us know your event is happening. Let us know if you wish to designate the funds from your event to your local Kids Eat Smart Breakfast Club.

BUILD YOUR TEAM

A good fundraiser has a strong team behind you. Ask 2 or 3 co-workers or residents to help you plan and organize your event.

SET YOUR FUNDRAISING GOAL

Ensure your revenues and expenses make sense so most of the money you raise goes to support your Breakfast Club. Remember every \$1 you raise means a breakfast for a child!

PROMOTE YOUR EVENT

If you are holding your event at your workplace, put up posters. Elevators, lunch rooms and washrooms are great places to put your posters up. If you have an internal newsletter put information about your fundraiser in or ask your boss to send an email to staff letting them know about your event, if it's a community event put posters in all public places, stores, community centres, and contact your local media to promote your event.

THANK YOU

Remember to thank your donors, participants and committee members. We have included a Thank you Certificate that you may photocopy and give to those you wish to thank.

SAVE THE DATE

Start your plans for your next event and send out a save the date notice to your co-workers or community partners. This will ensure your event is on their radar.

Use of KES logo is dependent on approval and written permission by Kids Eat Smart Foundation NL.

FUNDRAISING

event ideas

Breakfast Bash: Ask Management to prepare and serve breakfast to employees. Encourage your co-workers or community members to make a donation for their breakfast to Kids Eat Smart Foundation NL. Every \$1 is a breakfast for a child!

Corporate matching gift: Ask your company to match the amount of money you raise from your event. This can double your fundraising.

Garage sale at work: Know all that stuff that's been hanging out in your garage...in your attic...in your basement? Gather it up and ask your friends to do the same. Put it in your front yard and sell, sell, sell! Put all the money raised toward your minimum pledge.

Bake sale: Host a bake sale. You can even have it in conjunction with your garage sale.

Everyone else's extra change: Create little boxes for your extra change – or for Coffee time at work. Everyone can drop spare change in the box. Put it on your desk at work and others will join in.

Office fundraising challenge: Challenge your co-workers. Who can raise the most money? Give the winner a prize like movie passes or gift certificate for dinner.

Creative friends: Find a local artist or ask a creative friend if he/she would donate a piece of art or some jewelry that you can auction off.

Used book sale: Everyone has books that have been sitting on shelves or in boxes collecting dust. Gather your books and ask friends, family and neighbors to donate whatever they've got. Set up a weekend book sale in your front yard or week day sale at the office. Put up some signs so people will know where the money is going.

Dress down day: Ask your company to allow an official Dress Down Day. For the privilege of dressing down, employees pledge \$5 or \$10 toward your fundraising efforts.

Craft Sale: Get all your family and friends involved. You will be amazed with all of the hidden talent that comes forward. Set up a table and advertise in your local newspaper.

BBQ: Host a family & friend BBQ in your backyard or at work.

Balloon Pop: Before filling a balloon with air or helium, put a note inside. Have a certain number of the notes worth a prize. Have people buy balloons and pop them in the hope of getting the prize.

Car Wash: Set up a car wash in the parking lot at your local gas station or workplace. Don't forget to put out huge signs and let people know where their donated dollars will go!

Thank You