

Organize a Fundraiser for Peel Children's Aid Foundation

You can help make a difference for children and families in the Peel community by organizing a fundraiser! There are several different fundraisers you can plan- including: picnics, sports events, fashion shows, concerts, golf tournaments, barbeques, dances, talent shows and more!

Here are some helpful steps for organizing a fundraiser:

1. **BRAINSTORM** some ideas with friends, co-workers and family for fundraisers and how they would work. Ask yourself several questions including: who will come? Where will we have it? Will it cost anything? Do I need permits? Will weather play a factor in the success of the event?
2. **GATHER SOME HELP**. Recruit some people to help with your fundraising plan, and decide what role everyone will play in the event
3. **GOALS!** Develop some fundraising goals. Remember to make your goals realistic.
4. **BUDGET**. Develop a budget based on your goals. For larger expenses, you may want to ask several places in the community for a quote so you can get the best possible price for your event. Having a budget helps avoid unexpected bills, so that your event is successful in raising funds for children and families in need.
5. **SET THE DATE(S) and PLACE**. Decide on where and when you will have the event. Remember, you may need to book a venue far in advance, or get a permit for any public place. Make sure that someone else isn't having a similar event that day so you aren't competing with other community members.
6. **CALL PEEL CHILDREN'S AID FOUNDATION** to register your event and talk about ways that the Foundation may be able to help.
7. **ADVERTISE** your event. Make sure you let the community know you are having the event. You may want to advertise through flyers, community listings, local papers and/or posters in community recreation centers and libraries.
8. **GATHER YOUR VOLUNTEER HELP** for the event. Make sure you have enough people helping out the day of the event to ensure everything goes as planned.
9. **ENJOY THE DAY**. Make sure you enjoy the FUNdraiser! Organizing the event should be lots of fun!
10. **CONTACT PEEL CHILDREN'S AID FOUNDATION** no later than 30 days after the event to submit all funds. Funds raised will help children and families in the community who are in need.
11. **GIVE YOURSELF A ROUND OF APPLAUSE** for a job well done and for helping to support the children and families in your community!

Please complete the attached form if have an idea for a fundraiser!
Or call 905-363-6131 ext 1163 for more information.

Fundraising Proposal Form

Name:	
Company:	
Address:	
City:	Postal:
Telephone:	Fax:
Email:	
Proposed Event (please describe the event briefly and how funds will be raised):	
Proposed Date of Event:	
Proposed Location of Event:	

Please also fill out both the proposal and budget form and return to:

Fiona Ott, Events Coordinator
Fax: 905-363-6133
Peel Children's Aid Foundation
6860 Century Avenue, West Tower
Mississauga ON L5N 2W5

Budget Form

Fundraising Goal: \$ _____

Revenue:

Possible Revenue Sources	Amount
Ticket Sales	
Food	
Entry Fee/Team Fee	
Auction	
Raffles	
Other:	
Total:	

Expenses:

Possible Expenses	Amount
Location/Venue:	
Entertainment	
Food	
Decorations	
Permits/Fees	
Prizes/Gifts	
Printing	
Supplies	
Mailings	
Promotional Materials	
Other:	
Total:	

Revenue – Expenses = Net Revenue: \$ _____

I _____ agree to forward all funds raised to Peel Children's Aid Foundation within 30 days of my event

I _____ agree to send all printed material for my event to Peel Children's Aid Foundation prior to submission to the media or public

Signature of applicant

Date