FUNDRAISING GUIDE
INTRODUCTION

Booked your place? Itching to board the plane? Cannot imagine how you are going to be able to wait until your project begins? Don’t worry, the fun starts here!

At Projects Abroad we believe in providing unrivalled support, help and guidance to our volunteers. This assistance starts from the minute you first get in touch with us.

Now that you have been accepted onto one of our projects, there are lots of preparations to make and consider. Aside from compiling your kit lists, vaccinations and visas, you also have to raise money for your trip. Finding the funds to cover the costs can seem daunting, but fundraising can be a fun, rewarding and exciting experience.

This pack contains ideas for different events you could hold as well as advice on how to apply for sponsorship from local businesses. You will also find inspirational stories from past volunteers and tips on budgeting and saving for your trip.

Don’t see your invoice as a scary burden -- see it as your first challenge as a volunteer and an opportunity to use your creative skills to raise money for something you are passionate about.

While abroad you will embark on a fascinating and life-changing experience. It will be a journey of learning, discovery and unforgettable memories. The fun begins in planning and organising this adventure.

So why wait another minute to start your journey? Read on and find your fundraising ideas today!

KNOW YOUR FACTS

The foundation of any good fundraising scheme is knowing the facts about what you’ll be doing. It is essential that you are well versed in everything about your project, destination and Projects Abroad. Sponsors will ask what you are doing, your purpose in taking part in the programme and specifics about the organisation you’re travelling with. You must be able to explain exactly how their money is being spent and by whom.

This section gives you all the information you need to know about Projects Abroad as an organisation. For details about your specific project and destination, visit your MyProjectsAbroad’s handbook section where you can find out about our countries and projects.

Projects Abroad Fact File

- Projects Abroad was founded in 1992.
- Dr Peter Slowe is the founder and Director of Projects Abroad.
- We currently operate in 28 countries worldwide.
- We offer worthwhile projects in 12 disciplines.
- We send between 6,000 and 9,000 volunteers overseas annually.
- We employ over 600 overseas and local staff worldwide.
- Projects Abroad is a UK company with an Irish office based in Cork.
- We recruit volunteers from all over the world, including Europe, the USA, Australia and Japan.
- We are part of the Year Out Group.
- We believe in creating and working with sustainable projects that foster development in local communities abroad.

WHERE DOES THE MONEY GO?

Knowing how the money you raise is spent is an important aspect of the fundraising process. Many people, including any businesses from whom you request sponsorship, will want to know where their money is going and how it is going to make a difference. We will be more than happy to formalise your fundraising events and requests with supportive letters and other useful resources such as posters and an online fundraising page.

Projects Abroad is an entirely independent organisation that does not receive funding from governments, religious bodies, political parties, development organisations or other external sources. We never request money from our partner organisations in the developing world to maximise the benefit of hosting volunteers. Our work is 100 percent funded through your contributions.

This financial independence gives us the freedom to set up projects where we think our volunteers may be useful and the ways they can make a lasting contribution. Your project price not only covers the costs directly linked to your presence on the ground, but also a share of the other expenses related to setting up our high quality volunteering projects.

While it is not possible to provide an exact breakdown for your particular payment to Projects Abroad, the graph to the left indicates the average percentages of our expenditures. For more details about what each of these sectors encapsulates, please visit our website at www.projects-abroad.ie/about-us/money-matters.
To make your fundraising as successful as possible, you need to establish a set of aims and objectives. This will help you plan events and achieve your goals before beginning your travels.

The best place to start is your invoice. Work out exactly how much you owe, when it should be paid by and, if you wish to pay in instalments, the standing order for these amounts. The costs for your trip with Projects Abroad need to be submitted a month before your planned departure date, though we will begin sending balance reminders three months before you leave.

You should also work out what other expenses need to be covered. For example, if you plan on travelling or doing activities at weekends, then you should budget more than if you were only going out once or twice a week. Medical expenses such as vaccinations or travel-related fees like entry visas should also be considered. For a guide on the living and travelling costs in your host destination, take a look at the handbook provided on your personal MyProjectsAbroad webpage. This has lots of information about where you will be staying and is a useful starting point for budgeting. Also be sure to include how much you need to spend on the fundraising events themselves.

On your MyProjectsAbroad webpage, you will find a suggested kit list for your destination. You may already have many of these items at home such as warm or cool clothing, but need to buy other necessities such as mosquito nets. Look around for what you need, often these items can be found cheaply online rather than in stores. You could also ask your family and friends who have recently gone travelling as they may be able to loan you their kit. You could ask for some of the items on holidays and birthdays – don’t let the chance to save on money pass you by!

Once you calculate the amount of money you need to fundraise and create a feasible schedule to achieve your goals, draw up a table and set realistic monthly targets. Take into account whether you are likely to raise more money in one month than another. In December, for example, you may raise more than in January, as there are extra opportunities to hold events such as holiday parties or ask for gift donations. If you do miss your target one month, don’t panic! Work out how much extra you need to fundraise the following months and add this in the final column of your table.

<table>
<thead>
<tr>
<th>MONTH</th>
<th>TARGET</th>
<th>AMOUNT RAISED AFTER EXPENDITURE IS DEDUCTED</th>
<th>LEFT TO RAISE</th>
<th>HOW MUCH MORE/LESS THAN TARGET TO RAISE NEXT MONTH</th>
</tr>
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<tbody>
<tr>
<td>September</td>
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<td>October</td>
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<tr>
<td>February</td>
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An example table for a six-month period is shown below. Keep this table in a visible place, such as on your fridge or at the front of your fundraising folder, to constantly remind you of your remaining work.

Working part-time or allocating wages from your current job if you’re employed will really help contribute to your project expenses. If you do not have a job then look around for opportunities in your community: babysitting, car washing and dog walking are brilliant ways to earn a bit of extra money.

Make sure to fill your table in each month so that you can track how much you have raised and the remaining amount. Being organised in your budgeting is vital to successful fundraising!
PLANNING YOUR EVENTS

Once you have outlined your fundraising goals and established monthly targets, begin planning events! Deciding what to do is the first step in event planning. Take a look through our “Be Inspired” section starting on page 11 and come up with ideas about the best fit for your community and how to pull off fundraisers.

After choosing what you’re going to do, draw up a list of everything you will need to organise. For instance if you’re putting on a fashion show, you may want to consider the following:

- Who do I know who can help me?
- Which friends would like to get involved?
- Which stores shall I write to? How will I convince them to donate?
- Do I need to provide it? If so, can I make it myself to cut costs?
- Will my event be safe for all participants?
- How will I spread awareness about my event?
- Could I have a raffle or cake stall at the event also?
- Should I start/end the event with a presentation about what I am doing?
- How much money can I allow to be spent on this event, to ensure that I make a substantial profit?

Once you have the list, work through the points. Always begin with the budget – devise how much you can afford to spend, what you will charge for tickets and your target profit. Make a table of all the expenses you anticipate (e.g. printing prices) and record the actual amount spent in the same table. When the event is over, record how much you raised minus your personal expenditure. Add all these figures into a table, like the one below, where you can track your expenditure and profit.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>AMOUNT RAISED</th>
<th>EXPENDITURE ON EVENT</th>
<th>ACTUAL AMOUNT RAISED MINUS EXPENDITURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fashion Show</td>
<td>€350</td>
<td>€100</td>
<td>€250</td>
</tr>
</tbody>
</table>

When planning an event, make sure to use any personal connections. For example, if you know someone who works at your local community centre or a clothing company, ask them for donations and help. They may be able to give you a reduced price on the venue hire or put you in touch with someone who could provide clothing donations.

Keep track of your enquiries and always be sure to thank those who respond to you. Make your aims and objectives clear while keeping your tone professional and approachable. You can see our “Sponsorship” section for an example of how to write a letter to a company to give you an idea of its tone and format.

The table below will give you ideas about how to record your enquiries. Keeping track of everything when you are writing a lot of letters helps you stay on top of your fundraising and prevents you from making mistakes like sending a letter to the wrong company. Being organised makes you appear professional and committed to your work as well as gives a greater chance that you will get a response to your request!

<table>
<thead>
<tr>
<th>Letter Sent</th>
<th>12/01/11</th>
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<tbody>
<tr>
<td>Application Sent</td>
<td>14/01/11</td>
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<tr>
<td>Follow-up call</td>
<td>28/01/11</td>
</tr>
<tr>
<td>Money received</td>
<td>€150</td>
</tr>
<tr>
<td>Written thanks sent</td>
<td>02/01/11</td>
</tr>
<tr>
<td>Letter about your trip on return</td>
<td>30/01/11</td>
</tr>
</tbody>
</table>

A planned event will be far more successful than an event you have rushed. Keep note of everything, keep within your budget, but above all have lots of fun and get your friends and family involved!
Many companies are willing to consider sponsoring people if approached correctly. Bear in mind that sponsorship is generally done out of commercial interest rather than for purely donating to a worthy cause, so before approaching companies ask yourself the following questions:

- Does the company have a local interest in your community/school/university?
- Do they have an interest in your project or destination?
- Can you offer them an opportunity for promotion via advertising for an event on radio/newspaper/poster?

Company Sponsorship Letter

When constructing a sponsorship letter make sure you cover the following points:

- Make your statement personal and address it to the correct person. Find this out by calling the company before posting your letter and asking whom to contact. ‘Dear Sir/Madam’ is likely to be pushed to the bottom of the pile.
- Give some concise background information outlining who you are, your project and what you hope to gain while spending time abroad. There is no need for pages and pages of description, as this will lose their interest. Remember, they may get hundreds of requests all the time.
- Point out the benefits of your time abroad. For example if you will be participating on a conservation project you may want to include the following bit of information: “Conservation relocates and protects animals that are narrowly escaping extinction. I will aim to heighten awareness of conservation as well as allow future generations to appreciate the animals rather than view them through textbooks.”
- If partaking on a teaching project, demonstrate how schooling presents a stepping stone to employment and increases opportunities for students who have access to higher education.
- Make the sponsorship worthwhile by offering to advertise the company when possible.
- Include a breakdown of the costs – this will appeal to potential sponsors by demonstrating you are aware of the financial aspects of the project and their money will be carefully spent.
- You may wish to follow up the letter with a telephone call a week later. Prepare a brief statement of what you want to say prior to calling so you feel confident as you will have approximately one minute to capture their interest.

EXAMPLE:

Mr Jim O’Connell
2 Bothar na Tra,
Violetville,
Cork
20th January 2014

Care Project in Bolivia

Dear Mr O’Connell,

Bolivia is the poorest country in South America and relies on the help and support of volunteers. Many care centres do not receive any funding from the Bolivian government, and so rely on any help they can receive. This summer, I am planning on going to Bolivia for one month to work in such a care centre to help give these children a better future.

My name is Róisín Burke and I am currently a student at the University College of Cork. Before embarking on a career in International Development, I am hoping to fulfil an ambition to learn more about different cultures and to help develop local communities. I will also be working to raise awareness of special needs among local communities, and how people living with disabilities should not be stigmatised or abandoned. Many of the children with whom I will be working have special needs and my work will involve caring for them on a daily basis.

In order to participate in this project I will need to raise a total sum of €1,600 to cover the flights, placement fee, vaccinations and kit costs. I plan to contribute €750 by working part time at my local golf club and am hoping to raise the rest through sponsorship and fundraising events. I would be extremely grateful if you would consider sponsoring me a maximum of €250 for my project. I am planning to advertise my garage sale on local radio next week and would be more than willing to include details of your company as my sponsors. Furthermore, I will be giving a short presentation at my old school on return from the project and would similarly include you in this too.

I hope you agree that this is a worthwhile expedition and I would certainly keep you updated on its progress.

Kind Regards

Róisín Burke

Companies are not the only places you can obtain sponsorship. Local councils, religious centres, community groups, Lion Clubs and youth or sports groups which you belong to can also help. Check online for memorial trusts in your area as while these will often not be widely publicised they are waiting for requests.

Finally, if you do not receive an answer straight away, don’t give up! Even if a company or GAA Club only donates €20, every bit still counts!
PUBLICISING YOUR FUNDRAISING

As with any event, publicity is the key to great results. Whether you use leaflets and posters to put up around your school or utilise electronic formats such as e-mail and social media, you need to attract the attention of your reader in a way that is clear, eye-catching and informative. You can publicise your events and trip simultaneously as people are more likely to support you if they know what you are undertaking and why. Talks, leaflets and question and answer sessions are great ways to raise awareness of issues you are hoping to tackle on your placement and also get people interested in your cause. The more awareness you generate, the more likely people are to support you.

Below is an example of a poster style you can use. It need not be complicated and you should take into account the costs of printing. Don’t use too many colours and keep the themes simple and bold. Convey your key messages and include at least one picture. You may also find it useful to put your contact details on this so that if people want to donate they know how to get hold of you. The inclusion of the Projects Abroad logo is also a popular choice; this adds legitimacy to your event and allows people to see that you are travelling with a real organisation. And don’t forget the time, date and place of your event!

THE FUNDRAISING ALPHABET

There is no limit to the amount of fundraising you can do and how it will help you reach your financial targets. Whether you are a talented musician, love to bake or have an appetite for adventure, there are loads of events you can hold to finance your programme.

To show you how easy it is to be inspired and give you some ideas about what past volunteers have done to raise funds, the Projects Abroad team has put together a ‘Fundraising Alphabet’. We hope this will help get your creative juices flowing and show you how easy it is to think of activities as well as how diverse (or silly) they can be!

Make the most of public holidays such as Christmas, Valentine’s Day or even Pancake Day. These can be the perfect opportunities to hold events where you can invite friends and family.

Also make use of your social networks and connections. Try to get as much for free to minimise your personal expenditures. For example, if you have a friend who is a yoga teacher, ask him or her to run a free session where participants can make a small donation to attend.

A  Auction
B  Bag Packing
C  Cake Sale
D  Dance Night
E  Entertainment Evening
F  Fashion Show
G  Garage Sale
H  Homemade Cards
I  Instrument playing
J Jewellery stalls
K  Kite racing
L  Lemonade stand
M  Mountain climbing
N  Non-uniform days
O  OAP lunch
P  Pancake Flipping Competition
Q  Quiz Night
R  Raffle
S  Sponsored Silence
T  Tea and Cake morning
U  Unbirthday Party
V  Valentine’s Day Post-box
W  World Cuisine Evening
X  Xmas Disco
Y  Yoga Class
Z  zzzzz – if you’ve completed the list, you deserve a rest!

As many as you know, I am going to Cambodia with Projects Abroad in July to volunteer in a hospital. I am holding a quiz night to raise some money for my trip and would be really grateful if you support me!

Place: Carlow Community Centre
Time: 7:00 -10:00pm
Price: €15 for a team of six

Hope to see you there!

Adverts in local magazines and papers about what you are doing can generate support and advertise events.

You can also make use of the Projects Abroad Facebook and Twitter pages. Join the Projects Abroad Ireland group and you are then free to advertise events or also success stories on this page. Similarly, if you follow us on our Twitter account at @Proj_abroad_IRE, then we can retweet any mentions you make of your fundraising and help raise awareness. The more you get your ideas out there, the more support and donations you are likely to receive!
PUTTING INSPIRATION INTO ACTION

Fashion Show

Hosting a fashion show is a way to raise money and get your friends involved. You can approach high street stores explaining what you will be doing with Projects Abroad and why you need to raise money. Often these stores are supportive of people who show initiative and passion. Make sure you are enthusiastic, polite and professional when approaching these businesses as making a good impression means you are more likely to win their support.

Alternatively, you could visit a charity shop to pick out cheap outfits yourself. You may also want to approach trendy friends to ask if they could loan clothing for the event.

Once you have secured the necessary clothing and accessories, get friends and family together to act as models. Find a venue that is suitable for the amount of people you are hoping to attend and use any connections you have to make the event as cheap as possible.

Decide on a ticket price (generally this is between €5–€10) and advertise your event. Encourage your friends to bring relatives or promote at their place of work. As part of being prepared, rehearse your models so every cue is practised and that the show runs on a tight schedule. You could even include a short presentation at the beginning or end of the evening about the project you are joining to raise awareness about your programme.

Want to be even more creative? Why not give the fashion show a theme? For example, you could make costumes replicating the traditional clothing worn by communities in your destination and include foods and music from your host country. This way your guests are not only able to have fun watching the show, but can learn more about what you are doing and the culture you will be experiencing once you have raised money!

Tea/Coffee and Cake Morning

Who knew such a simple and tasty idea could help your fundraising endeavours? Many of our past volunteers have held tea or coffee and cake mornings to fundraise for their trip, earning up to €100 in just a couple hours of work!

You choose where to hold the event and its duration. People can turn up whenever they want, which usually means greater attendance as busy friends can fit it into their schedule. You can charge a one off price at the door, such as €6, or per cup of tea or piece cake. You could even combine this event with another fundraiser such as a raffle. People are often willing to attend informal events such as these where they are not committed to set times and can chat with their friends while eating nice food.

Simple to organise, and cheap to run, this event is a quick earner. You could increase your profit by making your own cakes or brewing your own coffee. You can also take advantage of the crowds to give out leaflets advertising your future fundraisers. You can give each attendee a leaflet with their entry ticket, for example.

Great for publicity, this is a perfect event if you are pushed for time, love to socialise or have a talent for baking.
Quiz Night

A Quiz Night is a timeless favourite among all ages and an event that is not only easy to advertise, organise and run, but also interesting, versatile and fun for the family! You could look into doing pub quizzes, family quizzes or themed quizzes - the options are up to you.

You can write your own questions with rounds in general knowledge, history, sport, music, geography and perhaps questions about the country you are visiting. You can ask people to buy tickets at the door or in advance and charge a substantial sum, especially if you ask local companies to donate prizes!

To cut down costs, you can ask people to bring their own bottle or a plate of food.

This event could draw a big crowd and raise a lot of money for your project – humans are naturally very competitive! You choose whether to charge per team or per person. Remember to base your price on what you are providing; you need to raise money but also do not want to put people off if the night is too expensive. Often it is better to charge per team, which can be split between members. For example, if you ask for teams of six, then you could charge €12 per team. That is just €2 each, and if you have 10 teams you raise €120! Add in any money you raise by holding raffles, jewellery or cake stalls on the night and you could raise over €200!

INSPIRATION CORNER – Our volunteers

Here are stories from past volunteers with useful tips about how to plan, organise and run your events. Our volunteers never fail to amaze us with what they come up with. These events are often so successful and well planned that volunteers find that they not only have enough money to fund their trip but can also go travelling at weekends while they are away.

Here are just a few examples of some of the brilliant ideas our volunteers have pulled off:

19 year old Daragh O’Mahony decided to do something different:

He bought stick on moustaches for 50c each and sold them for €3.00 to students and lecturers at his university. University students love to have some fun, so I decided that this event would be a really amusing way to fundraise."

“It was even more successful than I imagined. Everyone saw the people wearing the moustaches and wanted to join in!”

A group of volunteers from Drumragh College in Northern Ireland made and sold homemade ice cream on their college premises during a week in July. They earned an over €1000 profit and found that publicising their event made people aware of the work they would be doing while on their project. They also did bag packing in supermarkets, where they raised money from donations.

“A useful way of raising funds is to engage your friends. Organising an event that is of interest to your friends and relates to your project can result in high participation. For example, I arranged a 5-a-side football tournament- I asked 12 friends to organise a team and each team paid €50 to enter (only €15 per person). This raised €700 which was a third of my total. It also helped raise awareness of the football project I was about to undertake.”

Scott McQuarrie

Keen musical fan Becky Gardiner hosted a ‘Grease’ themed dance night to raise money for her trip to India. She charged €10 per ticket and held a competition for the best costume.

“It was a really lovely evening. Luckily, my uncle is a DJ so he sorted out the music and we were able to use my local community centre hall for free. After I wrote to them explaining the reason for the event. Everyone was really helpful and we had an amazing time! The costumes were great as well!”

Becky managed to fundraise the entire amount needed for her 2 month trip to India on a Medical project through a number of different events.

“As well as the dance night, I held raffles for transition year, fifth year and Leaving Cert students and did simple competitions such as ‘Guess how many sweets are in the jar’. Gradually, the money added up and soon I had raised enough!”

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监督人是के के नाम गहरी, जो लगभग सबसे प्रभावशील एवं लघु किसानों के साथ और अन्य बांटु बांटु यात्रा को संबंधित योजना के लिए आयोजन किया। उन्होंने अपने फील्ड्स के लिए किलोमीटर तक पहुंचने वाली यात्रा को आयोजित किया। उन्होंने उनके आयोजित 12 समूहों को तीन-से-सीढ़ी प्लग भंडारण के लिए (सिर्फ एक तिहार का मुकाबला)। यह उनके तरीके से लगभग तौर पर नौ करोड़ रुपये बनाया। यह नौ नौ हज़ार के साथ यह आयोजन नया निर्माण के प्रति आयोजित किया। उन्होंने उनके अन्य फील्ड्स के लिए किलोमीटर तक पहुंचने वाली यात्रा को आयोजित किया।

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“As well as the dance night, I held raffles for transition year, fifth year and Leaving Cert students and did simple competitions such as ‘Guess how many sweets are in the jar’. Gradually, the money added up and soon I had raised enough!”

Keen musical fan Becky Gardiner hosted a ‘Grease’ themed dance night to raise money for her trip to India. She charged €10 per ticket and held a competition for the best costume.

监督人是के के नाम गहरी, जो लगभग सबसे प्रभावशील एवं लघु किसानों के साथ और अन्य बांटु बांटु यात्रा को संबंधित योजना के लिए आयोजन किया। उन्होंने अपने फील्ड्स के लिए किलोमीटर तक पहुंचने वाली यात्रा को आयोजित किया। उन्होंने उनके आयोजित 12 समूहों को तीन-से-सीढ़ी प्लग भंडारण के लिए (सिर्फ एक तिहार का मुकाबला)। यह उनके अन्य फील्ड्स के लिए किलोमीटर तक पहुंचने वाली यात्रा को आयोजित किया।

Scott McQuarrie
In the summer of 2011 Ciara Traynor decided to leave Tipperary and travel to Cambodia where she participated in a care placement with Projects Abroad.

Over a very short space of time Ciara managed to raise enough money to finance her entire trip and still have some left over to put towards charitable donations.

Ciara tells us about her successful events and how she organised them:

I decided to volunteer at the last minute; I only had three months to raise the money for my care placement and my flights. The total was going to come to €3855.

Luckily, I had the support of my family and friends. Together we planned a number of events including a Shave’n’Dye at our local pub. My friend’s mother is a beauty therapist and she did all the waxing and my sister did the hair dying.

My mother planned two table quizzes; one at the army barracks where my granddad and uncles served and the second at a pub where my mother works.

Over the 3 months we handed out sponsorship cards and letters asking local companies for support.

Finally, my dad and I organised a Honda 50 Run were we sold t-shirts and stickers. We even had our local MP join the fun!

We managed to raise €4000 in the three months and with the extra money I bought books and toys.

Now 21 years of age, Ciara continues to support the work being done by Projects Abroad as an ambassador in Ireland.

We hope this pack helped provide a starting point from which you can continue to develop, plan and run your own events. We leave you with our Top 10 tips on how to be as successful as possible in your fundraising.

1. SET OUT CLEAR AIMS AND OBJECTIVES IN THE EARLY PLANNING STAGES
   This will keep you on target and ensure that you raise as much money as possible in a manageable way.

2. USE YOUR CONNECTIONS
   Family and friends are there to help and will be more than happy to get involved!

3. BE REALISTIC
   Don’t set your targets too high. Take one step at a time and don’t panic if a target isn’t met for a certain event. Simply think about areas of improvement and use these ideas to help make your next event more successful.
REMEMBER YOU ARE NOT ALONE; HEAR FROM OUR STAFF!

We understand what it is like to have to raise lots of money in a short time as many of our staff are former volunteers with Projects Abroad. They are experts in giving advice and answering any questions you have regarding fundraising pursuits.

Whether you are stuck for ideas, in need of some guidance or simply have a few questions you’d like answered, you are always welcome to contact us by emailing info@projects-abroad.ie or calling 021 234 8002. From all of us at Projects Abroad, we wish you the very best of luck with your fundraising endeavours. Remember your goal, stick to your budget and above all; enjoy!

In 2009 I raised enough funds to cover my 4 month trip to Ghana where I participated in two placements with Projects Abroad: Care and human rights. My family and friends formed a committee and soon became a force of fund-raising nature, organising a series of drives within our small, North Cork community.

Our first rally was a cake sale which we held in the local primary school after mass. My friends and parents’ friends baked a dessert each - a group effort which somehow managed to raise an unexpected €900.

Our second and biggest event was a sponsored mountain climb. We asked the local mountain climbers to dedicate one of their walks to my cause. We printed cards (which were also done pro-bono) and each walker sought sponsorship. I dropped these cards and jars into the local pubs and shops so donations could be made at random. I also participated in the climb which was more daunting than the actual trip to Ghana I assure you!

Lastly, I invited all of my friends and college mates to a ‘night out’ in Cork. It was a private event in a city club which generously agreed to donating their VIP area. The proceeds of the entrance went to my project abroad.

I think many of us in Ireland can understand the strength of ‘community support’. Whether you come from a big town or small village, people know who and where you are. My community was so overwhelmingly charitable and generous. Its important to seek the support of those around you, you will be surprised by how fast people will give to your cause, how interested they are to be involved in your adventure.

PUT THE ‘FUN’ BACK IN FUNDRAISING AND ENJOY YOURSELF!

This is the beginning of your volunteering journey and should be an exciting and rewarding time! The more enthusiastic you are and the more fun you make your events, the more likely people will be to support you and donate towards your trip. So keep your chin up, imagination flowing and smile bearing.

BE CREATIVE
The best events are often different and funny. Sitting in a bath full of baked beans is much more entertaining than a sponsored silence! Therefore the more eccentric you are, the more support you are likely to get.

PLAN CAREFULLY
Never rush into an event. Sit down and hash out all the details first before proceeding.

BE PROFESSIONAL
Approach potential contributors in a friendly and enthusiastic manner. Always explain why you are doing a project, what you hope to achieve and how they can help. Don’t be too pushy but appear assertive.

KNOW YOUR FACTS
Study the first section of this brochure carefully. Know some basic facts about Projects Abroad and research your destination. Be prepared to answer any questions that come your way.

BE RESOURCEFUL
If you know people who have travelled previously, see if you can borrow their equipment or ask if they know cheap places to buy kit.

BE CONFIDENT
Don’t be disheartened if it appears difficult to generate funds. Stick with your plans, remain upbeat and remember there is always help at hand from friends, family, teachers, local communities and the Projects Abroad team.

Good luck!