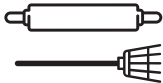




## STEP 1

# Choose a fundraising activity

There are many different ways to fundraise, and we're open to your creativity! Whether large or small, your event will support International Medical Corps' programs, help grow our community of supporters and raise awareness about the work we do.



### MAKE, BAKE OR RAKE

#### Sell Things!

Bake Sale  
Garage Sale  
Lemonade Stand

Car wash  
Leaf-raking fundraiser  
Hand-crafted goods sale

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### HOST AN EVENT

#### Think big!

Benefit Concert  
Wine-Tasting Party  
Murder Mystery Party  
Dinner Party  
Fashion Show  
Casino Night/ Poker Tournament  
Masquerade Ball  
Art Exhibition  
Auction

Charity Golf Tournament  
Disco Night  
Gala  
Battle of the Bands  
Talent Show  
Telethon/ Social Media Telethon  
Carnival  
Karaoke night  
Scavenger hunt

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### CREATE YOUR OWN EVENT

#### Keep it Low Key

Game Night  
Bingo  
Potluck  
Barbecue  
Car Wash  
50/50 Raffle *Winner gets half of the value, charity gets half of the value*

#### Think Outside the Box

Jeopardy/Trivia  
  
*Restaurant Night It requires very little planning on your part. Many restaurants such as Chipotle and Applebee's host restaurant night fundraisers.*

*Skip a meal Donate the money you would have spent on the meal to International Medical Corps.*

#### Great Ideas for Kids

Spelling Bee  
Laser Tag Party  
Read-a-thon  
Penny Drive  
Lemonade Stand

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**Participate and/or Host a Marathon, Bowl-a-thon, Dance-a-thon, Walk-a-thon, Yog-a-thon, or something else that ends with "thon!"**

## STEP 2

# Identify your personal purpose, goals & audience.

### Why are you fundraising for International Medical Corps?

Determine where your passion lies and then relay that enthusiasm to your guests. **Your friends will be most engaged when they hear why you support International Medical Corps' work.**

### Set a Goal

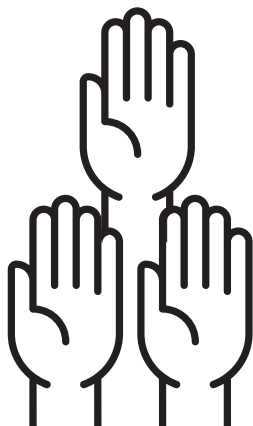
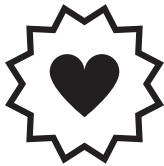
You've identified your passion for our work – great! Now set a specific amount you want to raise and make sure to include that goal in any communications you send to promote your event.

### Recruit your friends, family and community to help

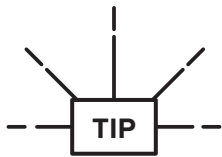
The more help you have for your fundraiser the better. Not only can extra help be extremely beneficial the day of the fundraiser, but also it can ease your load during the planning process. Enlist your friends to call venues and pick up needed supplies. Keep expenses low by asking people to donate event-related items or give you a discount on necessities such as venue rental or party platters.

### Define your audience

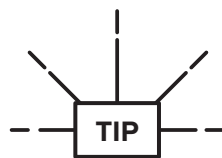
Who is the target audience for your event? Is this event geared towards a specific group like work colleagues, parents, or young professionals? In short, who are you asking to participate in your event?



## When, Where & How



***Make sure each of your volunteers is tasked with a specific job.*** This ensures that every volunteer is aware of what they are supposed to be doing, and that there are not too many or too few volunteers assigned to a job.



***It's a good idea to buy a few extra supplies*** so you're prepared for the unexpected, like guests who forgot to RSVP or who brought more friends.

### Date, time & locations

The date and time of your fundraiser matter. Fridays and weekends are probably best. If you do hold a fundraiser on a weeknight (including Friday), schedule it after 5 P.M. so more people can attend. Also, make sure the location of your fundraiser is easy to get to, easy to find and has ample parking available.

### Vet the venue

If you're holding the event outside your own home, visit the location beforehand to make sure that everything is working properly, and that there are enough seats, tables, etc. If you are holding the event at home, make sure you have all the necessary equipment (e.g. chairs, tables, cups, plates, utensils, serving platters and utensils, etc.) for your event to function well.

### If appropriate, send out invites

Your invite should include basics about the fundraiser and a link to International Medical Corps' website so that those invited can learn more if they wish. You can use electronic invitations and social media sites like Facebook, Twitter, Pinterest and Instagram to promote your fundraiser. Don't forget to ask your contacts to share your posts with their networks! You can also send invitations by mail, leverage coworkers, and call invitees to inform them of your fundraiser.

### For events open to the public, publicize the event within the community

Ask businesses if they will post your flyer.

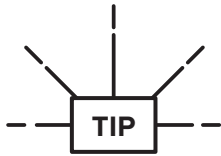
### Count the number of RSVPs

Having an accurate count of the number of people attending will help you determine the amount of materials needed, and whether changes need to be made to the venue.

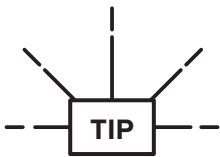
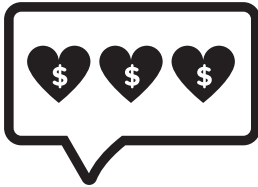
### Buy materials

Now that you have a fairly accurate count of the number of people attending, you can go ahead and buy all the supplies for your fundraiser.

## Its time to throw your event & collect those donations!



**Arrive early to your fundraiser** to set everything up. Bring volunteers to help and assign them specific tasks.



If you want to make **online donations** an option for your guests, you can set up a **Crowdrise page** for your fundraiser, or simply direct people to **International Medical Corps' main donation page**. (Have a computer and reliable internet access available if you plan to do this.)

### Be the host with the most!

Make sure that someone welcomes your guests as they come in. Ask your guests to complete a sign in sheet with name, address and email address. This sign in sheet will be helpful if you plan to send thank you notes. As the event progresses, walk around and ask your guests whether they are having a good time. Make sure to talk to your guests about International Medical Corps, and why you're fundraising.

### Share your passion & make the offer

Sometime during the event you will want to take some time to tell your guests a personal story about why you support our work and think it's important, and ask them to make a donation. (Studies show that more people will make a gift if they're actually asked.)

And whether or not they give, all of your guests will have found out more about International Medical Corps which means they may be more inclined to support our work in the future!

### Collect the donations

Make sure that there is someone tasked with collecting donations. Please fill out the Donation Remittance sheet, including the donor's full name, mailing address, phone number, the amount donated, and the form of payment used.

Place the donations in a manila envelope or something similar so you can keep track of them. Tell your guests to make checks and money orders out to International Medical Corps.

## STEP 5

# Submit your donations & wrap it up!

### Submit donations

Please include the full name, mailing address, phone number, the amount donated, and the form of payment used.

Mail to:

**Resource Development  
International Medical Corp.  
12400 Wilshire Blvd.  
Suite 1500  
Los Angeles, CA 90025**



### Send Thank You notes

Sending thank you notes to both your guests and volunteers is a nice gesture, and it will make your guests and volunteers more inclined to participate if you hold another fundraiser in the future.

### Don't forget to tell us how it went!

If you took pictures, please send them to us! We would love to share them with our other supporters. Also, an email or letter about your fundraiser would be much appreciated. We might even feature your story on our website!

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### Have questions?

You can search on Pinterest, Eventbrite or other fundraising platforms for inspiration.

#### Tips for Hosting a Great Party

<http://www.joangarry.com/plan-successful-small-fundraiser-donor-event/>

#### Making the Offer

<http://www.joangarry.com/how-to-great-event-speech/>

#### Even More Tips for Planning a Fundraising Event

<http://newyorkblog.foundationcenter.org/2011/07/throwing-a-fundraising-house-party-heres-what-you-need-to-know.html>

#### Great Fundraising Tips for Students

[http://www.wikihow.com/Fundraise-for-a-Cause-\(for-School-Students\)](http://www.wikihow.com/Fundraise-for-a-Cause-(for-School-Students))



Checklist

- 6 WEEKS BEFORE
  - Set A Goal
  - Get Familiar With International Medical Corps
  - Decide What Kind Of Fundraiser You Will Hold
  - Reach Out To International Medical Corps
  - Recruit Your Friends And Family To Help
  - Consider Expenses
  - Set A Date, Time, And Location
- 4 WEEKS BEFORE
  - Send Out Invites
  - Publicize Your Fundraiser In The Community
- 1 WEEK BEFORE
  - Vet the Venue
  - Count the Number of RSVPs
  - Buy Materials
  - Make a Jobs List
- THE DAY OF THE EVENT
  - Arrive Early
  - Host
  - Collect the Donations
- THE DAY AFTER THE EVENT
  - Submit Donations
  - Send Thank You Notes
  - Tell Us How Your Fundraiser Went

- How do I handle check & cash donations?**  
Checks/money orders should be made out to International Medical Corps and have the name of the event in the memo section. Place the donations with the event wrap up form you completed and mail them to: Resource Development, 12400 Wilshire Blvd. Suite 1500, Los Angeles, CA 90025
- What if I want to fundraise online?**  
You can fundraise online through the International Medical Corps page on the crowdfunding platform Crowdrise: <https://www.crowdrise.com/internationalmedicalcorps>.
- Does International Medical Corps accept non-monetary gifts?**  
International Medical Corps does not accept non-monetary items such as blankets, toiletries, food, etc.
- Where can I find International Medical Corps brochures or informational materials?**  
Once you submit the Event Registration Form, you may request various items for your event. Please note that requests for materials must be made at least two weeks prior to the event date.
- Can I use the International Medical Corps logo?**  
International Medical Corps will allow use of its logos on event materials after the event host has reviewed and signed a logo permission form.
- Can an International Medical Corps staff member attend my fundraiser?**  
We can't guarantee that an International Medical Corps staff member can attend your fundraiser. However, you may email [community@internationalmedicalcorps.org](mailto:community@internationalmedicalcorps.org) to submit a request.
- Can International Medical Corps provide a speaker for my fundraiser?**  
We can't guarantee that an International Medical Corps speaker will be available to give remarks at your fundraiser. However, you may email [community@internationalmedicalcorps.org](mailto:community@internationalmedicalcorps.org) to submit a request.
- Can International Medical Corps advertise my event on its website?**  
No. We don't advertise events on our website, but you are more than welcome to start a Crowdrise page in order to draw attention.
- What do I need to know about tax receipts?**  
Given that we are a 501(c)(3) organization, donations to International Medical Corps are tax deductible. We will provide a tax receipt for all monetary donations. Please include each person's name, address, and the donation amount.
- Is there a way I can see where my donations are being used?**  
International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Our mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. Visit our website at <https://internationalmedicalcorps.org/> to view updates about our work.
- Can I receive a list of International Medical Corps supporters to invite to my event?**  
To protect the confidentiality of those on our mailing lists, International Medical Corps does not share our mailing lists.
- What are the benefits of hosting an event for International Medical Corps?**  
By hosting an event, you help International Medical Corps save lives, relieve suffering and build healthy futures; and you engage your network to do the same. Supporters who provide their name and contact information will receive ongoing updates about our work and how they can continue to help International Medical Corps.

# Event Registration Form



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Full Name of Event Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address Where Communications Should be Mailed:

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Name of Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Fundraising Goal: \_\_\_\_\_

How Do You Intend to Fundraise?

Online

In-Person

Where Event Will Be Publicized:

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Projected Number of Attendees: \_\_\_\_\_

Brief Description of Event:

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