



# SELB Staff Build a School in Africa Fundraising Guidelines



## Why Fundraise for a School in Africa?

- We will all cease being SELB employees on 31st March 2009. Most of us will transfer to a new Education Skills Authority on that date.
- We want to leave a fitting legacy to mark the achievements of the SELB over the last 25 years.
- The funds raised will provide accommodation and improved educational facilities for a selected group of young people in a poverty stricken community in Africa. We want to provide everyone of you with the opportunity to get involved as individuals and/or as groups.
- Our partnership with “Build Africa”. a charity with a proven record in this field, will ensure the integrity of campaign. Once started you will be able to track the progress of our project on the “Build Africa” web-site. Information on this charity can be found on the web-site <http://www.build-a-school.org/>
- Build Africa can supply us with fundraising materials e.g balloons, posters, etc.
- You can get regular updates on campaign activities and progress on our dedicated web-page [www.selb.org/selbbuildafrica](http://www.selb.org/selbbuildafrica)

- In the event of the amount raised being in excess of or does not meet the planned target Build Africa will be asked to provide advice and guidance on how such funds could best be deployed.

## Our fundraising guidelines

- In this pack you will find information about the corporate events already planned and useful information and ideas to help you organize your own event and raise money for our campaign.
- Whether your fundraising project is big or small it will make a difference.
- When you are fundraising for “SELB Staff Build a School in Africa” remember you are representing both Build Africa and your colleagues in SELB so we would ask you to make yourself familiar with these fundraising guidelines.
- It is essential that any fundraising activity or event should be run legally and safely. We have provided some information in this regard in these guidelines, but it is the responsibility of the event organiser to ensure compliance with legal, health and safety standards.

***NB Please do not collect money from door to door as this is illegal without a licence.***



## Corporate Fundraising Initiatives

We have already organized some corporate fundraising initiatives that you could choose to get involved with.

- **Give as You Earn (GAYE)**

There are two ways you can Give As You Earn from your wages, a 'one off' payment or a monthly commitment. You will benefit from a tax rebate at your normal rate of tax on the contribution you make. If you wish to contribute in this way please complete the pro-form attached and forward for processing as directed.

- **Direct Contributions And Gift Aid**

If you do not wish to avail of the GAYE option and wish to make a direct contribution the project can still benefit from Gift Aid on your donation if you make a gift aid declaration. If you wish to donate directly to our fund either by cheque, direct lodgement or direct debit please contact a member of our Finance Sub-Group for directions. You will find contact details attached or on the campaign web-site: [www.selb.org/selbbuildafrica](http://www.selb.org/selbbuildafrica)

Alternatively you may wish to donate directly to "Build Africa" If so please contact "Build Africa" on 0800 652 6294 and inform them that you wish to make a donation on behalf of the "SELB Staff Build a School in Africa Project" and they will make arrangements for your contribution to be added to our campaign.

- **"Lets fill a wheelie bin"**

Every household has a receptacle of some sort sitting about with copper and small change in it. Our plan is to collect as much of this as possible for our cause. You could help us to meet our target. If you are at a school, library, youth centre or out centre then you could be the one to organise your fellow staff to collect in the workplace.

You can of course start collecting now and we will be collecting up to 31st March 2009. Collections can be forwarded at any time throughout the funding period.

If you choose to get involved in this way please contact a member of the Finance Sub-Group to find out how to forward your collection to the campaign. You will find contact details attached or on the campaign web-site. [www.selb.org/selbbuildafrica](http://www.selb.org/selbbuildafrica)

- **Sponsored Walk - Friday 30th May, 2008**

- **Golf Tournament**

If you are interested in taking part in this tournament please register your interest with Alan Wilson who can be contacted by telephone 028 3751 2538 or e-mail [alan.wilson@selb.org](mailto:alan.wilson@selb.org)

- **Grand Ball**

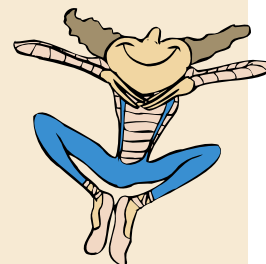
A gala dinner not only to raise funds but also to celebrate the achievements of the SELB is planned for Saturday 28th February 2009 in Armagh City Hotel with an open invitation to all staff. If you are interested in attending the ball please register your interest with Dolores Stinson - 028 3741 5417 or e-mail [dolores.stinson@selb.org](mailto:dolores.stinson@selb.org) **OR** Fred Wilkinson - 028 3751 2278 or e-mail [fred.wilkinson@selb.org](mailto:fred.wilkinson@selb.org)

## A - Z Fundraising Ideas

There are hundreds of other different ways you can raise money for "SELB Build a School in Africa", but we suggest you choose the one that you will enjoy the most! Here are some suggestions:

### A

Antiques Fair  
Arts and Crafts Day  
Aerobics

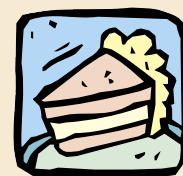


### B

BBQ  
Bring & Buy Sale  
Bike Race  
Bad hair / tie day – see who can get the worst  
Baked Beans Bath  
Barn Dance

### C

Car Boot Sale  
Car Wash  
Carol Singing  
Cycle  
Cabaret Show  
Coffee morning, cake sale  
Cookery Contest  
Christmas Cards  
Concert  
Competitions  
Computer Games Knockout



### D

Day at the Races  
Diet  
Disco  
Donate your birthday – ask for donations instead of presents  
Dance Marathon

### E

Egg-and-Spoon Race  
Eighties Night  
Eurovision Song Contest

### F

Face-Painting  
Fair  
Fete  
Fashion Show  
Flower and Fruit Stall  
Foam Party  
Food Hamper Raffle  
Fancy Dress Party



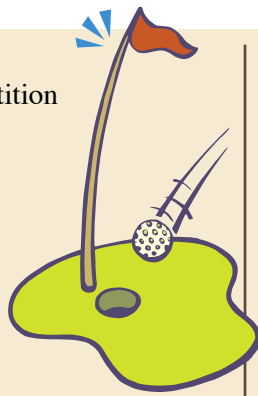
### G

"Guess-How-Many?" Competition  
Game Show – Try your luck at your very own Stars In Their Eyes, Blind Date or Blockbusters  
Gigs

*Smile! Fundraising should be fun!!*

# H

Golf Tournament  
 Guess-The-Baby-Photo Competition



# I

It's a Knockout competition!  
 Inter-Service/Department Quiz

# J

Jumble Sale

# K

Karaoke Night  
 Kite Flying

# L

Line Dancing  
 Leg Waxing – one for the boys!  
 Lollipop Hunt

# M

Musical Events  
 Marathon Events – pick from jogging, table tennis, dancing, tennis, keepy-uppy, and see how long you can go in shifts!  
 Murder-Mystery Dinner Party

# N

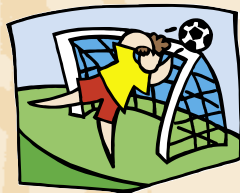
New Year's Eve Party  
 Night-time Hide-and-Seek

# O

Orienteering Race  
 Origami Competition

# P

Panel Games  
 Penny Tower Competition  
 Pet Talent Show  
 Plate Painting  
 Penalty Shoot-Out Competition



# Q

Quizzes

# R

Raffles  
 Rapping Contest  
 Races

# S

Sponsored Events (Runs, marathons, cycles)  
 Silent Meal  
 Speed-Chess Competition  
 Silly Games Afternoon  
 Sports Day  
 Swear Box



# T

Tea Party  
 Teddy Bear's Picnic  
 Theme Days  
 Tombola  
 Trivial Pursuit Evening  
 Top of the Pops Show  
 Treasure Hunt  
 Tuck Shop



# U

University Challenge  
 Unwanted gifts

# V

Village Fete  
 Variety Show

# W

Wimbledon Tennis Party  
 Wine and Cheese Party  
 Who's the Baby?  
 Wacky Races  
 Walking



# X

X Marks The Spot

# Y

Young Enterprise Scheme  
 Yacht Regatta

# Z

Zany Parties

If after reading this you are still really stumped for ideas or want some advice and support on selecting an event please contact a member of the Advice and Support Sub-Group. You will find contact details on the last page of this document or on the campaign web-site [www.selb.org/selbbuildafrica](http://www.selb.org/selbbuildafrica)



# Get Cracking

## Organising your Event

Once you have chosen your idea, just follow these simple steps to make sure that your idea becomes a fantastic and successful event.

***Get your event registered as soon as possible  
We want to keep a record of all our fundraising efforts.  
Once you have an idea and you have the following  
information please fill in the pro-forma attached to this  
document and return immediately to our Event Sub-  
Group.***

- What is the event?
- How much will it cost to run?
- How much will it raise?
- When and where will you hold the event?
- Do you need sponsor forms?

You will find contact details on the pro-forma attached to this document or on the campaign web-site [www.selb.org/selbbuildafrica](http://www.selb.org/selbbuildafrica)

***If you are organizing a large event check if you need special permission***

- Contact your local police station if your event is in a public place to ensure your event is lawful!
- If your fundraising involves collecting money or selling goods in a public place then you will need to obtain permission and a licence from the local authority.
- Where events take place on private property you must obtain permission from the owner.
- Small raffles are fine provided they do not contain cash prizes.
- You may need a public entertainments licence if you are planning to sell tickets to an event involving dancing, singing, etc. However most venues have one of these and you simply need to adhere to their guidelines.

***Health and Safety considerations***

- The organizer of an event should take reasonable care to safeguard the health and safety of everyone involved.
- Assess any potential risks and take clear action to avoid any mishaps.
- Build Africa or SELB cannot accept responsibility for accidents that are not the result of their negligence.
- Take care with personal security when handling money collected at an event.
- If medical cover is needed, make sure to approach a voluntary medical service e.g. St John's Ambulance, Knight of Malta.

***Promoting your event***

- Advertise your event.
- All publicity material should clearly indicate that funds raised will go toward Building a school in Africa.
- Let us know if you need help with designing flyers, posters, invitations, etc.
- Let us know if you need "Build Africa" publicity material e.g balloons, t-shirts, etc.

***Handling funds raised***

- All monies donated must be forwarded to the Finance Sub-Group or lodged directly to the campaign bank account.
- Expenses incurred will be paid direct from the campaign account not from collections on the day of an event – please forward any expenses claims directly to the Finance Sub-Group.
- Will you receive money before, during or after the event? If you are taking part in a sponsored event try and collect your sponsorship money at the time of the pledge as people may forget that they owe you money.
- Do you have somewhere safe to keep the money?
- Do you have someone to witness you counting the money? It is advised that the event is monitored by at least two people at all times and, at the end of the event, the money counted by both, a donation form completed and the money forwarded as soon as possible to the Finance Sub-Group. You will find contact details on the last page of this document or on the campaign web-site. [www.selb.org/selbbuildafrica](http://www.selb.org/selbbuildafrica)
- Keep careful records of the accounts so that you can show exactly how any money has been handled.
- You will be given an official receipt bearing a reference to the Build a School in Africa Campaign.

***Publicising your achievements***

- Take lots of photographs.
- Photograph the handover of your collection.
- Send photographs to the Communications Sub-Group so that they can be put on our campaign web-page. You will find contact details on the last page of this document or on the campaign web-site [www.selb.org/selbbuildafrica](http://www.selb.org/selbbuildafrica).

***Where do I get further advice and guidance if I need it?***

- An Advice and Support Group has been set up to provide help with organizing events. You will find contact details attached to this document or on the campaign web-site. [www.selb.org/selbbuildafrica](http://www.selb.org/selbbuildafrica)
- Answers can also be found to frequently asked questions using the following link: [www.selb.org/selbbuildafrica](http://www.selb.org/selbbuildafrica)