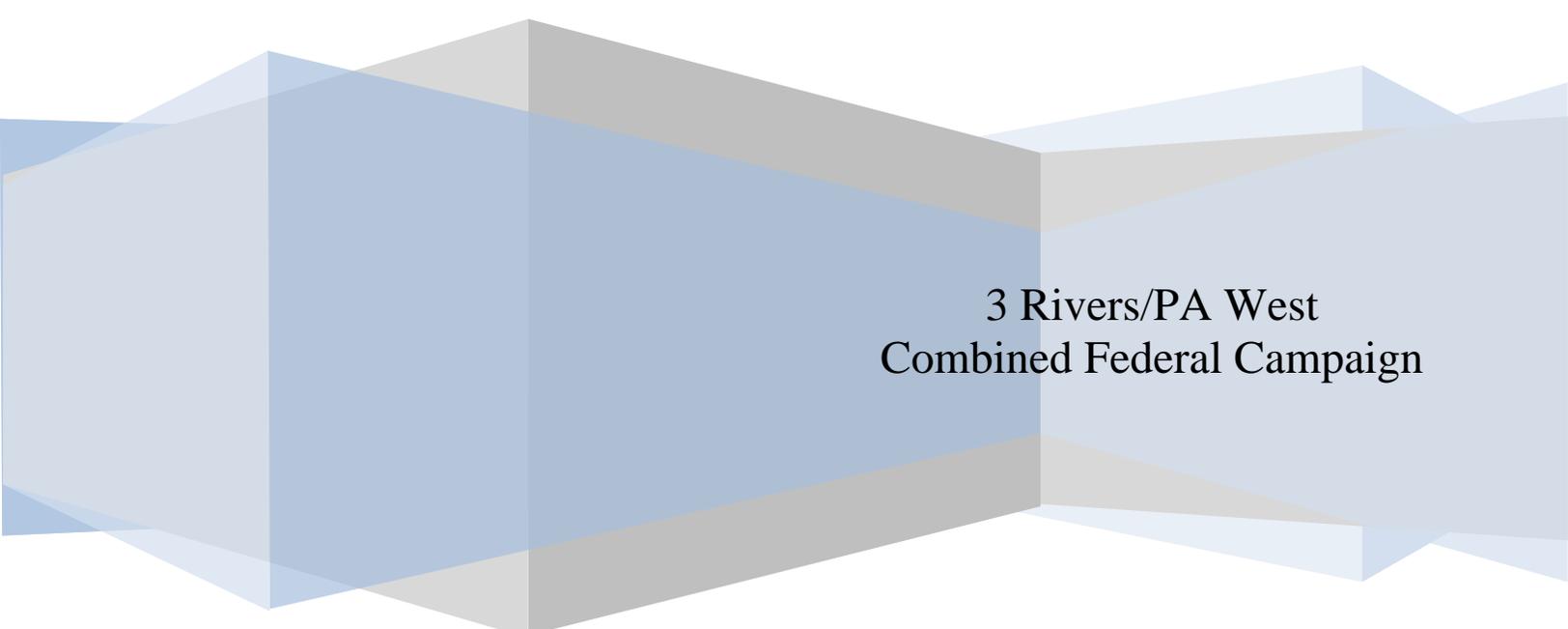


# “FUN”draising Ideas



3 Rivers/PA West  
Combined Federal Campaign

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# **FUN”draising!**

## **Welcome**

Now that you’re planning your agency’s CFC campaign, it’s time to start thinking of ways to make it successful and entertaining. This guide presents some ideas that have been used successfully in many campaigns. These include everything from formal reception to some outrageous contests.

Your ideas, however, don’t have to end with this guide. What do you think will work best for your agency? What makes your agency special? Ask some of your co-workers about fund-raising ideas. You might be surprised at the many possibilities.

Of course, the bottom line is raising money and reaching your campaign fundraising goal. The dollars will help your neighbors locally, as well as people nationally and around the world.

Your efforts in organizing your agency’s campaign are appreciated. So here’s to a successful and rewarding campaign.

And remember, make it fun!



# “FUN”draising Do’s and Don’ts

**Decide that this is the year to have “fun” by using “special events” and other creative activities in your organization’s campaign.** Special events are FUN and are also an excellent method of raising CFC awareness in your office.

*CFC regulations (5 CFR Part 950.602[b]) states “special events,” such as auctions, bake sales, carnivals, athletic and other types of events are permitted if approved by the appropriate Agency Head, consistent with agency ethics regulations. In all special events, “the donor must have the option of designating to a specific participating organization or federation or be advised that the donation will be counted as an undesignated contribution...”*

Review the guidelines listed below and **GO FOR IT!**

## **DO THIS!!**

Do check out your ideas with your agency head!!

DO something different to bring interest to your campaign.

DO solicit services, items from your co-workers.

DO use a special event to focus attention on the campaign—not as the total campaign effort.

DO use special events as frosting on the cake—to help you meet and exceed your “stretch” goal.

DO tie special events, where appropriate, to completed pledge cards...and encourage the use of payroll deduction.

## **DON’T DO THIS!!**

DON’T surprise your boss with a golf tournament on company time!

DON’T do “the same old thing.”

DON’T overlook the tried and true elements of a successful campaign (e.g., person-to-person contact, etc).

DON’T forget that the “cake” is a solid, well-planned employee solicitation campaign.

DON’T encourage employees to participate with small cash donations...encourage payroll deduction!

# EMPLOYEE MEETINGS

## "How to get 'em there and get 'em in the spirit."

- Invite the department head or agency head to say a few words of endorsement for the campaign.
- Provide refreshments.
- Publicize charity speakers' names in advance.
- Have employees turn in completed pledge cards (whether they donated or not) at the meeting. Draw one or several of the cards and award prizes to those employees. Make sure this is publicized in advance.
- Give away gifts like pens or key rings to the attendees.
- Take the meeting to the employees. Instead of meeting in a conference room, why not go right out into the work area?
- Arrange to have employees share their experiences with charity services or tours at the employee meetings.
- Combine the CFC meeting with a regularly scheduled staff or safety meeting.
- Hide a prize under one seat. Have everyone check their chair to see if they've won.
- Make your own video showing your key persons visiting charities in your area.
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- .



# PUBLICIZING YOUR CAMPAIGN

## “Hey you! It’s CFC time!”

- Send messages on E-Mail or in-house computer system.
- Publish articles in the employee newsletter.
- Post information on agency bulletin boards.
- Hand CFC posters and banners in heavy traffic areas.
- Publicize specific charity programs that your employees’ contributions support (ie., American Red Cross - disaster services, CPR training, first aid; American Cancer Society – education & screening programs, etc.)
- Announce information on the loudspeaker.
- Send memos or letters from the agency head to all the employees.
- Put flyers on car windshields.
- Place door hangers on office door knobs.
- Decorate the elevators, stairwells, and inside of restroom stall doors.
- Give out chocolate kisses or fortune cookies with CFC messages.
- Ask department heads to talk about the campaign at staff and safety meetings.
- Have the agency head or an executive staff person walk through the work place wearing a sandwich board advertising CFC.



# **“FUN”RAISING IDEAS!**

## **"What can I do?"**

### **EVENTS**

*"From black tie to Frankenstein."*

#### **Off and Running**

Many agencies like to have big kick-off events, such as continental breakfasts, to open their campaigns. This is a great time for the agency head to give an endorsement of CFC.

#### **Just Watch Out for Ants**

Why not make your agency picnic a CFC event? Invite CFC to set up booths and have your Agency Head speak. Do fund-raising activities throughout the day.

#### **Mission Accomplished**

Once your agency has reached its campaign goal, have a finale party. Invite all employees and have your Agency Head give a thank you presentation. Serve refreshments and have prize drawings.

#### **A Ghoulishly Good Time**

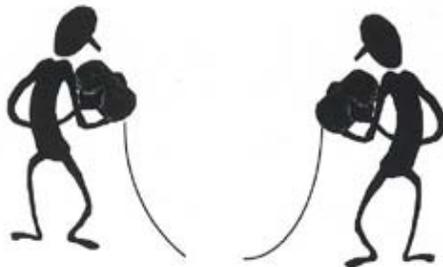
Many agencies choose to tie their campaign in with Halloween. Have a Halloween party, create a haunted house and have a pumpkin-carving or costume contest.

#### **Boogie for Dollars**

Throw a dance or even a dance-a-thon. Charge admission, entry fees, or have entrants get pledges for time danced or for number of dances.

#### **Thank You, Thank You, Thank You**

Have breakfast, lunch, or dinner to thank your employees for participating in the campaign. Give out thank you tickets to people who gave one hour's pay per month or more. Other contributors could pay for their meal with proceeds going to CFC.



# CONTESTS

*"Better odds than the football pool."*

## **Ugly Tie or Hat Contest**

Executive staff members wear their ugliest ties or hats and solicit "votes" (a vote is \$1) from employees. The person with the most votes at the end of the days wins a prize.

## **Match the Baby Face Contest**

Employees bring photos of themselves as babies. Other employees buy ballots listing the photos by number and guess which baby is who. A prize goes to the employee who correctly identifies the most babies.

## **Look-alike Contest**

Employees dress up like famous personalities such as Marilyn Monroe or Elvis. Employees pay to vote on best costume. The contestant receiving the most votes gets a prize.

## **Most Humorous Photo Contest**

Employees bring humorous photos to work. Employees vote with quarters for the funniest. The winning photographer gets a prize.

## **Lip Sync Contest**

Hold a lunch-time lip sync contest. Charge an entry fee and have the audience vote for best act. Give a prize to the winner.

## **Kiss the Pig Contest**

Executive staff members collect one-dollar votes all day. The executive with the fewest votes at the end of the day has to kiss a pig in front of the entire office.

## **Wii Contest**

Set up three or four video machines in a small conference room. Employees pay to play and try to beat their opponent's score. This can take place over several days with many repeat players. The winner at the end of the contest time period wins a prize.

## **Coloring Contest**

Use CFC logo. Have children of employees participate.

## **Quiz**

Make up an IQ test based on CFC facts: Award prize(s) to employees with the most correct answers. This is a fun, challenging way to increase your knowledge about CFC.

## **Games**

Trivial Pursuit; Win Lose or Donate; Wheel of Fortune (use questions or clues related to CFC).



# FOOD

“The way to a donor’s heart.”

- Bake sale
- Pie-eating contest
- Candy bar or popcorn sale
- Lunch-time spaghetti or chili feed
- Pancake feed
- Lunch-time barbecue
- Oktoberfest theme with sausage lunches
- Ice cream social
- Cheesecake sale

# THEMES

*“From raiders to raisins.”*

## **The Big Shot**

As a variation on the standard thermometer graph to monitor agency progress, use a hypothermic-needle design. Great for hospital themes.

## **Raiders of the Lost Heart**

Use a heart as a thermometer, each department represents a piece of the heart. You have met your goal when the entire heart is filled in.

## **CFC Cookie Caper**

Each pledge card is passed out with a cookie and the slogan “CFC Cookie Caper – Help Us Bring in the Dough.”

## **Hawaiian Theme**

Each person turning in a pledge card gets a plastic lei. At the end of the campaign, have a Hawaiian potluck where the employees wear their leis and dress in Hawaiian shirts. Have a limbo contest. Use your palm tree as a thermometer.

## **1960s Theme**

Dress up in ‘60s garb. Headbands, smiley face pins, tie-dyed shirts.

## **Wild West Theme**

Employees dress in Western clothes. Use your cactus as your thermometer.

## **Counting on You**

Fund-raisers featuring counting. Count the eye colors in the office. Count the jelly beans in a jar. Pay to enter the counting contests and the winner gets a prize. Use Count Dracula’s cape as a thermometer (great around Halloween).

## **Set up “iCans”**

Cans around office for spare change.

# SPORTS EVENTS

*"For all kinds of office athletes."*

## **Golf Tournament or Putt-Putt Contest**

Work with a nearby golf course to get reduced rates. Charge players the regular price with proceeds going to CFC. Humorous prizes can be handed out later at a potluck dinner (ie., shortest drive, highest score, etc). Set up a miniature golf course within your office, lobby or work area. Charge each player to play and award a prize to the player with the lowest score.

## **Aerobic-a-thon**

Employees get pledges for the length of time participating. Set this up during a lunch hour or after work employee lunchroom.

## **Walk-a-thon**

Employees get pledges for distances walked.

## **Tricycle Races**

Before the race, employees pay to have sandbags or rolled pennies tied to opposing department managers' trikes. Hold the race in the lunch room or outside. The first one to the finish line wins a prize for the department (ie., pizza party).

## **Tug-of-War**

Have employees against executive staff or interdepartmental competition. Each team pays a fee to enter.

## **Slam Dunk Contest**

Charge a fee to compete and provide a prize for the winner.

## **Fun Run**

Charge an entry fee and provide a prize for the winner.

## **Super Hoop**

Have an organized basketball tournament with employee teams. Charge admission to the game. Give away prizes at halftime. Get a local radio station emcee.

## **Team Sports Competitions**

Form teams between departments, divisions, branches or regions and get pledges for goals scored, baskets made, etc. Provide refreshment stands.

## **Ping Pong-a-thon**

Charge an entry fee and have team elimination. Award winning team with a prize.



## **Bowling Tournament**

Get a bowling alley to reduce normal fees. Charge participants the regular price with proceeds going to CFC. Participants can get pledges for the number of pins knocked over.

## **Bike-a-thon**

Charge an entry fee. Participants collect pledges for the number of miles they ride.

## **Office Olympics**

Set up an obstacle course in the lunchroom, several offices, several floors of offices, or outside. One station can be for typing a couple paragraphs, another station for filing, another for photocopying, etc. The contestants pay an entry fee and the winner gets a prize.



## **Croquet Tournament**

Set up a croquet course on a nearby lawn. Charge an entry fee and provide a prize for the winner.

## **Tennis or Racquetball Tournaments**

Charge admission and an entry fee to participants. The winner gets a prize.

## **Kickball or Softball Tournaments**

Charge admission and an entry fee to participants. Work with other federal agencies to create teams and challenge each other. Instead of nine innings, do a quick two inning game. Eliminate until there is a winner team.

# **AUCTIONS/SALES**

*"It's not art, but..."*

## **Lunch Box Auction**

Employees supply lunches to be auctioned off. Give prizes for the most creative or elegant lunches.

## **Executive Auction**

Get the executive staff to donate half a day to CFC. Then auction each executive off to the employees. The executive must take over the employee's job for half a day.

## **Home-Grown Auction**

Employees must donate random items for auction such as cakes, cookies, monthly parking spots, weekend at their summer cabin, or a home-cooked dinner. Services such as car detailing, a month of lawn-mowing and wallpapering may also be auctioned.

## **Rummage Sales**

Employees donate items to be sold in the parking lot or cafeteria.

# Other Ideas

*“Almost anything goes.”*

## **Compliment-o-grams**

Make up special forms and sell them to employees as an anonymous way to give a compliment to someone in the office. Compliment-o-grams must be delivered by a trustworthy employee sworn to secrecy. Charge a dollar per compliment.

## **Balloon-o-grams**

Employees have messages tied to helium balloons delivered to designated co-workers. Charge a dollar per balloon.

## **Dead Flower Bouquets**

This is a great Halloween idea. Get flower shops and restaurants to donate dead flowers. Employees pay to have a dead flower bouquet with a message sent to another employee. Charge a dollar per flower and message.

## **Penny Jar**

Each department has a jar and each penny equals a point. Anything else equals its value in negative points. For example, a dime is minus 10 points. The department with the most positive point at the end of the week wins a prize.

## **Treasure Hunt**

Sell daily clues to a mystery location where the treasure is hidden. The first employee to guess the location wins the treasure.

## **Cookbook Sales**

Have employees donate recipes and put them together in a cookbook. Give away sample of the food while selling the cookbooks.

## **Car Wash**

Employees pay to get their cars washed in the parking lot during the work day.

## **Dunk Tank**

Set up a dunk tank in the parking lot. Have executives take turns on the “hot seat.” Charge 50 cents per try.

## **Soak the Boss**

Employees pay 50 cents per wet sponge to throw at an executive staff member.

## **Pop Can Drive**

See which department can raise the most by collecting pop cans.

## **Dress Down for CFC**

Employees pay a dollar to wear casual clothes to work on a specific work day during the campaign. Each employee who participates gets a CFC decal.

### **Health and Human Service Fair**

Work with your Loaned Executive and request CFC charity booths be set up in the cafeteria or parking lot. The fair is not to make money, but it's a good way to raise awareness about CFC.

### **Executive Shoe Shine**

The company executives set up a shoe shine in a heavy traffic area. The executives shine employees' shoes for a CFC donation.

### **Shoot for the Stars**

Be a star, give to CFC. Use a star as a thermometer.

### **Raisin Money**

Use the California Raisins as a thermometer theme. Pass out boxes of raisins to people as they turn in pledge cards.

### **An Hour of Power**

Use a stopwatch as a thermometer. Publicize what services are provided from a one hour's pay donation.

## **PRIZES/INCENTIVES**

*"What do I win? What do I win?!"*

Here are just a few examples:

- The agency head donates his/her parking space.
- The agency head takes the winner to lunch.
- A department pizza party.
- Agency or CFC items such as coffee cups, pens, etc.
- Tickets to sporting events.
- Gift certificates/cards
- Gift basket