

ADRA's FUNDRAISING GUIDE



KIA ORA & WELCOME!

Thank you for helping raise funds for people living in need. Your fundraising efforts will help children, families and communities by breaking the cycle of poverty.

This fundraising guide was designed to help you maximize your impact as well as helping you ensure your fundraising is both safe and fun.

We are grateful for your passion and commitment to making a positive difference and partnering with ADRA to do so. Because of you, the world is a better place.

Thank you,
ADRA New Zealand Team



NEED MORE SUPPORT? CONTACT US TODAY

info@adra.org.nz | 0800 499 911 | www.adra.org.nz/fundraising
PO Box 24-111, Royal Oak, Auckland, 1345

WHAT DOES MY SUPPORT DO?

When you fundraise in support of ADRA, you help address urgent needs in New Zealand and overseas. Your fundraising efforts can:

- Keep students in Myanmar in school through empowering and upskilling their parents to earn a higher income
- Train farmers in Cambodia and improve agricultural and business skills ensuring farmers have access to food and income all year around
- Prevent illness and death by providing clean water to schools and communities in Vanuatu
- Encourage and mentor young people in New Zealand through a youth mentoring project
- Provide emergency shelter for a displaced family in Bangladesh

TOGETHER, WE'RE SERVING HUMANITY SO ALL MAY LIVE AS GOD INTENDED.

HOW YOU CAN FUNDRAISE

There are 3 main ways that you can fundraise and make a difference with ADRA

1 JOIN AN ADRA EVENT

ADRA hosts different events across the country to engage people in a fun and challenging way while raising funds. Through participating in an ADRA event you can have an awesome experience without having to organize your own event or challenge.

Join an ADRA event at: www.adra.org.nz/Events

2 CELEBRATE A SPECIAL OCCASION

Mark a special occasion in your life by fundraising for ADRA. Instead of getting a birthday present, you can ask friends and family to make a donation that will alleviate poverty for children, families and communities.

Get started by creating a fundraising page and sharing with your networks: www.adra.org.nz/Occasion

3 DO YOUR OWN CHALLENGE

You can do almost anything to help raise funds for ADRA. Whether you want to do a personal challenge, or host an event at your school, work, church or home, you can!

To do your own challenge, choose what it is that you want to do, follow the guidelines and checklist on the next page then set up your fundraising page at www.adra.org.nz/Start



Supporters at the ADRA Run which has helped to raise over \$750,000 to help people in need.

This awesome group raised funds for ADRA by auctioning off their labour to the highest bidder.



STAYING SAFE, LEGAL & FUN

However you choose to raise funds for ADRA, we want to ensure your safety above all else. Before engaging in your own fundraising activity please read through our guidelines and follow the checklist.

WORKING WITH CHILDREN

If you are working with anyone below the age of 16 it is important to have adult supervision as well as parent or guardian permission. If taking photos or videos of children, seek permission from parents prior to doing so.

Any volunteers working with children should have the relevant background checks to ensure the safety of all involved.

LICENSES

If you're planning on hosting an event in public it is important that you follow the law and obtain any licenses required. Visit your local council website for more information on how to apply.

If you are hosting this event on private property such as your home, school or workplace you will not need a license.

FOOD

Make sure you are hygienic when working with food, all food sold must be safe to eat. If selling in a public place, check with your local council before your event to find out about any additional requirements they might have.

FIRST AID

Whether you are doing a challenge by yourself or hosting an event you should always ensure that you have the appropriate first aid equipment on hand and should take appropriate cautions to avoid harm or injury.

RISK ASSESSMENT

To ensure you have done all that you can to fundraise safely, we encourage you to conduct a risk assessment. This involves looking at all potential risks, measuring the likelihood of risks occurring and the severity of consequence. Through doing so you will be aware of the different risks and can take appropriate actions to avoid all risks identified.

It is also important to have security and emergency procedures in place if hosting a larger event. Things to consider would be having appropriate crowd security and briefing participants and volunteers with any emergency procedures.

INSURANCE

ADRA New Zealand cannot accept any responsibility and are not liable for accident, injury, loss or damage as a result of your fundraising event. If you are hosting a larger event, we recommend that you have adequate insurance and take appropriate precautions to ensure the safety of everyone involved.

PROVIDING A RECEIPT

If anyone wants to donate to you offline and would like to receive a tax-receipt, it is important that you provide their name, contact details and the amount they donated when you return your collected funds.

CHECKLIST

Preparation is a key to success, to ensure success at your fundraising event, go through our checklist before starting.

- ☐ I have chosen my challenge/event
- ☐ I have set a goal of how much I want to fundraise and created my own page at www.adra.org.nz/Start
- ☐ I have read through the "Staying Safe, Legal and Fun" document and taken the right actions to minimize risk or harm to myself and others
- ☐ I have told people about my fundraising and asked them to give
- ☐ I have all the resources I needed

Congratulations, now you're ready! If you need any further support or resources from ADRA, please contact us.



RETURNING FUNDS

All funds collected online will be automatically transferred to ADRA

CREDIT CARD

Credit card payments can be made over the phone, please call 0800 499 911.

BANK TRANSFER

You can deposit funds directly into ADRA's bank account.

Name: ADRA New Zealand

Acc No: 03-0175-0195559-01

Please provide your name as a reference. Before depositing funds, please email or phone ADRA so that we are able to provide you with a tax receipt.

CHEQUES

Please make all cheques payable to "ADRA New Zealand". All cheques can be sent via post to

ADRA New Zealand

PO Box 24-111

Royal Oak

Auckland, 1345

CASH

We recommend cheques or bank transfers as alternatives to any cash posted. If you still prefer to make a cash donation via post, please include your name and contact details so we are able to provide a tax receipt.

FUNDRAISING IDEAS!

You can raise vital funds for people in need in many different ways. Here are some ideas:

AUCTION

One person's junk is another's treasure! Have an auction night, not only with your own unwanted gear, but also with donated items, and see how much recycled goods are worth.



CAR WASH

Car washes are a great way to fundraise in your community. Grab some volunteers and set up a washing area in your church car park!



COLOUR RUN

Fitness. Fun. Friends.

Join a colour run, seek sponsorship and help people in need. A win-win fundraising activity.

COOKING CLASSES

Food, food, glorious food! Hold cooking classes for small groups and share your recipes and cooking skills. Charge a participation fee, advertise your event around your community and get ready to cook up a storm for a good cause.



BAKE SALE

If you love to bake why not get together with other bakers and have a bake sale to fundraise! Invite the community to contribute and attend.



BAND NIGHT



Organise groups or individuals to sing and

charge an entry fee. You can even sell drinks and snacks to make some extra bucks.

BARBEQUE

Whether it be at your house, at the local park, at your church or at Bunnings, you can raise a lot by selling simple food.

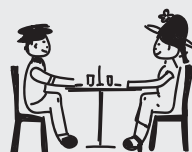


DIY

Do you have a skill that you can teach others? Organise a DIY workshop, invite some friends and charge a fee in support of your chosen ADRA cause.

DINNER

A themed dinner will bring out the best in costume and food. The theme could be a particular cuisine, a historical period or a specific colour. Enjoy fundraising while being creative.



EXHIBITION

You may be an artist yourself, know or work with artists, or just have artistic

children at your school, preschool or church. Raise funds by holding an exhibition for an entry fee and auction artworks to friends, parents and grandparents.

FUN RUN

With a few prizes that can be donated by local businesses for the winning person/age group, fun runs can be a great way to get your community involved and to raise funds by charging an entry fee.





FAIR

Join a local fair and donate proceeds to an ADRA project that inspires you.

GAMES AFTERNOON OR NIGHT



Everyone loves a games' night! All you need is to collect games, determine whether you want teams of players or individual participants, and have a few prizes for the winners. Sell simple foods and you will be surprised how easy and fun fundraising can be.



GARAGE SALE

This is a very simple way of getting rid of unwanted items and using the profits for your fundraising.

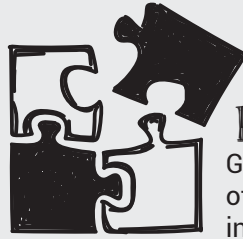
HOUSE LETTING

Your house might be close to water, or in a tourist 'spot'. Why not house let while you are away on a holiday and donate your profits to an ADRA project?



INTERNATIONAL NIGHT

Traditional foods, musical items and cultural dress. Celebrate your community's diversity by asking volunteers to make contributions based on their cultural heritage.



JUMBO PUZZLE

Gather a group of friends, invest in a jumbo puzzle and book a few sessions of puzzle making. Charge a fee for participation.

KARAOKE

All-time favourite songs can make for a great singing competition. Add a ticket and the purchase of food and you are bound to have a good time and raise some good money.



MOVIE NIGHT

A movie night is a fun and flexible fundraiser where you can sell movie tickets, snacks and food. Make sure you check out the copyright laws first.

NIGHT MARKETS

Organise a Night Markets at Christmas time at your school, church or local park. Charge stall holders a fee and sell donated items in support of your chosen cause.



OPEN GARDEN

If you own or know someone with an amazing garden, why not hold an open garden? Charge an entry fees and maybe have some refreshments and local produce to sell.

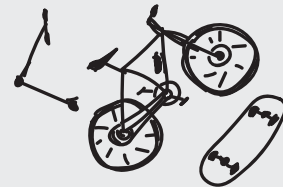
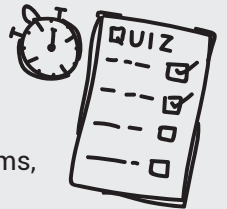


PARTY

Host any party – birthday, graduation, engagement or anniversary and ask for a donation instead of gifts.

QUIZ FUN

Any topic could be turned into a fun quiz event. Advertise for teams, charge a fee and enjoy some healthy competition while raising funds for your chosen ADRA cause.



RIDE FOR ADRA

If you enjoy riding – a bike, a motorbike, a scooter or a horse! – organising a RIDE FOR ADRA and asking for sponsorship would be a healthy way of raising much needed funds.

SCHOOLIES' TRIP

Find out more about ADRA's Connections trips and join the adventure. Call us on 0800 499 911 to find out more.



TALENT NIGHT

Why not get your community together to perform and share their amazing talents. Talent nights are an entertaining way to raise funds, charge an entry fee and sell refreshments.



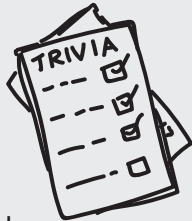


TREASURE HUNT

Why not combine your barbeque with a treasure hunt in the local park and charge a participation fee?

TRIVIA NIGHT

With a few prizes that can be donated by local businesses, and by charging an entry fee, a trivia night can get a heap of people together to have a night of laughs!



USED BOOKS DAY

Collect used books, set up tables at home, school or church

and ask people to make a donation for books they want to buy. This is a great way to fundraise for one of ADRA's Education projects.

VEGETABLE PATCH

So, your vegetable patch is doing well and you have spare produce, or you live close to a farmers' market and can collect vegetables that farmers choose to give away. You can sell these vegetables and use the profits to support one of ADRA's Livelihood projects.



WEAR WHITE

Start a 'Wear White at Work' day complete with a morning

tea full of white foods and support one of ADRA's Water projects.



WALK-A-THON

Challenge yourself to walk a long distance and ask your friends, family and workmates to sponsor you.

YO-YO COMPETITION

If you work with children, a yo-yo competition can be loads of fun. Collect a gold coin donation and have people donate wrapped-up items that can be auctioned in a 'yo-yo' way. A yo-yo competition at lunchtime at work would be fun too.



ZERO
'Fast' from anything that is meaningful to you and ask your family and friends to sponsor you for your perseverance and self-control.

Once you have chosen a fundraiser, create your online fundraising page at adra.org.nz/start. If you have any questions, would like to learn more about how your fundraising helps people or need any ADRA resources, please contact the friendly t

Visit

www.adra.org.nz/events
to support one of ADRA New Zealand's
existing fundraising events.



Adventist Development and Relief Agency (ADRA) New Zealand Ltd. CC42116

124 Pah Road (PO Box 24111) Royal Oak, Auckland 1023
0800 499 911 www.adra.org.nz info@adra.org.nz