

# FUN(d) Raising Ideas



## **Pacific NW Combined Federal Campaign**

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# FUN(d) Raising Ideas

Fun and creativity are a couple of the secrets to a successful employee fundraising campaign. They help keep employees engaged by communicating the Combined Federal Campaign (CFC) message in an interesting way. Coming up with new and fresh ideas every year can be difficult. That's why CFC has assembled some of the best and most successful ideas into this book. A little planning, creative themes, and special events will put your campaign over the top.

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# CFC Special Events 101

If you have ever organized a birthday party or had people over to dinner, then you've done a special event. You probably already have all the necessary skills.

**Think backwards:** Envision your event-is it a campaign kick off, information fair, a presentation with a speaker, luncheon, or a sporting event.

- Where is this event- a conference room, an auditorium, or outdoors?
- Who is there? People within your agency, your building, clients, the general public?
- Are there decorations, music or entertainment, are there door prizes or a raffle to interest people in attending and staying.

**Thinking about the event, as it would appear helps you organize your thoughts into:**

- Purpose of event – entertain, inform, energize, some of each
- Amount of people that could attend, or are targeted to come
- A room/space that can accommodate the purpose and people
- Room appearance
- Details that may increase participation, like entertainment or raffles

**Break the event into smaller components:**

- Purpose – raise funds, awareness or hands-on info or presentation
- Space – availability, attractiveness, accessibility
- People- who to invite, inform, involve
- Attraction – celebrity, knowledgeable speaker, info fair, food available or other freebies
- Help – are you doing this alone, someone else to help, a group associated with the agency

**Examples:**

For awareness:

Video fest  
Info Fair  
Speaker

To try to increase involvement:

open house event, food,  
topic of interest presentation  
raffle/prize incentives, agency visit/service day  
selected special event fundraiser, awards

**Important Tips:**

**Have back up plans and/or be ready to be flexible;  
stay calm (everyone involved keys off of you)  
have a sense of humor and enjoy the event.**

# CFC Special Events

## Basic Checklist

- Determine Date and Time:
  - Schedule speaker, or attraction theme
  - Schedule room/space, allow enough time for set up if necessary
  - Sound systems, video equipment, any special setup – check availability
  - Permission conflicts- other events, routine meeting/activities that could take attention away
  
- Room/space to be used, amenities:
  - Proximity to bathrooms
  - Parking if necessary
  - Handicap accessibility
  - Directions, already available? Easy to follow?
  
- Invitation/Notice info preparation, distribution:
  - List of invitees, individuals / groups / public
  - Invitations, announcements, flyers, email or other, make sure you have:  
*who, what, when, where, how to get more info and rsvp number*
  - Responses to whom? How to collect info: just numbers? Names?
  - Invitations/flyers – how many? Inform the dept., floor, building, the public, etc.
  
- Food, raffles, incentives:
  - Food: caterer, in-house order, outside order to be picked up: purchased or prepared by you and/or others – *determine amount needed and/or establish an RSVP cutoff*
  - Raffles: prizes – solicited within agency, or maybe crafts, baked items
  - Vendor donations, local restaurants or merchants
  - Allow time for solicitation, collection of items
  
- Helpers – recruit for invitation/flyer distribution, raffle/door prize solicitation, collection, day of event set up, clean up
  
- Decorations – Is there a theme? Are purchases necessary?
  
- Confirmations: Day, time place speaker, special equipment welcome, event start, introductions, who to do? Photos to be taken? Who is the photographer?
  
- Pre- and post- publicity: who to write up or post re: newsletter, photo captions, bulletin boards, coffee room info? Have you contacted the media?
  
- Day of event: Set up, oversight of activities, timetable, clean up
  
- Thanks to all involved: Notes, calls, emails, photos, etc.

**Please Note:** In all approved special fundraising events the donor must have the option of designating to any participating organization or federation OR be advised that the donation will be counted as an undesignated contribution and distributed according to these regulations.

## Sporting Events

"For all kinds of office athletes"

**Bike-a-thon:** Charge an entry fee. Participants collect pledges for the number of miles they ride.

**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.

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

**Executive Chair Race:** Set up a relay course for executives to go through, the executives are either sitting in a chair or on tricycles. Let observers "bet" on their favorite contestants.

**Fun Run:** Charge an entry fee to compete and provide a prize to the winner.



**Golf Tournament or Putt-Putt Contests:** 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 (i.e. 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.

**Horse Race:** Set up a race track for executives to go through on stick horses. Let observers "bet" on their favorite contestants.

**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 of paragraphs, another station for filing, another for photocopying, etc. The contestants pay an entry fee and the winner gets a prize.

**Ping Pong-a-thon:** Charge an entry fee and have team elimination. Reward winning team with a prize.

**Slam Dunk Contest:** Charge a fee to compete and provide a prize for the winner.

**Super Hoop:** Have an organized basketball tournament with employee teams. Charge admission to the game or collect pledges for baskets scored. Give away prizes at half-time. Get a local radio station to emcee.

**Tricycle Races:** Before the race, employees pay to have sandbags or rolled pennies tied to opposing department managers' trikes. Hold the race in the lunchroom or outside. The first one to the finish line wins a prize for the department (i.e., pizza party, afternoon off, etc.).

**Tug-of-War:** Have employees against executive staff or interdepartmental competition. Each team pays a fee to enter.

**Walk/Run/Jump-a-thon:** Employees get pledges for distance walked or for each jump.

### Booths/Shops/Sales

**Bag and Basket Booth:** Featuring baskets, handbags, gift boxes of many sorts, tote bags, shopping bags, knitting bags, coin purses, cosmetic cases, book covers, hampers-everything used to hold and carry articles.



**Book Sale:** A great way to raise extra money for CFC without taking time away from you or your agency. Agencies can bring, setup, and man a book sale for your company of 100 plus employees, but smaller firms can take advantage of their self-sell displays. The books are generally priced 40% to 80% off retail and 10% to 20 % of gross sales go to CFC.

**Chili Cook-Off:** Have a chili contest with everyone displaying their goods. After judges do their jobs, sell the remainder to the rest of staff. Give prize to the winner.



**Gadget Booth:** Featuring all sorts of cooking gadgets and equipment, for indoor, outdoor cooking enthusiasts - grills, forks, spoons, knives, spatulas, can openers, potato scrapers, garlic presses, lemon squeezers, wooden bowls, trays, salt & pepper shakers, chef's hats, aprons, and gloves etc.

**The Game Exchange Booth:** Ask employees to contribute new or used toys and games, bringing them to a designated drop-off site. Price to sell, but whatever does not get sold can be donated to a children's agency.

**Glass and China Booth:** Featuring all sorts of china and glassware - cups and saucers, goblets, cocktail glasses, trays, pitchers, plates, tea and coffee pots, vases, salt and pepper shakers, candy dishes, casseroles, etc. This is a great time to move those "never used" or "can't stand" pieces that you love to hate.

**Ice Cream Social:** Have an outside celebration selling ice cream cones and floats, or other ice cream novelties.

**Jewelry Booth:** Featuring different donated and collected jewelry from employees and outside sources. Many people can also make or repair jewelry to sell. Don't forget the opportunities of making jewelry boxes. This is a great way to show off fashion talents of many employees.

**Pet Corner:** A booth featuring everything for family pets. It may be limited to dogs and cats, or expanded to include gifts and other articles for birds, fish and other pets. Such donated items would be: dark towels to clean pets, carrying cases, collars, tiny ribbon bows, brushes, toy balls, scratching posts, bells for birds, ornaments for fish bowls, Christmas stockings of toys and goodies, etc.. Another fun activity could be a Dog Wash outside charging a nominal fee per dog. Have fun!



**Plant or Flower Booth:** Volunteers who wish to participate bring a house plant, cut flowers, or cutting of a plant.

Committee then sets prices and puts the plants on displays.

**White Elephant Booth:** What is one person's junk, is another person's treasure. What a great way to clean out that closet.

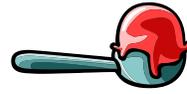
## FOOD

**Bake Sales:** Ask employees to bring their favorite cakes, cookies, or breads. Even a small office can raise a lot of money with minimal effort. Sell per item or by the dozen.

**Candy Bar/Popcorn Sale:** Purchase or make your product and sell to your staff throughout the campaign week.

**Cheesecake Sale:** A favorite sweet you can sell per slice or whole.

**Chocolate Buffet:** Sell anything chocolate - all you can eat for a set price.



**Ice Cream Social:** Charge per scoop or per item.

**Lunch Time Meals:** Sponsor a lunch of spaghetti, chili, barbecue, or another favorite food. Charge a flat fee for all you can eat. Enough to cover expenses and a small contribution.

**M&M/Jelly Bean Jar:** The famous "guess the number of beans in the jar" cannot be forgotten. Buy a guess for 50 cents. The person who guesses closest to the number in the jar, wins the jar.

**Pancake Feed:** Start the day off right by having a pancake breakfast. You can make your own or have a caterer come and do all the work for you. This company can come to your agency to help you with this fundraiser. A flat fee can be charged for each person.

**Picnic Basket Auction:** Both the baskets and their contents are enticing at this unusual auction. The perfect setting is a park or the agency's green. With the addition of music from the band shell, (boom box) the picture is complete. Employees or local deli, restaurants and fast foods donate the baskets and their contents.

**Pie eating Contest:** Each participant pays to enter to win a prize, but everyone gets to enjoy this event.

**Potluck Dinner:** This is a great money maker. Have everyone bring a dish for lunch, charge a small fee to eat.

**October fest:** Celebrate by barbecuing or making sausage lunches.

**Salad Luncheon:** The meal is easy to prepare. The salad luncheon, when held in a central location, can be a popular money maker. The luncheon should cost a flat price, perhaps three dollars. With the salad offer donated home made bread or cake.

**Tailgate Party:** Create a tailgate party in the parking lot or company cafeteria with all the usual fall fair: hotdogs, chips, soda, peanuts, etc.



**More Bazaar Food:** Decide what other foods you would like to sell according to your theme, the weather, and your facilities. If you have an outside barbecue, you can cook hot dogs or bratwurst. If you have a kitchen, you can also sell corn on the cob, tacos, pizza, omelets or whole dinners. If you don't have a kitchen, you can sell sandwiches and candy. You can also sell coffee, hot chocolate, lemonade, soft drinks, or fruit juices.

## **THE AUCTION**

Auctions are among the most popular fund raising events, as far as the general public is concerned. They have high entertainment value and are colorful, dramatic, and full of suspense. They are bustling, big, amusing events, full of friendly competition, much milling about, much coming and going. They are fun. People come to watch and end by bidding. There's an excitement about an auction that spreads not only through the audience but also behind the scenes to the workers. For example:



A **BOOK AUCTION** can feature the sale of autographed copies of popular books as well as limited copies of rare books.

Requests to authors and publishers for books should be made early, since not every request will be met.

A **CELEBRITY AUCTION** involves contacting local and national celebrities and asking them to donate autographed and personal items to your event. For example, you might receive a scarf worn by a famous actress, an autographed script from a soap opera, slippers from a ballerina, an autographed record album from a musician, a piece of pottery designed by an entertainer, or an autographed ball from a sports team. Many celebrities have items specially created from them to give to charitable events. In addition, certain celebrities may be willing to donate their time and have lunch with the winning bidder, go shopping or play tennis.

For an **ENTERTAINMENT AUCTION** contributors can offer such items as a day on their yacht, a party at their pool, a band performance, a dance performance, an opportunity to conduct the orchestra, a behind-the-scenes look at a performance, your name in lights on a theater marquee, and theater subscriptions. Also, entertainment for parents to purchase for their children can be featured, such as a slumber party, an appearance by a juggler at a birthday party, a sleigh ride, and computer games.

### **THINGS MONEY CAN'T BUY AUCTION**

Some ideas include: Tours of Royals or Arrowhead Stadiums, a singer in your shower, commemorative pieces from local historic businesses, lunch with a celebrity, the shaving

of the head management's head, etc. Be Creative. Recruit items from businesses and employees, to create an on going auction throughout the campaign week. Provide updates, daily listing items, and high bids.

The right way to do an auction is to have everything donated. Rural groups have asked farmers for hay, farm equipment, sides of beef, and even cattle to auction. City groups can ask artists to donate works for the publicity involved. Everyone can ask stores to give you merchandise. Best of all, ask people to donate their services and talents. Dinners, lessons, and recreation donated by interesting people make the best auction items since they bring in high bids but cost you nothing.

### Other Ideas for Auction Items:

**Art & Crafts:** Have anyone donate arts and crafts items, either collectable items or handmade.

**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 that half day.

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

**Recreation:** Offer the chance to ride on a sailboat at a lake, ride on horses at a ranch, drive a race car, have a wine tasting at a vineyard, or drive a snowmobile at a farm.

**Inside tour:** Tour backstage at the opera, aquarium, museum, guided by the director.

**Meals:** Donors offer to prepare and serve, your home or theirs, their famous curry dinner for twelve, or fondue for four, or the ultimate romantic dinner for two.

**Lessons:** Professional, teacher, or prize winning amateur can donate lessons in belly dancing, scuba diving, speed reading, wood working, self defense, bowling, auto repair, Chinese cooking, knitting, etc.

### Additional FUN(d) Raising Ideas

"Almost anything goes."

**Baby/Pet Picture Match Game:** Invite employees to try their luck at matching baby or pet pictures of management. Charge employees to vote and award the entry with the most right answers with a fun prize.

**Baby Shower:** Have a baby shower for newborns to six-year-olds to go to a CFC agency.

**Balloon-o-grams:** Employees have messages tied to helium balloons delivered to designated co-workers. Charge per balloon.

**Balloon Pop:** Have businesses donate prizes. Before filling a balloon with helium, put a note inside some of the balloons with the name of a prize. In other balloons, put a note with a CFC fact. Have employees purchase and pop the balloons.

**Bingo:** Sell bingo cards to employees; ask local store or vendors to donate prizes.

**Blue Light Special:** Host daily or weekly "Blue Light Special" rallies throughout the office. Serve food and have a CFC agency speak on a particular topic.

**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.



**Car Wash:** One of the more popular events. Employees pay to get their cars washed in the parking lot during the work day.

**Children's Drawing Contest:** Give employees "official photographs" of one or two top executives to take home for their children to draw or have children draw a volunteer activity of someone helping someone else. Charge a fee for each entry have employees vote on the winning entry.



**Coins for the Community:** For the campaign period ask employees to donate change for the cup of coffee or  that may be free during the rest of the year.

**Coin War:** Set up large empty water bottles for each department or floor in the cafeteria. Have employees drop their spare change into the bottle. Coins are positive while paper money is negative. Employees can sabotage other bottles by dropping paper money into them. The group with the most money wins, with the money going to CFC.

**Cola Drive:** See which department can raise the most by collecting cola cans.

**Comedy Hour:**  Ask a local comedian or improv group to donate their services over the lunch hour. Have employees buy tickets to attend.

**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 per compliment.

**Cookbook Sales:** Have employees donate recipes and put them together in a cookbook. Give away samples of food while selling the cookbooks.

**Craft Sale:** Have employees showcase their talents and sell their goods to fellow employees.

**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 per flower message.

**Dog Wash:** People bring their dogs on a leash to an outdoor location with several water faucets. Dog washers shampoo and rinse the animals. Only towel "drying" is used so the dogs leave the wash in a damp state. Charge \$5 for small dogs and up to \$10 for larger dogs.

**Dress Down or Up Days:** Employees pay to wear casual clothes on a specific work day during the campaign period. Each employee that participates gets a Dress Down Days button or sticker. Variations include "Silly Hat Day", "Sport Team Day", or "Ugly Shoes Day".

**Dunk Tank:** Set up a dunk tank in the parking lot. Have executives take turns on the "hot seat." Charge per try.

**Flower Event:** Have a local florist donate flowers. Sell the flowers at the office to employees. Another great idea is to sell flower bulbs. Contact a wholesale distributor for bulk quantities. This is great in conjunction with Secretary's Day or Valentine's Day.

**Games:** Trivial Pursuit, Win Lose or Donate, Wheel of Fortune (use questions or clues related to CFC).

**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.

**Health and Giving Event:** Have each department host a health event such as yoga class, stress reduction workshop or nutrition and personal trainer consultation. Charge employees to attend each event.

**Just Watch Out for Ants:** Why not make your agency picnic a CFC event? Invite CFC to set up booths and have your loaned executive speak. Do fundraising activities throughout the day.

**A Key Club:** Employees purchase a key from a container full of keys that will hopefully open the lock affixed to a valuable prize. Purchasers should not be allowed to see if their keys open the lock until the end of the (evening) week when many keys prior to the closing of the key club can be auctioned off as a package.

**Karaoke Club:** Employees pay to have a fellow employee sing. That employee must sing or pay a fee not to sing.

**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.



**Look - a - Like Contest:** Employees dress up like famous personalities such as Marilyn Monroe or Elvis. Employees pay to vote on the best costume. The contestant receiving the most votes gets 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.

**The Mitten Tree:** Donated gloves, knit hats, or socks can be purchased by employees for themselves, family members, and friends or be donated to a CFC agency.

**Mystery Package:** Employees bring a gift in a brown bag to be sold or auctioned during lunch hour or at the lunch auction sight-unseen. The gift should not cost more than a few dollars and can be something interesting, humorous, and/or useful.

**Off and Running:** Many agencies like to have big kick off events, such as continental breakfast, to open their campaigns. This is a great time for the agency head to give an endorsement of CFC and talk about upcoming campaign activities like employee meetings and fundraisers.

**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 points at the end of a week wins a prize. Beware of espionage from other departments.

**The Promise Tree:** 

Small index cards, each with a promised service printed on it, along with name and telephone number of the donor and the price of the service, can be hung or tied to a tree with ribbons. The purchaser pays the required amount, takes the card, and later calls the donor to arrange a time for the service to be fulfilled. CFC gets the money, the buyer gets the service, and the donor contributes the promised service as one way of helping raise money. Everyone wins.

**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 knowledge about CFC.

**Raffles:** Some companies like to hold their own lottery during the week of their campaign. Lottery tickets were sold for \$2 each or three for \$5 for prizes for all kinds of prizes including days off. Everyone's name stays in a drum while gifts are drawn daily or after each time a specific dollar amount is reached.

**Rummage Sale:** Similar to a garage sale. Collect and sell not only clothing, but also china, glassware, and other household items that can be transported easily. Items that are not sold at the rummage sale may be donated to many CFC agencies after the sale.

**Silhouettes:** You don't have to be an artist to offer silhouettes for sale. Take a shaded area and a strong light and it's easy to trace shadow outlines for a nominal fee.

**Soak the Boss:** Employees pay to throw a wet sponge at an executive staff member.



**Subpoena:** Command attention for CFC through issuance of subpoena. Direct attendance at campaign rallies by sending a subpoena. This could also indicate their time spent in the meeting could be billed to an administrative account.

**Thank You, Thank You, and Thank You:** Have a breakfast, lunch, or dinner to thank your employees for participating in the campaign. Give out thank you tickets to people who gave a prescribed amount. (i.e., one hours pay per month). Other contributors could pay for their meal with proceeds going to CFC.

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

**Vacation Day:** This is probably the most effective and appreciated event. Have employees "buy" vacation day by contributing a day's wages to CFC.



## **Mission Accomplished!!**

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