

St. Hubert's Animal Welfare Center's Official Kids Fundraising Manual



Thank you for your interest in running a fundraiser for St. Hubert's Animal Welfare Center! St. Hubert's Animal Welfare Center is so excited that you're volunteering to help the animals!

But, before we get started, here are a few things you should know:

If you need any help in running your fundraiser to benefit St. Hubert's Animal Welfare Center or have any questions, please contact Kim, Development and Events Coordinator at 973-377-7094 x229 or kkancylarz@sthuberts.org.



You need a supervising adult(s), who will be responsible for overseeing your event. This person needs to be over the age of 18.

If you would like many people to know about your event, we would be happy put it on our Web site calendar, located at www.sthuberts.org. Thousands of people visit our Web site, and will learn about your event! Please send me your event information at least two months in advance so that I can post it.

Because there are other animal groups in our area, we want people to know that you are helping our group, St. Hubert's Animal Welfare Center. When you refer to the shelter on event fliers or posters, please use, "St. Hubert's Animal Welfare Center." It's our official name and we're very proud that you chose us! If you would like a copy of our official logo, I would be happy to send it in an e-mail.

If you would like to borrow a large vinyl banner, please contact me to arrange this. Sometimes there are several events taking place at the same time and a banner may not be available. Please contact me as soon as possible to reserve it.

St. Hubert's Animal Welfare Center has so many things going on that we can not provide volunteers to help you run your event. If you are interested in having a representative come to your school or organization to give a presentation about St. Hubert's Animal Welfare Center, you will need to talk with the Humane Education coordinator, Stephanie Salazar at 973-377-7094 or email her at ssalazar@sthuberts.org.

Because St. Hubert's Animal Welfare Center has many organizations interested in presentations, we ask that you schedule your presentation as early as possible, or at least two months in advance. Please call 973-377-7094 for the cost of these presentations.

While we cannot post fliers in our shelters, we will help promote your event on our website.

St. Hubert's Animal Welfare Center can not loan out animals to you. Just like when you take your pet to the veterinarian's office, some pets don't mind traveling and other pets hate it! We want to make sure that all of the animals in our care are happy, so we can only bring an animal to your event if one of our volunteers has been booked in advance and if we have an animal that would enjoy the trip. We hope you understand.

St. Hubert's Animal Welfare Center has a lot of important things going on to help our animals receive the care they need, and to eventually find loving homes. We have a calendar in place to tell us when we need to tell TV and radio stations and newspapers about what is going on here at St. Hubert's Animal Welfare Center. Because that calendar is set far in advance and we rely on it to help our animals in the best way possible, our news releases are confirmed and we are unable to release announcements of community fund raisers and events to stations and papers.

Lastly, St. Hubert's Animal Welfare Center must insist that you NOT go door-to-door asking for donations, even if it is in your own neighborhood. Unfortunately, it's just not safe and we do not want anyone getting hurt.

St. Hubert's Animal Welfare Center wants you to have fun and to know how much your help means to us! Thank you for helping the animals! Take a few minutes to visit our website at www.StHuberts.org. And, remember, I'm here to help you, so if you have any questions, please call or send me an e-mail!



Need some ideas about what you could do to help the animals at St. Hubert's Animal Welfare Center? Check out these ideas!

1. Bake some dog or cat treats and donate them to the animals at St. Hubert's Animal Welfare Center! It's easy to do, just follow the recipes on page 5.
2. Using St. Hubert's Always Needed Wish List (found on page 4), hold a pet supply drive at your school or with your friends and family.
3. Instead of gifts for your birthday or other special events, ask for donations or items on the St. Hubert's Always Needed Wish List (found on page 4) and donate the items and donations to St. Hubert's.
4. In the summer, stay cool and sell lemonade at a lemonade stand or at a sporting event, like your little sister's soccer game.
5. In the winter, stay warm and sell hot chocolate at a sporting event, like your little brother's hockey game.
6. Hold a garage sale and donate the proceeds to St. Hubert's..
7. Earn some money for the St. Hubert's Animal Welfare Center by helping your parents out by doing extra chores around the house.
8. For one month, at the end of each day, empty the change that mysteriously accumulates in your pockets or backpack and donate it to the St. Hubert's Animal Welfare Center. Ask your friends and family to do the same. You'll be surprised at how much change you'll have in one month!
9. Make catnip toys, cat blankets, and doggie swing ball toys for the animals at the St. Hubert's Animal Welfare Center. Just follow the directions on page 6 and 7.
10. Hold an animal movie night with your friends and family. Pick a movie like "Air Bud," "The Cat in the Hat," "Lady and the Tramp" or any other movie that has animals as the main characters. Ask your friends to bring cat or dog toys to the festivities. Let them know that you will donate the toys to the St. Hubert's.
11. Hold a towel drive at your school. St. Hubert's Animal Welfare Center can always use towels, and quite often, people are looking for ways to get rid of their old towels!



ST. HUBERT'S ANIMAL WELFARE CENTER'S Always Needed Wish List:

- Paper towels
- Powdered laundry detergent (Arm & Hammer powder laundry detergent is preferred)
- Bleach
- Newspaper
- Regular (not scoopable) clay kitty litter or Feline Pine or Yesterday's News
- Bathroom cleaner and glass cleaner
- Blankets (no electric blankets, please)
- Towels - all sizes
- Pillowcases & Old Sweatshirts (without zippers or buttons)
- Small fleece cat beds
- Dog biscuits (small or medium size)**
- Postage stamps
- Hand sanitizer
- Plastic pet carriers (medium size)
- Stuffed animals (6" or larger)



Please check our website for any special needs <http://www.StHuberts.org>

Dog Biscuit and Cat Treat Recipes

Make sure you have an adult supervising you and read the entire recipe before you start!

Dog Biscuits

- 2 Tablespoons corn oil
- 1/2 cup peanut butter
- 1 cup water
- 2 cups white flour
- 1 cup whole wheat flour

Directions:

1. Preheat oven to 350 F degrees
2. Combine oil, peanut butter and water
3. Add flour one cup at a time, then knead into a firm dough
4. Roll dough to 1/4" thickness and cut with cookie cutter
5. Place on ungreased cookie sheet & Bake at 350 degrees for 20 minutes

Cat Treats

- 6 ounces tuna fish, undrained
- 1 cup cornmeal
- 1 cup flour
- 1/3 cup water

Directions:

1. Preheat oven to 350 F degrees.
2. Combine all ingredients in a medium bowl & mix thoroughly with your hands
3. Roll out the mixture to 1/4" thickness & cut into treat sized pieces
4. Place on a greased cookie sheet & bake for 20 minutes or until golden



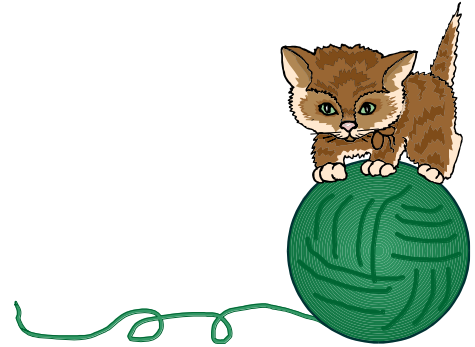
How to Make Cat and Dog Toys

Make sure you have an adult supervising you and read all of the directions before you start either of these fun projects!

Cat Nip Toys

Supplies

- Infant or child-size crew socks
- Cotton balls
- Dried catnip (Catnip can be purchased at any pet store.)
- Non-toxic permanent markers
- Non-toxic washable fabric glue



Instructions

1. Stuff the toe of the sock with 1 tablespoon of dried catnip.
2. Squeeze the fabric glue on the inside of the sock's ribbing to glue the sock closed, or knot the top of the sock.
3. Have fun, be creative, and decorate these kitty toys with the fabric markers!

Note: Please do not add any additional fabric or yarn. These can be dangerous to the kitties!

Doggie Swing Ball Toy

Supplies

- 3 or 4 unmatched or holey socks
- 1 hard solid plastic ball
- Non-toxic permanent markers

Instructions

1. Find one or two of your longest socks.
2. Place ball in a smaller sock.
3. Roll sock with ball in it and stuff inside the longest sock.
4. Tie a knot in the base sock(s) above the stuffed area.
5. Have fun, be creative, and decorate these toys with the fabric markers!



No-Sew Cat Fleece Cat Beds

Here are the directions for this quick and easy project!

Items you'll need:

- Two pieces of fleece fabric (1/3 yard each)
- Fabric scissors
- 4" x 4" piece of paper

Take your two pieces of fleece and put one piece on top of the other, lining up the edges so they are even.

Trim off any extra around the edges of your fleece. Remember, you need to try to cut straight, but it doesn't have to be.

Take your piece of 4" x 4" paper and lay it on the corner of your blanket. Then cut out the corner through both layers. Do this on all four corners.

Now you are ready to cut your pieces of fringe. Cut 4" into both fleeces at 1" wide. Proceed to cut 1" intervals on all four sides.

Starting on one side and using one piece of fringe from each piece of fleece, tie using basic hand knots. Tie these knots on every piece of fringe around the entire blanket.

You're done! You've made a cute and cuddly blanket for the kitties!



It's Always Important to Say Thank You!

It is very important to thank everyone involved in your special event. You should thank your helpers, donors, and the principal at the school where the event took place.

It may seem like a time-consuming task, but, in the end, it is worth it! If you send a short note thanking people for their time and donations, they may be more willing to help you again with a future event.

The letters below are examples of letters that you can use. All you need to do is re-write the letter by filling in the missing information where indicated and print it.

If you are allowed to use the letterhead stationery for your school, after-school group, or community organization, it's nice to print your letters on this stationery for a more professional look. If you are not allowed to use their stationery, just create your own!



Sample Thank You Letter for Donors

Date

First Name Last Name

Street Address

City, State Zip Code

Dear (*First Name Last Name*),

On behalf of the staff, volunteers and students of (*your school or group name*), I want to write and thank you for your generous donation of (*type of donation*). Your donation will be given to St. Hubert's Animal Welfare Center.

Your contribution will help offset the cost of caring for the thousands of animals cared for by St. Hubert's Animal Welfare Center.

Thanks to your donation, the (*event name*) was a great success.

Sincerely,

(*Your name*) (*Name of supervising adult*)

Thank You Letters Continued . . .

Thank You Letter for Your Helpers

Date

First Name Last Name

Address

City, State Zip Code

Dear *(First Name Last Name)*,

On behalf of the students of *(your school or group name)*, I am writing to thank you for helping us with our *(type of donation drive)* drive. The donations we collected will be given to St. Hubert's Animal Welfare Center.

Your volunteer work was greatly appreciated, and I could not have presented such a successful event without your help.

I hope you will be able to join us at our next event.

Sincerely,

(Your name) (Name of supervising adult)



Please fill this form out completely if you would like to hold a special event to benefit St. Hubert's Animal Welfare Center

Yes! I want to help St. Hubert's Animal Welfare Center and run my own fundraising event!

Name of group or individual(s) planning the event _____

Age(s) of child(ren) participating _____

Name of supervising adult(s) (18 years or older) in charge of event _____

Address _____

Phone _____

E-mail address _____

Name of event _____

Date and time of event _____

Please describe the event and the fundraising components _____

Application Page 2

If possible, would you like to have a representative from St. Hubert's Animal Welfare Center present at your event? Yes _____ No _____

If yes, what role will the representative play? (Please note that representatives are only available to answer questions about ST. HUBERT'S ANIMAL WELFARE CENTER and not to help run the event.)

By checking this box, I promise that during this fundraiser, event organizers, including myself, my friends, my parents, and anyone else helping me, will NOT go door-to-door asking for donations.

Would you like to use ST. HUBERT'S ANIMAL WELFARE CENTER's logo in any of your promotional materials?

Yes _____ No _____

If yes, what address can I e-mail it to? _____

Child(ren): I have read and understood the guidelines for holding a fundraiser for St. Hubert's Animal Welfare Center. I promise to work very hard and do my very best!

Print name _____

Signature _____

Supervising Adult(s): I have read and understood the accompanying guidelines. I hereby agree to abide by the aforementioned guidelines and provide all requested information in the manner described.

Print name _____

Signature _____

Date _____

Please return completed and signed contract to:

St. Hubert's Animal Welfare Center

P.O. Box 159

Madison, NJ 07940-0159

Questions? Send an email to events@sthuberts.org