



Fundraising Kit



With your help we are changing lives
...one classroom at a time!

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THANK YOU!

We are so grateful that you have decided to help First Steps Himalaya.

It's great to have you on board!

Your support makes a genuine difference to communities in rural Nepal: empowering teachers, educating children & providing hope for a brighter future.

To help you make the most of your fundraising campaign, we've developed this guide of handy hints and top tips.

We would love to share the story of your fundraising success. Tell us about your event and free to contact us at any time for support: admin@firststepshimalaya.org



*Your kindness
really can help
transform
lives.*



TOP TIPS AND HANDY HINTS

Get the most out of your campaign!

Every dollar you, your family, friends and colleagues raise makes a huge difference in improving the education for young rural Nepali children.

Here is some practical advice to make the most of your fundraising campaign.



Aim high!

Set a fundraising target. This is a great way to motivate yourself. The higher the target, the more people usually give.

If fundraising online – ask your generous friends and family to donate first. This encourages other people to donate larger amounts later on.

Shout out!

Let lots of people know about your fundraiser and ask for their support.

Use Social Media and email to share your campaign, tell your friends, family and colleagues what you're doing and why.

Double your Money!

Check whether your employer runs a matched-giving scheme. They may offer to double the amount of money you raise.

If not, ask whether they would like to make a donation to support your fundraising campaign.

Create a Team!

If you are organising an event, get a team of people to help you. No event should be organised by one person.

Create a written plan and delegate certain jobs to the people in your team. Organise regular meetings with your team to make sure everything is running smoothly.



TOP TIPS AND HANDY HINTS

Get the most out of your campaign!

Ask for help!

Ask local businesses to donate items you need for your event. Businesses are often very happy to help. Here are some things local business could provide for free:

- A venue for your event
- Vouchers and products for a raffle or auction
- Food or drink for your event

The advantage for the business is free advertising to their target market. Try brainstorming businesses that might want access to your supporters. For example if the people coming to your event are parents of pre-schoolers, you could ask an educational toy company to sponsor the event or donate a prize.

Keep it legal and safe!

You'll be responsible for getting any permits, licenses or any other approval for your event. You'll also need to carry out necessary risk assessments and stick to health and safety requirements.

Raffles and prize draws are governed by legislation, so make sure to check the law before going ahead.

Follow up!

Always, always follow up with potential product sponsors or people who've said they will donate cash. People lead busy lives, it's all too easy for them to forget that they agreed to help.

Turn a little into a lot!

When telling people about your fundraising campaign, share our website address. This lets other people know about our work and, who knows, perhaps they will start their own fundraising campaign too!

If you are selling things, such as a bake sale – have a donation box handy. Generous people will put their change in the donation box.

Sometimes, local businesses may donate small items and vouchers for your campaign. These can be grouped together to form a larger gift basket for a raffle or auction.



YOUR HELP MAKES A DIFFERENCE

Young children in rural Nepal are disadvantaged. They do not have access to the resources needed for quality learning and play. Neither do their teachers have the training and knowledge to support play-based learning.

Imagine sending your young child to school knowing that they would sit in an empty, dark and dirty classroom, taught by poorly trained and demotivated teachers.

Hundreds of thousands of families across Nepal face this reality every day.



With your help, First Steps Himalaya creates happy, nurturing learning environments for young children and their teachers.

Transforming Classrooms

First Steps Himalaya works on the ground in Nepal changing the lives of children by transforming classrooms and training and empowering their teachers.

With your help, we:

- paint and revamp classrooms
- provide classroom furniture and quality learning resources
- run child friendly teacher training workshops for early years teachers
- provide regular monitoring and support to teachers and schools
- run parent education workshops to encourage families to be involved in their young child's learning and development

Empowering Teachers

We empower our rural Nepali teachers to create simple, engaging lesson plans. We teach them how to make their own classroom resources from things they can find in their village.

Teachers learn the importance of play in young children's development and encourage kind behaviour management techniques.

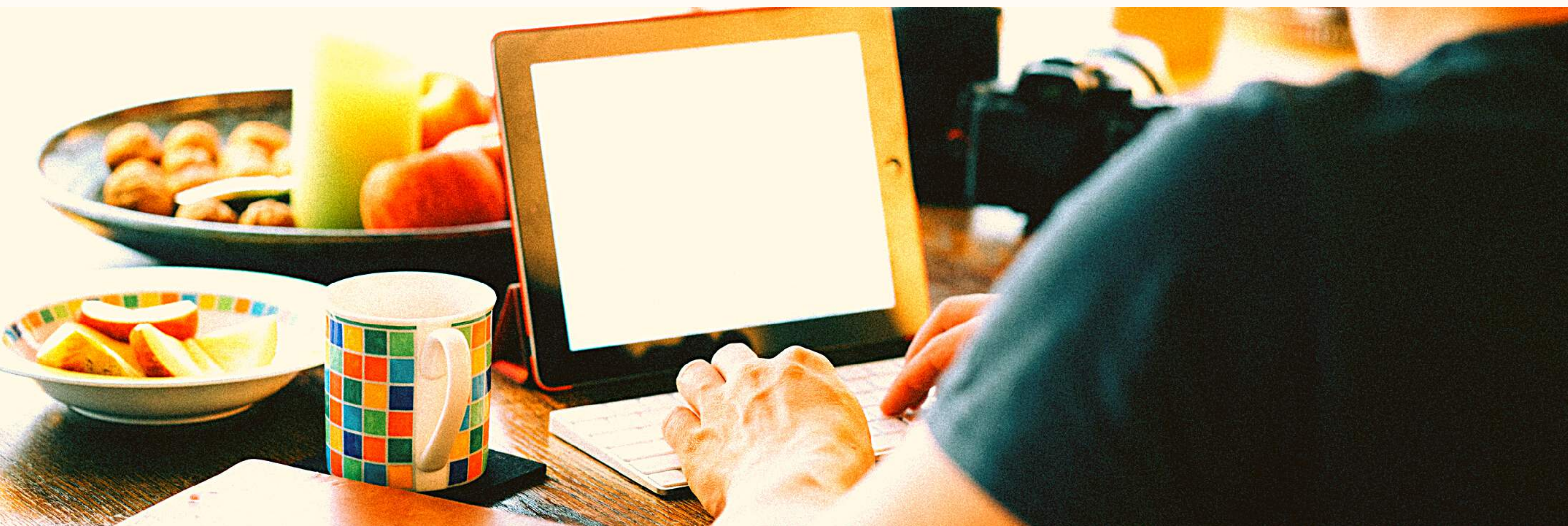


ONLINE FUNDRAISING IS EASY!

Tips for Collecting Donations Online

The easiest way to ask family and friends to sponsor you is by setting up an Online Fundraising page.

Online fundraising pages such as Givealittle or GoFundMe make it really easy for people to donate.



Step 1

Choose your preferred Online Fundraising platform.

If you are based in New Zealand, go to the fundraising website Givealittle and select First Steps Himalaya as your charity.

Step 2

Follow the instructions to set up your campaign.

You'll need a Campaign name, description and a photo.

Step 3

Once your page is set up, start telling people about it.

Email the link to your friends and family, put the link on your Facebook page and shout out on other Social media platforms.

Online Fundraising is easier for you as you don't need to collect cash donations.

COLLECTING MONEY

Tips for dealing with Cash donations

Sometimes collecting coins and notes is the best option for your fundraising campaign. We are happy to provide advice on the best payment option for you. Feel free to ask us more about how you can help.

If you are in New Zealand:

Bank your cash donations, then transfer the money directly to our NZ bank account:

Bank of New Zealand
Account name: First Steps Himalaya
Account number: 02-0704-0065005-00

Your NZ donation is tax deductible.

If you are not in New Zealand:

Please bank your cash donations into your own account. For donations over \$500 we recommend you transfer the money directly to our NZ bank account:

Bank of New Zealand
Account name: First Steps Himalaya
Account number: 02-0704-0065005-00
SWIFT code: BKNZ NZ22
Address: Bank of New Zealand, 226 Trafalgar Street, Nelson, New Zealand

We recommend using Transferwise (www.transferwise.com) as a reliable and low-fee international money transfer service.

For donations under \$500 transfer the money directly via Paypal by using the DONATE button on our website: www.firststepshimalaya.org



GET INVOLVED

INSPIRATIONAL FUNDRAISING IDEAS

Every dollar you, your family, friends and colleagues raise makes a huge difference in improving the education for young rural Nepali children.

You can do anything to raise money!

One of the best pieces of advice we can give you is that nothing is too small to make a difference. Here are a few ideas from our wonderful supporters around the world!

Sports and Adventure

Fitness Challenge

Challenge your friends to a fitness challenge. It is easy to organize and doesn't involve gathering people together.

Challenge them to complete a certain distance every day. This could be a 5km walk or run, a 15 km bike ride or a 1km swim. They must do this every day for the entire month.

For every day that they don't complete the challenge, they pay an agreed fine. This is a great way to raise money and get fit at the same time.

Trek

Trek the Himalayas and ask your friends and family to donate money when you reach your trekking goals. First Steps Himalaya has a sister company, Beyond The Clouds Travel which supports our charity work.

Trek through Nepal's high mountain passes, or go on a walking holiday in beautiful Bhutan
www.beyondthecLOUDS.org.nz

Run a half-marathon

Ask your friends and family to sponsor you and donate money when you reach your training goals.



GET INVOLVED

Kids, Kindergartens and Schools

Bake Sale

This classic is great for kids. Organise donations of home baking and sell to your school community or at your local market. Make sure you have lots of small coins and notes to use as change on the day.

Children can create hand-made banners and posters to advertise their stall and charity work. Plants, second-hand toys and clothes can also work well.

Fun with Coins

Make the donated coins part of the event. Create a trail of coins across your playground and record the distance the coins trail covers.

Or you can use chalk to draw an outline of an image such as a smiling face, or the Nepal flag, then try to cover all the lines with coins.

Teddy Bears Picnic

Bring your favourite teddy bear from home and have a shared lunch with your playgroup, kindergarten or class. Kids donate a coin to participate.

Mufti / non-uniform day

Wear casual clothes for the day or dress up in a chosen colour (for example hold an orange day). Charge a small amount for children to take part.

Want more ideas about School fundraising?

Check out our “Wishes For Nepal” fundraising and educational resource. It’s fun, educational and easy to use! Comes with ready-made templates and educational activities for teachers.
(www.firststepshimalaya.org/wishes-for-nepal)



GET INVOLVED

At Home

Afternoon Tea

Host guests for an afternoon tea party and ask them to donate.

International Food challenge

Invite your guests around for an evening of food judging and fun. Assign each guest the challenge of bringing a plate of food to share based on the cuisine of a specific country.

Have your guests judge each offering based on presentation, flavour and likeness to the country of origin.

Garage Sale or Car Boot Sale

Clear out your cupboards and sell your clutter at a Garage Sale. This is a great fundraiser that can be done on your own or with your friends, neighbours and colleagues.

At Work

Auction the Boss

Fancy having your boss make you coffee, run your errands and load the work dishwasher for the day? Auction your boss to the highest bidder while giving generously and having a laugh at work.

Donation Box

Simply put a donation box on the counter of your shop or business. You'd be surprised at how generous your customers are – especially if you feel passionate about the cause and share this with them.





GET INVOLVED

At Work

Donate an hour's salary

Ask your colleagues to donate an hours salary to help educate children in Nepal.

Themed Dinner or Work Party

Decorate a local hall or your workplace with a chosen theme, such as 1920s or the Wild West, or book tables at a restaurant for the evening. Charge guests a ticket price to cover your costs as well as a bit extra for the charity.

Get as much donated as possible such as drinks and charge your guests by the glass. Requires time to plan and a budget.

Fancy Dress for the day

Charge a small amount for people to take part, dressing up in the theme you've chosen. Super heroes anyone?

Quiz Night

Organise a quiz evening and charge a ticket price for teams to enter. Have a competition, silent auction or raffle on the night to boost the amount raised. Ask local businesses to donate items and vouchers.

Want to make a bigger difference?

You and your Business can become a Project Sponsor

With a larger donation you can transform a classroom, a school or an entire community with your generosity. We will carefully match you and your business with an ongoing education project in Nepal. See our website and contact us for more information on admin@firststepshimalaya.org



GET INVOLVED

Gift It Forward

Wedding Favours

It's a hassle to organise small gifts for all your wedding guests. Instead, donate the money and let your guests know what you have done. We can create custom made cards for you to place on your wedding tables.

Wedding Presents

Getting married but already have your home set up? Don't need another platter or vase?

Ask your guests to make a donation instead of buying you a wedding present.

Birthday cash

Instead of buying gifts for your birthday, ask your friends and family to donate money instead.

Memorial Gifts

When a loved one passes away, you can be inundated with flowers. Instead, ask people to honour the memory of a family member or loved one with a lasting gift.

Planned Giving

Mark your life in a special way by leaving a bequest gift to First Steps Himalaya in your will.

You will be helping to fund First Steps Himalaya's vital work educating children in their rural communities for many future generations.



It's almost time to get started...

Let's work together

Just a few more steps before you launch off on your fundraising adventure.

Please complete our short Fundraising Application form on our website before you begin fundraising:

www.firststepshimalaya.org/fundraising-application

We are here to help You!

We love to support our supporters.

We can lend a hand to help you create fundraising materials. Here are some of the things we can provide:

- First Steps Himalaya logo for your publicity
- Posters and cards for your campaign for you to print
- Powerpoint display of images of our work in Nepal to play during your event.

Got some other ideas? Let's talk!

Publicity

We would love to share the story of your fundraising success! Tell us about your event and we can share it on our Social networks.

Please run any Media Press releases passed us first, before being issued to the press. We'll check that the facts are right and can even provide some quotes and photos for your media release. Just ask!



If you need to get in touch with us, please email: admin@firststepshimalaya.org



Thank-you and Good Luck!

Feel free to contact us at any time for support or further information.

E: admin@firststepshimalaya.org
www.firststepshimalaya.org

 [@firststepshimalaya](https://www.facebook.com/firststepshimalaya)

First Steps Himalaya is a registered charity in New Zealand. Charity registration no. CC37534

