

PINKYSWEARFOUNDATION

COMMUNITY FUNDRAISING EVENTS HANDBOOK



PINKYSWEAR
FOUNDATION

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WELCOME

WE'RE GLAD
YOU'RE HERE

Thank you for your interest in hosting a fundraising event to support Pinky Swear Foundation's mission of helping kids with cancer and their families with financial and emotional support! Your fundraising efforts will ensure that these families can maintain a sense of normalcy and hope. Funds raised could support families with mortgage/rent payments, groceries on the table, reliable transportation, and more.

In this handbook, you will find various items to help you with your fundraising initiative planning and execution. Once you have finalized the date and location of your event, please complete the Community Fundraising Events Agreements and send it to Chloe Czaplewski, Community Fundraising Manager, at chloe.czaplewski@pinkyswear.org. The General Fundraiser Solicitation Letter can be sent to local businesses to help you solicit venues, auction items, sponsors, etc. for your event or initiative. Please list your main event host as the Point of Contact and edit the highlighted items to fit your request. The W-9 and 501(c)(3) Letter are items that businesses may request from you during the solicitation process. Other included documents may help you during your planning process. Download logos for use [here!](#)

If you have any questions, please contact Chloe Czaplewski, Pinky Swear Foundation's Community Fundraising Manager, at chloe.czaplewski@pinkyswear.org. Thank you for helping families with a child battling cancer when they need it most – right now.



Pinky Swear Foundation

TO-DO CHECKLIST

Pre-Event

- Recruit volunteers/committee members, if applicable
- Decide logistics of event or initiative
 - Name
 - Date
 - Location
 - Fundraising Goal (PSF can help with goal setting, if needed)
- Complete and Submit “Community Fundraising Event Agreement” In this Handbook
 - Send out Save-The-Dates to event attendees/guests
 - Determine registration fee (if applicable)
 - Solicit/recruit all sponsorship and silent auction items *if applicable
 - Send out Invitations!
 - Get all event décor

Event Day

- Have fun! Take pictures of the event and tag Pinky Swear Foundation in your social media posts using #PinkySwearFoundation and #WeArePSF

Post Event

- Send pictures from the event to PSF so we can check it out!
- Mail funds raised. Put your event name in the Memo and mail check to:

Pinky Swear Foundation

Attn: Chloe Czaplewski

5555 W. 78th Street, Suite E

Edina, MN 55439



Pinky Swear Foundation

COMMUNITY FUNDRAISING EVENT GUIDELINES

Thank you for your interest in hosting a fundraising event or program benefiting Pinky Swear Foundation! We are grateful that you have chosen to support our mission to help families with a child in cancer treatment. Because of champions like you, Pinky Swear is able to help more of those families each year!

Pinky Swear is grateful to be the beneficiary of many third-party events and programs throughout the year, and we are happy to be a resource for you to help make your event a success. Please read through the following guidelines so that we can better support you in your efforts and you can understand what support that we are able to provide.

Mission

The mission of Pinky Swear Foundation is to help kids with cancer and their families with financial and emotional support.

Permissions Required

Use of the Pinky Swear Foundation name, logo, or brand is not allowed without written authorization from Pinky Swear Foundation. The Pinky Swear logo is a registered trademark and cannot be reproduced without permission. Guidelines for usage of the Pinky Swear name, logo, and brand will be provided to you upon approval of your proposed event or program, with the signed agreement considered proper authorization to use them.

It is the responsibility of you, the event or program coordinator, to ensure that the event or program complies with all relevant state and federal laws. This includes securing any necessary permits such as park permits and raffle permits if they are needed for a planned event.

Promotional Materials

All promotional material such as brochures, posters, and press releases must be approved by Pinky Swear before use. Promotional materials must clearly state that the funds raised will benefit the Pinky Swear Foundation mission and designate Pinky Swear Foundation as the “beneficiary”, not the “sponsor”, of the event or program.

Promotion of the partnership must avoid the statement or appearance of Pinky Swear Foundation endorsing any product, firm, organization, individual, or service. The event or program cannot state that it raises funds for a particular Pinky Swear Foundation program without prior written approval from Pinky Swear Foundation.

In all event and program partnerships, Pinky Swear Foundation, All-Stars, and All-Star families must be represented positively. The patient, parents, and siblings that we support are often experiencing a lot of stress and we strive to encourage and uplift them at all times.

Sponsorship and In-Kind Donations For Events

Pinky Swear Foundation cannot solicit any sponsorships or in-kind donations for your event. Additionally, before approaching any sponsors, please submit a list of targeted sponsors for the event to Pinky Swear Foundation staff so we can provide you any information on their current financial support of the organization. Pinky Swear reserves the right to exclude solicitation of any sponsors if there is reason to believe it will negatively impact their current relationship with the organization.

What Pinky Swear Can Do to Support Your Event

- Offer advice regarding fundraising and event planning
- Receipt direct contributions to Pinky Swear Foundation
- Approve the usage of Pinky Swear Foundation name, logo, and brand
- Write a letter of support to validate the authenticity of your event
- Provide limited existing materials for the event when available (ex: All-Star cards, brochures, etc.)
- Creation of an online fundraising platform specific to your event to assist with donations.

What Pinky Swear Can NOT Guarantee for Your Event

- Guarantee staff presence at your event (although we will do our best to have someone stop by!)
- Promotion of your event via the Pinky Swear website, email, and social media channels
- Provide staff or volunteers to work any portion of the event, though the opportunity can be discussed
- Provide event supplies including, but not limited to, tables, chairs, tents, silent auction items, and volunteer t-shirts
- Guarantee a speaker for your event
 - If you would like to request someone to speak on behalf of Pinky Swear at your event, please contact a Pinky Swear staff member as soon as possible
- Advance monies
- Provide donor names or contact lists
- Provide waivers or any liability insurance for your event
- Printed Marketing Materials

Financial Guidelines

Pinky Swear is committed to being responsible stewards of funds generated through all of its fundraising efforts and therefore has created guidelines to ensure that third-party events and programs comply as well. Within 60 days after the close of your event or program, please send:

- A basic breakdown of revenue and expenses (e.g. sponsorship funds, individual donations, and specific expenses by categories like Printing, Food, postage, etc.).
- Donations, with any checks and money orders made directly to Pinky Swear Foundation

Pinky Swear cannot reimburse you for any event or program expenses.

If event expenses are greater than the total collected, the group conducting the event or program is responsible for payment of these additional expenses.

Pinky Swear Foundation sales tax-exemption (on purchases) cannot be extended to any event or fundraising effort.

Pinky Swear cannot process any credit card donations or registrations for your event or program.

Pinky Swear must receive a complete accounting of all income and expenses related to the event or program, including all tangible non-cash related contributions.

Pinky Swear Foundation is not financially liable for any costs or expenses incurred by the event sponsors, volunteers, participants, or any other individuals or entities involved in the event or program.

Cancellation, Liability, and Changes

Pinky Swear Foundation reserves the right to disassociate from the partnership at any time if the event or program promotional materials are not in compliance with these guidelines. Partnership coordinator is responsible for obtaining any liability insurance that is required for the event, and promises to indemnify Pinky Swear Foundation from any and all claims and liabilities related to the event. This indemnification is specified in the third-party fundraising agreement.

In order to preserve the integrity of the Pinky Swear Foundation name and establish expectations for every involved party, Pinky Swear must approve all events and program in advance. Please complete the following and we will contact you within 5-7 days to confirm approval of the event and discuss support that we can provide.

Event/Fundraising Program Organizer

Contact Name: _____ Title: _____

Organization: _____ Website: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____ Email: _____

Preferred contact method: ___Phone ___Email

Proposed Event/Fundraising Program (Please be as detailed as possible.)

Description of event of fundraising program:

Location (if event): _____

Date and Time if event (if TBD, list approx.): _____

Anticipated gross income of event or fundraising program: _____

Source(s) of income (i.e., ticket sales, sponsorships, auctions, product sales etc.):

Anticipated sponsors (if any): _____

Attendees or customers (i.e., college students, community members, employees, etc.):

How will you promote the event or fundraising program?

Other notes/details:

Please complete this form and sign to indicate agreement to terms and return to:

Chloe Czaplewski at 5555 W. 78th Street, Suite E, Edina, MN 55439 or email:

chloe.czaplewski@ pinkyswear.org. You will be contacted within seven days; please do not move forward with your plans until you have submitted your application and received approval.

Thank you again for being a Keeper of the Pinky Swear and helping to raise funds to help further Pinky Swear's mission! We appreciate your support!



Pinky Swear Foundation

COMMUNITY FUNDRAISING EVENT AGREEMENT

This Agreement is made by and between Pinky Swear Foundation and _____ (hereafter referred to as “Third Party”) for the purpose of _____, hereafter referred to as the “Fundraiser”, with the intent of raising funds for Pinky Swear Foundation.

1. The Term of the Agreement will be from the date it is signed by both parties to 90 days after the event. The parties may mutually agree in writing to extend the date the Agreement expires prior to its expiration via letter or email to the Pinky Swear staff contact listed on the Third-Party Fundraiser Guidelines form.
2. I have read and agree to the guidelines as listed on the document titled “Community Fundraising Event Guidelines”.
3. Pinky Swear Foundation will receive _____ percent of the proceeds, net of Fundraiser expenses, generated by this Fundraiser. Such funds should be sent to Pinky Swear Foundation at the address listed below and will be received from the Community Fundraising Event Lead(s) on or before _____.
4. Since Pinky Swear Foundation may be the recipient of funds from its participation in other similar fundraisers, it is understood and agreed that this Agreement creates no exclusive rights to the Community Fundraising Event Lead(s) for this Fundraiser.
5. Pinky Swear Foundation reserves the right to inspect the financial records of the Community Fundraising Event regarding the revenue and expenses as the result of the Fundraiser.
6. The Community Fundraising Event Lead(s) agrees that it will comply with all state and/or municipal charitable solicitation statues and/or ordinances which purport to affect or apply to the Fundraiser. The Community Fundraising Event Lead(s) agrees that it will not use the Pinky Swear Foundation tax exemption in any manner as a part of the fundraiser, nor will the Community Fundraising Event Lead(s) represent to the public that it enjoys any tax-exempt rights or privileges as a result of its participation in the Fundraiser.
7. Pinky Swear Foundation assigns Chloe Czaplewski, Community Fundraising Manager, as its representative. All Pinky Swear Foundation approvals and authorizations are to be secured through this representative.
8. This Agreement constitutes the sole agreement between the parties and no amendment, modification, or waiver of any of the terms and conditions shall be valid unless in writing.

9. Pinky Swear Foundation reserves the right to terminate the Agreement at any time if it determines that such termination is in its best interests by giving ten (10) days written notice to Third Party. Any default in, or breach of, the terms and conditions of this Agreement by Third Party will result in its immediate termination, upon written notification to that effect from Pinky Swear Foundation to the Third Party.
10. Pinky Swear Foundation will incur no financial liability for the Fundraiser. All financial liabilities will be assumed by the Third Party. Neither Pinky Swear Foundation or its employees or volunteers will be liable for any injury or death of any participant, customer or workman employed in connection with the conduct of the Fundraiser or the care and maintenance of any equipment used in the Fundraiser, or the surrounding grounds, buildings, and facilities or any other employees of any place where the Fundraiser shall be conducted nor shall Pinky Swear Foundation or its employees or volunteers be liable for any property damage which may occur during the term of the Fundraiser covered herein. The Community Fundraising Event Lead(s) will indemnify and hold Pinky Swear Foundation and its employees and volunteers harmless against and from any and all suits, claims, demands, liabilities, costs and expenses, (including reasonable counsel fees whether incurred in preparation of trial, at trial or on appeal), arising out of the Fundraiser or related to the condition of any equipment used and/or surrounding facilities; provided, however, that the Community Fundraising Event Lead(s) shall not be obligated to indemnify or hold harmless Pinky Swear Foundation and its employees and volunteers with respect to any suit, claim, demand, liability, cost or expense arising out of or related to, the negligence, recklessness or willful misconduct of Pinky Swear Foundation and its employees and volunteers.
11. This Agreement is made in and shall be governed by the laws of the State of Minnesota dated this _____ day of _____ 20_____.

Third-Party Fundraiser Representative

Name _____

Title _____

Signature _____

Date _____

Pinky Swear Representative

Name _____

Title _____

Signature _____

Date _____



Before nine-year-old Mitch Chepokas died from cancer in 2003, his dad made a pinky swear promise to continue to help children with cancer and their families. Since then, more than 17,000 families have been helped during their childhood cancer journey thanks to generous supporters.

I am fundraising to further the mission of the Pinky Swear Foundation. Pinky Swear Foundation's mission is to provide financial and emotional support to kids with cancer and their families.

Although the average length of treatment for childhood cancer is two years, families that experience childhood cancer suffer for a lifetime. More than 40,000 kids across the country are treated for cancer each year and 1 in 11 families with a child that is diagnosed with cancer files for bankruptcy.

How can you help?

If you plan to make a monetary donation, please make a check out to Pinky Swear Foundation with our event name in the memo. Checks should be mailed to:

Pinky Swear Foundation
5555 W. 78th Street, Suite E
Edina, MN 55439

Please contact me directly or visit pinkyswear.org to learn more about how you can help families with a child battling cancer when they need it most – right now.

Thank you for your consideration.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. PINKY SWEAR FOUNDATION		
	2 Business name/disregarded entity name, if different from above N/A		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3); Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		
	<input checked="" type="checkbox"/> Other (see instructions) ▶ 501C3 / CORP.		
	5 Address (number, street, and apt. or suite no.) See instructions. 5555 WEST 78TH STREET SUITE E.		Requester's name and address (optional)
	6 City, state, and ZIP code EDINA, MN 55439		
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
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5	6	-	2	3	8	4	5	2	7		

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date ▶ 12/3/18
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

OGDEN UT 84201-0029

In reply refer to: 4077591934
Jan. 02, 2015 LTR 4168C 0
56-2384527 000000 00
00057451
BODC: TE

PINKY SWEAR FOUNDATION
% STEVEN T CHEPOKAS
7835 TELEGRAPH RD
BLOOMINGTON MN 55438-1133



015576

Employer Identification Number: 56-2384527
Person to Contact: Ms. Wiles
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Nov. 03, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in January 2004.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.



Pinky Swear Foundation

SPONSOR RECRUITMENT

Whether you offer opportunities to “sponsor” a specific hole on a golf course or a sign on a tennis court, selling sponsorships is an easy way to raise additional funds for your event.

***Please be mindful that you will be responsible for any expenses accrued from your event.**

How to Get Started

1. Determine specific sponsorship levels. How much will each level cost the sponsor/donor?
2. Decide what types of acknowledgment sponsors will get with each level.
3. Solicit sponsorship. Consider people in your network would want their name affiliated with an event benefiting kids with cancer and would enjoy helping you out. Sponsors should be companies/ individuals in your local community.
4. Please note, no Pinky Swear [mission partners](#) may be solicited for sponsorships.

Examples for Sponsorship Levels

- Platinum Sponsor \$2,000 – includes (4) admission & lunch entries, personal sign with your name/ company logo and message of your choice, acknowledgment in program booklet, name on group banner, and (4) sheets of raffle tickets
- Gold Sponsor \$1,000 – includes (2) admission & lunch entries, personal sign with your name/ company logo, mention in program booklet, name on group banner, and (2) sheets of raffle tickets
- Silver Sponsor \$500 – includes (1) admission & lunch entry, mention in program booklet, name on group banner, and (1) sheet of raffle tickets



Pinky Swear Foundation
FUNDRAISING IDEAS

Here are some ways you can fundraise for Pinky Swear Foundation (PSF)...

Bake sale: enlist some expert bakers and sell baked goods in your local community.

Block party: an old-fashioned block party on your street or in a parking lot can draw a huge turn-out. Ask a local DJ to donate a few hours, recruit neighbors to BBQ, offer face painting, games, and more.

Bowling night: team up and register for a bowling tournament. Donate entry fees to PSF.

Brown bag lunch day: have everyone bring their lunch to work/school and donate the money they would have spent to eat out to PSF.

Bingo night (virtual or in-person): get unique prizes donated, charge a per-board fee, and begin!

Car wash: for this classic fundraiser, ask for suggested donations instead of charging a price.

Craft fair (virtual or in-person): solicit makers to create crafts and sell them to benefit PSF.

Coin drive: set up coin jars in your office or business and set a goal. Make it a competition amongst departments/locations! Winning team gets a prize.

Challenges: challenge another school, business, or team to raise more money. Ask a local radio station to promote your challenge for free on the air. This fundraiser is perfect for clubs that are active across different schools.

Concession stands: ask a local sports team concession stand to give a percentage or dollar amount to PSF from the season's sales.

50/50 drawing: the opportunity to win a cash prize makes this a popular fundraiser. Sell raffle tickets, and at the time of the drawing, half of the proceeds go to the winner, and half go to PSF. This can be built into any event that you hold and is especially great for sporting events.

Fitness Night (virtual or in-person): Ask a fitness instructor to host a class where all fees to enter go to your fundraiser.

Game night: host a game night at your home or community center with an entry fee.

Golf tournament: play a round of golf for kids with cancer. Ask groups to purchase a foursome and proceeds benefit PSF. Solicit sponsorships of holes from local businesses.

Happy hour: ask your favorite local bar or restaurant to host a happy hour benefiting PSF.

Hot dog cookout: have a tailgate party or pregame cookout. Create specialty hot dogs and sell them!

Karaoke night: let loose and sing a song that moves you, all while supporting kids with cancer. Ask for a donation for every song sung.

Lemonade Stand: Who doesn't like a glass of ice-cold lemonade?

Ice cream social: scoop a variety of flavors and toppings for a work, school, or community event.

Movie night (virtual or in-person): rent a projector and watch a favorite film in your own backyard, school, community center, on Zoom, etc. Sell admission tickets, buttery popcorn, candy, and soda.

Music event (virtual or in-person): set up a battle of the bands, DJ scratch contest...whatever you'd like! Encourage people to give to the performer they like best!

Pancake breakfast: serve up sweet flapjack stacks at your church, community center, or workplace.

Parking space auction: who doesn't want that prime spot at work?

Party with a purpose: in lieu of birthday or wedding gifts, ask guests to donate funds to PSF.

Percentage of sales: this is a popular one. Ask a local business, restaurant, or retail location to donate a percentage of sales to PSF, then promote it to drive traffic. If you own your own business, consider donation a percentage of your own sales to PSF.

Run/Walk/Triathlon: Organize a run/walk/triathlon in your local community! Sell tickets with the proceeds going to PSF. Ask local businesses to sponsor giveaways.

Sell your arts/crafts: Are you an artist? Sell your creative works and donate the proceeds to PSF!

Silent auction: ask local businesses or craftspeople to donate products or gift certificates for services and let the bidding begin! This is a popular tactic to make an event even more successful.

Spaghetti dinner: host a spaghetti night at your church, community center, or even at home. Donate the proceeds to PSF.

Sports tournament: host a dodge ball game or basketball game with ticket sales benefiting PSF. Encourage teams to dress up in themed attire to add to the festive atmosphere.

Tee shirt sales: are you hosting a sports event, or another themed event? Design special tee shirts to commemorate it and donate the profits to PSF.



Pinky Swear Foundation **VOLUNTEERS**

Volunteers are a great way to make your event a success! While it can be overwhelming to recruit, train and manage volunteers for your event, it doesn't have to be. Use our planning checklist and guide below to help get you off to a fantastic start!

Prior to the Event

- Begin by brainstorming your specific event needs. Think about all the various areas where you'll need volunteers to help. Some examples may be at registration tables, ushering people, selling merchandise, taking pictures, educating guests on Pinky Swear Foundation's mission, set-up/tear-down and handing out freebies or flyers.
- Once you know all the places you'll need volunteers, identify how many volunteers you'll need for each area or role.
- Create an in-person or online orientation program that will inform volunteers about what they should expect on the day of the event day, as well as what will be expected of them. Include details about what to wear, what to bring, where to meet, what time to arrive and so forth. Also provide the email address and phone number of a contact person they can reach out to with any questions or concerns.
- Select Team Leads to lead volunteers. This will vary based on the size of your event, how many volunteers need to be managed and how many different areas volunteers will be helping with. For large events, it's best to organize volunteers based on activity.
- Make arrangements for work breaks, refreshments and, depending on the time and length of the event, breakfast, lunch or dinner.

Day of the Event

- Have a sign in sheet for volunteers to fill in upon arrival.
- Gather volunteers together to briefly explain Pinky Swear Foundation's mission of providing financial and emotional support to kids with cancer and their families.
- Review housekeeping items with volunteers, such as:

- Location of emergency exits / evacuation procedure / first aid
- Location of restrooms or portable toilets
- Reminders about where to park or, for street parking, reminders about meters
- Review the outline of the day's events (provide copies for volunteers to refer to throughout the event).
- Give volunteers a tour and set them up in their assigned spots.
- Check that all the necessary equipment and materials are available.

Immediately Following the Event

- Meet with volunteers to discuss any issues that arose throughout the day and ask for suggestions for improvement for future events.
- Thank your volunteers for their support and hard work! Make sure they feel appreciated and will want to partner with your organization again by volunteering at other events.



PINKIES UP

CONTACT US AT FUNDRAISE@PINKYSWEAR.ORG

FOLLOW US ON FACEBOOK & INSTAGRAM

[@pinkyswearfoundation](#)