

Fundraising guidebook



Habitat for Humanity®
Poland

1. Introduction

We would like to thank you for your willingness to support Habitat Poland. Funds collected thanks to events organized by you will help us in implementing projects aimed at helping people in a difficult housing situation.

This guidebook will guide you through the organization of fundraising events step by step. However, if you have any questions or doubts - please contact: wolontariat@habitat.pl



2. Before you begin...

Before you begin organizing a fundraiser, it is worth considering answers to these questions:



how much would you like to collect?



how much time do you have?



what is the purpose of the fundraiser - do you prefer fundraising for a specific project or Habitat in general?

Thinking about these issues will be the first step in creating an action plan.



3. Let's do it!

If you managed to determine how much money you want to collect, when and how you plan to do a fundraiser, the next important step is to submit the planned action to Habitat Poland by email to wolontariat@habitat.pl.



If you chose one of the fundraising activities designed by us, collect a package we prepared for you (details below).



After a fundraiser, carefully count the funds collected, store them in a safe place and hand it to the local Habitat office.

4. Tips



Make sure you understand the mission of Habitat for Humanity and that you are familiar with our activities. People who participate in a fundraiser will certainly want to know how their money will be used and what projects they support. We would be happy to send you informational materials or meet you in our office to tell you more about it.



Use your resources: think about using your skills in activities. Also remember about your friends' potential - encourage them to get involved (remember it can be done in various ways - perhaps someone knows a place that could be used for an event or teach you to make handicraft you could sell at fundraisers?)



Make sure that people learn about the organized action, promote it as much as you can: among friends, at work, social media.



Don't be afraid to ask! You won't achieve your goal, if you don't ask people to support your cause and don't explain that their funds could be used for helping families in difficult housing situation.

5. Sample activities

Below we present the fundraising events we propose. We provide a package to each of them that will help you organize and carry out fundraising activities:

- promotional poster with space for entering the date**
- leaflets about Habitat Poland**
- Habitat Poland t-shirts**
- donation box**

There are infinitely many ideas for fundraising - we strongly encourage you to create your own scenarios and event ideas! We hope that you will share your creativity with us!

Send them to volontariat@habitat.pl



5.1 Bake sale

This form of fundraising is often used by our volunteers at schools.

How to prepare: at the beginning, you should determine the location of the event, if you would like to do it at school/work, you will need appropriate permissions. You should gather volunteers willing to bake at least a week beforehand. Baked goods can be varied: pies, muffins, cakes. Set the location where the bake will be held sale and put up posters informing about it earlier.

Tips: bake sales are more attractive if you introduce a theme, for example related to current holidays or an event. It's good to organize take-away boxes - then buyers will be able to share their baked goods with others.



5.2 Charity concert

A concert is a good opportunity to spend time in good company, listen to great performers and ... do something useful!

How to prepare: the most important are the place and equipment (lights, sound system). We encourage you to contact local cultural centers. The next step is to involve bands or individual singers. For some of them this may be the first stage debut - then we give young artists a chance for development, combining pleasant with useful. After determining the place and repertoire, we start with the promotion of the event.

Wskazówki: During the concert, we encourage you to carry out an auction or a bake sale described earlier.



5.3 Book fair

There are never too many books! Thanks to this fundraising event, donors will be able to expand their libraries with new titles, while supporting people in a difficult housing situation.

How to prepare: start by finding a place for a fair and announce it in advance. Encourage your friends to bring books in good condition that they no longer need. You can also make reach out to bookstores, talk about the fair and ask if they would like to provide a book for charity purposes.

Tips: you can organize a themed fair - for example, children's books, travel books etc. It is worth to connect the choice of theme with the place where the fair takes place.

