



HOST A TEAM FUNDRAISING PARTY

PLAN YOUR PARTY...

- Pick a date and a venue for your event. Host it at a home, restaurant, community center, etc.
- Make your guest list and send out invitations. Invite as many people as possible! Make it clear that the party is about raising money for the Susan G. Komen Chicagoland Race for the Cure®.
- Prepare for the party—including food and entertainment. Also, make sure you have a computer with internet access so your guests can make donations online instantly. You can also make copies of your team donation form. Have plenty of pens on hand so people can fill them out.

DURING THE PARTY...

- Talk a little about your team's commitment to the cause and reasons for participating. Then, give guests time to decide the amount they want to donate.
- If your donors prefer to pay by check, then you will have to complete a team donation form for each donation and mail it in with all of the checks.
- Encourage folks to donate online so they can access the payment plan option that spreads payments out over several months, resulting in a larger donation.
- Provide fundraising cards with your team information to take home for those who do not donate at the event.
- Thank everyone for coming. Let everyone know how much was raised when the evening's over.

AFTER THE PARTY...

- Mail all donations immediately to the address on the team donation form.
- Send thank you notes to those who donated.
- Follow up with those who could not attend. Call or send an e-mail with a link to your team fundraising Web page.

OTHER TEAM FUNDRAISING IDEAS

What kind of activities do you and your team members do for fun? Baking? Dog Walking? Dancing? Think of a way to have some fun and turn it into a fundraiser. Here is a list of some great team fundraising ideas:

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| • Community Yard Sale | • Raffle Ticket Sales | • Pot luck lunch or dinner party |
| • Bake Sale | • Karaoke Night | • Benefit night at a restaurant |
| • Car Wash | • Bingo Event | • Auction |
| • Concession Food/Drink Sales
(at local sporting events) | • Sell space on your team banner
or T-shirt | • Set up a table outside a grocery
store or coffee shop |

MORE FUNDRAISING IDEAS CAN BE FOUND ONLINE!

Go to komenchicago.org > Komen Race for the Cure > Teams > Fundraising >

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KOMEN CHICAGOLAND RACE FOR THE CURE®
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www.komenchicago.org

