

Asante Africa Fundraising Event Kit



Every child deserves an education and the opportunity to choose their future, regardless of the longitude or latitude in which they are born. Through education, every child can make their dreams a reality, help their families struggle less and help their communities become self-sustaining.

Asante Africa Foundation is a charitable foundation dedicated to improving the quality of and access to nursery, primary and secondary education in East Africa by funding projects that:

- Create a healthier places to learn by building infrastructure to improve basic conditions at school (construction of schools, kitchens, dormitories; providing water sources, daily porridge, toilets)
- Help teachers be better teachers by providing them with necessary resources (classroom supplies, musical instruments, mentoring for teachers)
- Provide scholarships for academically talented or highly motivated children in need to attend schools they might not otherwise have an opportunity to attend

**Thank you for your interest in organizing an event
that will change the lives of children and their communities in East Africa!**

Planning a Successful Asante Africa Foundation Fundraiser:

Please visit our website at www.asanteafrica.org/projects to learn more about the types of projects we fund.

We encourage unrestricted donations as they allow us to continue to grow and expand our programs. Unless otherwise noted, we will put your donation towards the area of greatest need.

Planning an Event?

1. Complete the attached Event Proposal document and email it to info@asanteafrica.org
2. Request any additional information that you need from us for the event no later than 4 weeks before the event. Please send an email with your name, address, and question to info@asanteafrica.org.
3. Begin to plan your event! Create your guest lists, select the date, time and place of your event. Asante Africa will provide a flyer template that you can use to insert your own information.
4. Send invitations. Don't forget to ask guests to RSVP so you'll have an idea of the amount of refreshments and supplies (donation forms, etc.) you'll need.
5. At the event, use the attached sign-in sheet to register your guests. This will let us know about those interested in Asante Africa Foundation in your area so that we can keep them updated. After the event, please type up any handwritten entries before sending to us.
6. Print out and strategically place attached donations forms throughout your event.
7. Collect all donation forms and checks and carefully fill out the attached financial spreadsheet.
8. If guests would prefer to donate online, please direct them to the donations page on our website at <http://www.asanteafrica.org/howtohelp.html>

Please ask guests to include the name of your event in the "Special Instructions" box on the donation page so we can correctly code the gift. *If your event is to benefit a certain country or project, please remind them to indicate this on the donation form.

9. Mail in all sign-in sheets, donations forms, checks, cash and the financial spreadsheet with the event questionnaire to:

Asante Africa Foundation
1334 Carlton Place
Livermore, California, 94550
Phone: 925-292-0245
Fax: 925-447-1589

Proposal for Asante Africa Fundraising Event

Thank you for your interest in hosting an event to benefit Asante Africa Foundation. We appreciate your support and look forward to working with you to make your event a success. Please provide us with some details on the event you are proposing. The questions below can help spark your thinking, and give us a better understanding of your plan and fundraising goals. This will enable us to provide feedback from past experience, and identify areas where we can support you.

Name: _____

Email: _____

Phone: _____

1. Proposed date and location of event (approximate date is ok):
2. Describe the proposed event: (ex. cocktail party, dinner, informal party...)
3. Do you want the event to benefit the area of greatest need, or a certain Asante Africa project?
4. Do you have a place and timeframe for the event?
5. Who do you plan to invite to your event? How many guests? (Friends? Family? Alumni network? Work colleagues?)
6. What is your fundraising goal and revenue plan for the event? For example, how much do you plan to raise? How will you achieve that goal—through suggested donations at the door or ticket price; asking for donations at the end of a presentation; or at the end of the evening?
7. Do you have specific questions about planning your event?

Thank you again for your support!



Asante Africa Donation Form

DONOR INFO:

Name: _____

Address: _____ City: _____

State: _____ Postal code: _____ Country: _____

Phone #: _____ Email: _____

Name of event: _____ Date of event: _____

Event Organizer: _____

DONATE:

_____ I would like to donate (Amount): _____ to Asante Africa Foundation.

Special Instructions: _____

SCHOLARSHIP PLEDGE:

_____ I will make an annual payment of US\$500 to sponsor a child, starting immediately.

Special Instructions: _____

_____ Cash amount \$ _____

_____ Check – Please make checks payable to Asante Africa Foundation

Quarterly Newsletter

Every quarter we send out a brief electronic newsletter with updates, stories from our children, volunteers and communities. We don't spam or give any information to outside parties. We simply like to keep our supporters up to date on our progress and informed of future Asante Africa events in their area.

Please check if you would NOT like to receive our quarterly emailed newsletters

