



Asante Africa Fundraising Event Kit- Teens

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 place 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 (Page 5) 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. For ideas on events, see our A-Z list (Page 9).
 - Check out our newsletter, share it with friends. <http://www.asanteafrica.org/newsletter>.
 - Consider doing a presentation about Asante Africa's work. Look through our blog, our Facebook page, or contact us directly for more information.

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.

*Print out and keep handy our Checklist for Organizing an Event to keep you on track.

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 (Page 7) 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 (Page 6) throughout your event.

7. Collect all donation forms and checks and carefully fill out the attached financial spreadsheet (Page 8).

8. If guests would prefer to donate online, please direct them to the donations page on our website at <http://www.asanteafrica.org/ways-to-donate> . 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

P.S. Find a Leadership cheat-sheet on Page 3 for helpful strategies.

High School Leadership Project

Here's a tried and true way to get funds flowing to support quality education for children in East Africa. Follow the steps below for a fundraising activity that could raise a little or a lot—it all adds up!

Tips for success:

- Ask someone to partner with you on some or all of the steps (everything's easier with help!)
- Talk through the plan with Karen, Shirley, Susan, Erna....we're all here to help and want you to be successful AND have fun.
- Determine a financial goal (work with a parent or teacher, if necessary). Think of all expenses and possible ways to make money. Brainstorm a list of possible supporters, many people donate services or goods for charity- be sure to ask.
 - A local celebrity agreed to attend the event.
 - A neighborhood restaurant and grocery store donated food.
 - A hotel, church and community group donated space.
 - A print shop donated flyer copies.
 - A local merchant agreed to donate items that could be used for the event.
 - A local shop may donate gift certificates for prizes.
- Farmer's market and local festivals or fairs are great ways to reach out to more people. Contact the organizers to see how you can set up a booth.
- Always let people know why you are fundraising and who will be benefitting from their donation.
- At the event- Have fun! You've worked hard. Pass out information, answer questions, but don't worry if you don't know something. Just tell people they can find more information on our websites asanteafrica.org and youthinaction/asanteafrica.org for kids or by contacting us directly.

WHAT

High School Leadership Project

Most high schools have a leadership program that is focused on making the community a better place. And these kids know that the world is their community! They often do fundraising events as awareness and event leadership experience. They need information, materials, and guidance on doing a fundraiser, but will carry out the actual fundraising.

We need a volunteer to contact a local high school, meet with the class/group leader, and arrange for a presentation on the Foundation. You would be responsible for initiating the contact, getting them motivated, preparing the materials they need, and following up with them until money is received..

PLAN IT	<ol style="list-style-type: none"> 1. Work with the Fundraising team to put together the materials needed to introduce and support a school's fundraising effort. 2. Contact a school's teacher/advisor for the leadership class, cultural club, or other possible fundraising group. Confirm with fundraising team that the school is not currently involved with us. 3. Tentatively set up a plan to get the class/group started, and engage the fundraising and communication teams as needed. 4. Initiate the program with the class/group, monitor their progress, and support with materials as needed. You will approve all printed publicity to ensure it represents our mission and brand.
PUBLICIZE IT	<ol style="list-style-type: none"> 5. Support the group in carrying out the publicity plan, (For example, we might want a flyer at all other fundraising events that you could work with Communications team to design and produce)
WRAP IT UP	<ol style="list-style-type: none"> 6. Report to the Board via email or in person, on how it went, how much money we took in, what you learned that might help others next time.



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



Ideas A-Z

- A Ask.** Simply ask your parents, friends, and family members for donations or leave your neighbor's an envelope with contact information and why you are asking for donations. Collect the envelopes the following week.
- B Bake Sale.** Have friends or relatives donate mixes and other ingredients and sell your baked goods at school or at a community gathering
- BINGO Night.** Invite people over to play a few games of BINGO. Get local businesses to donate prizes and charge an entrance fee or charge per game.
- Book Sale.** Get people you know to donate books to you and sell them to a local used bookstore or sell them on your front lawn.
- Babysitting.** Pledge to donate a week or two of your earnings to Asante Africa Foundation.
- C Charity Birthday Party.** Celebrate your birthday by helping others in need. Instead of receiving gifts, ask your guests to make a donation to Asante Africa Foundation in your honor.
- Car Wash.** Ask your local supermarket for permission to use their lot.
- Change/coin Drive.** Collect all your change for a month. Have a jar in your classroom or include your whole household by setting up a jar in your living room or kitchen.

- D Dog Walker Job.** Walk your neighbors' dog for a week or two for a donation. Hand out flyers to raise awareness and let your neighbors' know where the money will be going to.
- Dress Your Principal.** Have the participating principal or teacher wear some crazy costume to school one day when you reach your fundraising goal.
- E Eat at Home.** Challenge yourself by deciding not to eat out with your family. Donate the money you save to Asante Africa Foundation. Maybe you will learn some new recipes along the way!
- Egg Drop.** Your science teacher may be interested in this one! Create a device to hold your egg. Charge a donation to participants to drop their contraption from a certain height. If the egg survives, drop it from a higher level and keep going until there is only one winner left.
- F Face Painting.** Set up a booth at the farmer's market or local fair. Charge a fixed prize or ask for a donation.
- G Garage Sale.** Trying to get rid of toys, clothes, furniture or other items. Set up a garage sale and let people know that their purchase will be donated to Asante Africa Foundation.
- Guess the Number of Skittles.** Collect skittles in a jar. Set up a table at school fair, church, or another community event. Charge a fee to people who want to guess and collect their contact information. At the end of the day, announce the winner and mail them their prize.
- Give Something up.** Decide to give up something for a week, two weeks, or more! Give up watching TV, playing Video Games, eating junk food, soda, Facebook, Twitter, or your cell phone. Get people to sponsor you or collect the money you save.

- H** **Holiday Grams.** Have students sign up to send a holiday greeting and candy cane to their friends, teacher, counselor, or principal for a price.
- Hula-Hoop Contest.** Have your contest during recess and collect pledges from people you know by the amount of spins or time you hula-hoop.
- Halloween Party.** Organize a party around Halloween where guests pay an entrance fee. Make it fun by having a best costume competition with a prize for the winner.
- I** **Ice cream social.** Allow students to purchase ice cream at a booth in the lunch room. Make announcements beforehand, informing students that you're collecting money for Asante Africa.
- J** **Jump Rope Tournament.** Single rope or Double Dutch, register your friends for a fee to see who can jump the longest during recess. Put them in groups where winners of each group will move on to the next round. The winner of the final round gets a prize.
- K** **Kick-ball Tournament.** Sign up teams and charge an entrance fee. Winners move on to the next round until you have a champion.
- L** **Lawn Service.** Mow your neighbors' lawn or backyard. Make sure to let them know your earnings will be donated.
- M** **Movie Night.** Charge your friends or family admission to see a movie in your home or at your school. Sell snacks and drinks and enjoy the movie.
- Marathons.** To have a marathon you don't always need to walk or run. They can even include dancing or exercising. It is up to you!

- N Never say "..."**- Play this fun, vocabulary-building game with your family or classroom. Each time someone says a common word (phone, tv, hungry, etc.) he or she has to make a donation to the jar.
- O Odd Jobs.** This can include dog walking, babysitting, helping with groceries, or cleaning the yard. Donate your earnings and let people know why you are fundraising. It will raise awareness for Asante Africa Foundation.
- P Puzzle Challenge.** Have sponsors pledge to donate money for every puzzle you complete in a day. Make it more challenging by telling them you won't look at the box.
- Q Quiz Pledge.** Have a quiz or test at school? Get pledges to donate for every answer you get right. It will make you study harder and get better grades!
- R Read-a-thon.** Collect sponsors to pledge to donate a certain amount for every book or page you read for a month. This also makes a great fundraiser to do over the summer or Christmas break.
- Restaurant Fundraiser.** Approach different restaurants in your community to see if they will hold a fundraiser where they will donate a percentage of their profits. Make sure to promote it to get as many people as possible to eat at the restaurant.
- Recycling Drive.** Collect aluminum cans from your community and then sell them to a recycling center. You will not only be helping students in East Africa, but also the planet!
- S Show off your creative side.** Make bracelets, bookmarks, or whatever you're good at. Take orders from friends and classmates.

- T Talent Show.** Organize a talent show at your school. Have a parent or teacher help you sign up students. Charge an admissions fee the night of the event.
- Treasure Hunt.** Teams pay to enter and the winner of the treasure hunt gets a prize. They can hunt for actual objects or get them to do silly things and take pictures for proof.
- Tug-o-War Tournament.** Teams pay to enter and play against one another until a winner is found!
- U Urge your parents or the adults to match your donation.**
- V Video Game Tournament.** Charge a registration fee and play your favorite video game. Winners move on until there is one final winner.
- W Walk-a-thon.** Collect sponsors to pledge to donate a certain amount for every quarter mile or a specific distance. This is great fundraiser to complete as a classroom with your P.E. class. Make things interesting by wearing a costume.
- X X-mas Carolling.** Similar to candy grams, but singing instead! Gather a team of carolers and have people sign up to receive or give a holiday greeting in song.
- Y Yearly party.** Organize a party complete with a theme, music, entertainment, games, food, and drink. Have supporters donate services and goods. Inform guests that ticket sales are being donated to Asante Africa.
- Z Zany Outfits.** Get permission from school administration for this one. For one dollar, students can pay to wear pajamas to school one day, crazy socks the next day, and hats the following day.