



## **DIY “Do It Yourself” Event**

**A DIY event is a fundraising event organized and hosted by you in your community.**

***Our Mission:*** To promote the prevention of Spina Bifida and to enhance the lives of all affected. Our tools are support, education and advocacy.

In order to assure that the SBAGNE name, image, and reputation are properly represented, we ask that all community fundraisers abide by the following policies. Your cooperation will help us guarantee consistency and quality in events that ultimately benefit the individuals we serve. Thank you again for your efforts.

We are committed to providing the following:

- SBAGNE informational materials, talking points, and access to our logo
- Promotion of your event on our social media and website if requested
- Acknowledgment to you and your donors provided we receive their contact information

While we may be able to provide guidance for your event, we do not have the personnel to handle the organizational and administrative tasks associated with community events. You are responsible for all details of the event, including underwriting all of the related costs; recruiting volunteers to help out at the event; creating publicity materials for the event; working at the actual event.

- The event must be promoted in a manner to avoid statements or the appearance of SBAGNE endorsing any product, firm, organization, individual, or service.
- The name and logo must be used in accordance with SBAGNE's graphic standards.
- Where applicable, SBAGNE should receive a list of targeted sponsors for the event before they are approached to minimize overlap with other events and/or fundraising campaigns that may be underway.
- SBAGNE can provide informational materials promoting the organization, its goals and accomplishments. Please provide at least one week's notice regarding the quantities needed for the event.
- Event organizers are responsible for obtaining all permits, especially those for raffles and/or games of chance.
- Event organizers must obtain their own liability insurance to cover the event. SBAGNE is not financially liable for the promotion and/or staging of community events.
- Under no circumstances should community event revenue and expenses flow through SBAGNE books. Only the final net proceeds from the event are to be processed by SBAGNE.

Please contact us 888-479-1900 with any questions or concerns regarding these policies.

***Thank you:*** SBAGNE greatly appreciates a; community efforts to raise money for our programs and services. These events assist SBAGNE in connecting and serving the Spina Bifida community

## Event Ideas

**Send emails:** Write heartfelt letters to everyone you know asking for their support. Letter writing is the number one way to raise money. Post on social media: share your donation page on your social media accounts. You will be surprised who donates.

**Car-Wash :** grab some sponges, soap and water on a beautiful day and have a neighborhood car-wash.

**Yard-Sale:** Get rid of all your old stuff and raise money. Make sure you hang a sign saying the funds raised or a portion of those raised will go to SBAGNE.

**Bottle/Can Collection:** Save refunds from all bottles and cans. Ask family and friends to join in.

**Around Town:** Next time you are at your favorite *restaurant or store* – ask them what their practice is for fundraising. Many will set aside a time where they will donate a portion of profits to SBAGNE. Invite all your friends.

**Dress Down Day:** Ask your child's school or your office manager and ask if they will allow \$5 donations for permission to dress down on a specific day

**Corporate Match:** many companies have employee matching gifts for non-profits. For every dollar an employee donates – the company may donate the same amount.

## Be Creative!!

