



FUNDRAISER EXPERT PATCH PROGRAM

Developed Exclusively for Users
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BAND

The Fundraiser Expert Patch Program is designed to teach girls about putting together great fundraising events that give back to the community while supporting their troop.

Patch Requirements:



Brainstorm—Gathering Ideas for a Great Event

One of the biggest challenges with any event is getting started. In this program, scouts will learn tips for coming up with ideas. Gather knowledge and use that information to have a group brainstorm (see Level 1 below).



Plan—Putting Together all the Pieces

Fundraising events need planning to succeed. Coming up with group checklists, calendars, and sign-up sheets is a good way to get started. Get organized and make sure you have thought of everything before the event day (see Level 2 below).



Execute—How will you make the event happen?

Get the word out to invite guests, and make sure you have staff and your main attractions ready! (see Level 3 below).

Activities are divided into scout levels, but please feel free to tackle all of them at your groups' own discretion.

LEVEL #1

Complete First 2 Activities

A great event starts with a great idea. When your group is planning a money – making event, start the process by coming up with some goals. Start with an understanding of your target audience, and what their needs are.

When coming up with an idea, think about what would do well and what you need to do to make your idea happen. Eliminate any ideas that wouldn't make sense – You wouldn't plan a car wash in the middle of winter, would you?

Some ideas to get you started:

- Group Meal (Spaghetti Dinner)
- Bake Sale
- Babysitting Service
- Car Wash
- Specialty Gift Giving
- Yard/Garage Sale
- Educational Workshop
- Sports Tournament
- Stage Performance
- Yearly Product Sales

Before you settle on an idea, make sure you know:

- **Budget:** How much are you willing to spend?
- **Location:** Is there a good location to hold the event?
- **Time:** Will we have time to get everything organized, both before the event & the day of?
- **Permission:** Do I have permission to carry out the event?

Activity 1: Group Brainstorm

Begin your brainstorming session with a group discussion. Make sure you have plenty of room to draw out your mind map.



Activity 2: Gather Some Field Knowledge

Making sure you understand your guests is essential to helping them have a good time at your event.

A great way to start an event is to get to know people in your local community. Ask your parents / troop leaders if they know anyone who owns a local business, or have them help network with a friendly business owner.

These conversations will open up ways to get the word out in your community. Ask if they would be willing to hang up a flyer in their window to help advertise.

Come up with answers to these questions about your guests' needs:

- How will they know where to go?
- Will they have somewhere to park?
- How long will they be there?
- Will they need somewhere to sit?
- If we're providing food, what about dietary restrictions?

LEVEL #2

Complete Activities 1–3

Activity 3: Make a Checklist & Signup Sheet:

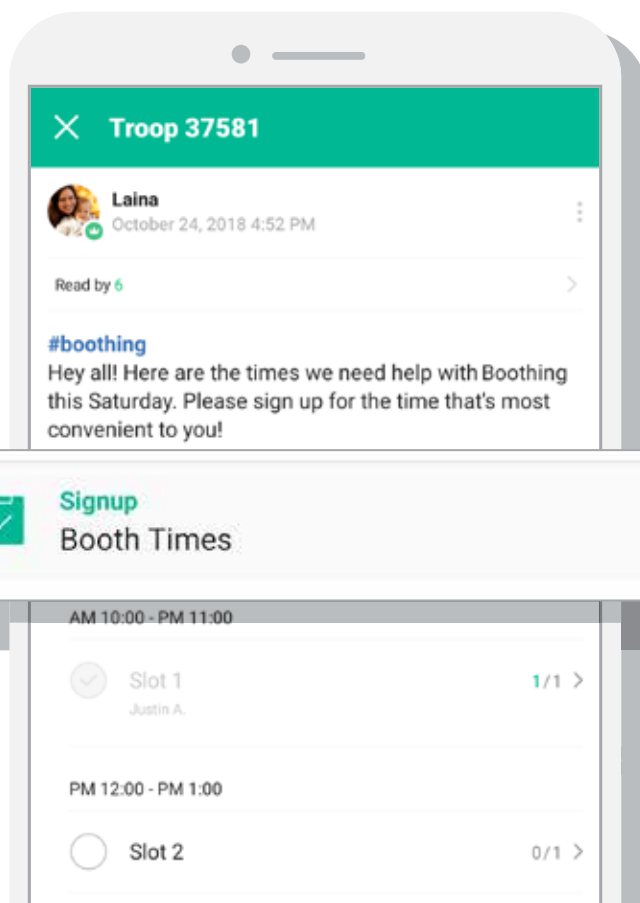
Come up with a checklist of all the things you want to figure out before event day, and start working your way down the list! We've shared a couple of event essentials to get you started.

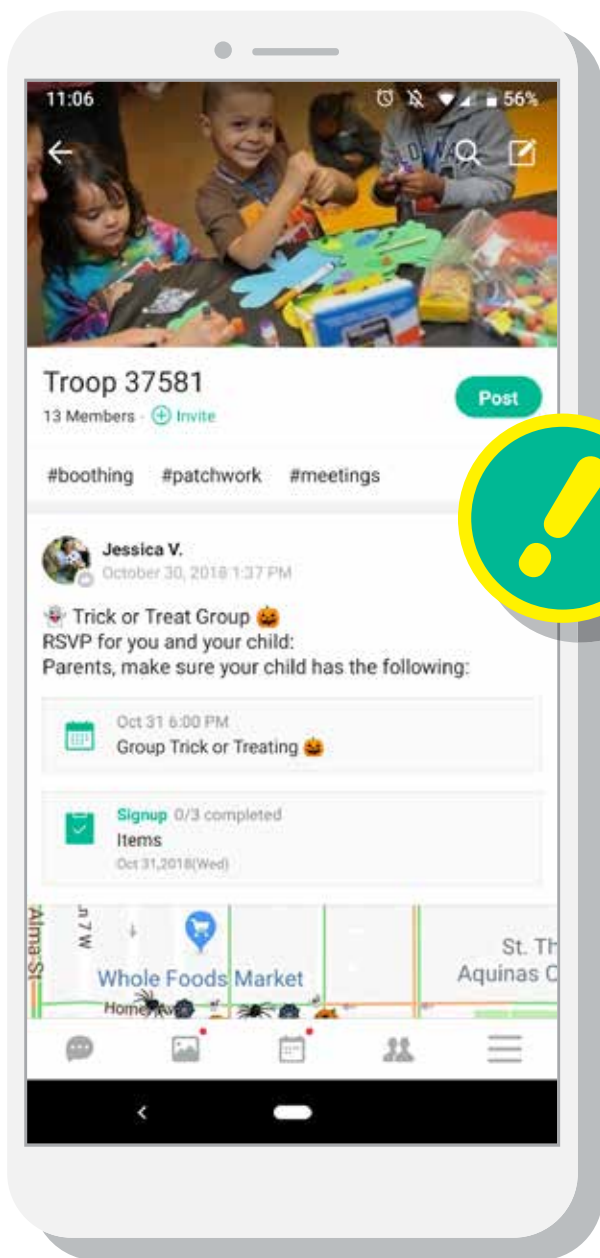
The best events come together months ahead of time. To make sure your event goes smoothly, run down a checklist of everything you'll need for the day of, and prepare for the unexpected.

Event Planning Checklist:

- Pick a name & theme
- Recruit staff/volunteers
- Lay out the schedule
- Map out a budget
- Establish a safety plan
- Figure out event logistics
- Get the word out

Once you have written your checklist, you'll need a place to share it and get people to sign up as volunteers.





BAND is the perfect place to post a Checklist and/or Sign Up sheet for parents and older scouts, so they know exactly what they need to bring.

Here are two great ways that you can use BAND to keep your group organized on event day:

1) Start a Group on BAND:

From Chat, Polls, Sign Up Sheets, to Calendar, BAND has everything you need to coordinate a good fundraiser. Download BAND, create a group and invite your scout parents.

2) Post & Get Responses Easily:

The best part of BAND is that you can not only inform members fast but also get their answers easily. Attach permission slips, Signups, and location and find out who can come, all under one post.



LEVEL #3



Complete Final Activities & Host Your Event

The final step is spreading the word about your fundraiser. How many people are you expecting to serve? A more important question is, how will you convince them to come?

Be sure to account for unexpected variables such as bad weather and personal emergencies. Always stay on your toes and keep positive!

Activity 4: Spread the word

You've planned out your event. Now it's time to capture everyone's attention. Add some flair and draw people in with handcrafted invitations, flyers, and decorations.

- Design a flyer to pass out to local businesses
- Add decorations like posters/sign boards to your event location to draw people in
- Send personal invite letters by email or by hand
- Spread the word among friends and families by asking your parents to post a flyer online



Need Help?
Contact us

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