

Fundraising and Event Ideas

Event Title	Event Notes
Tabling	Set-up a table with CFD forms, charity guides and charity giveaways - pens, key chains and post-its. It is ideal to do a tabling event in conjunction with another event such as an employee informational fair or flu shot clinic. Setting up a table in any high traffic area like a cafeteria or other place where employees gather is equally as effective. It is helpful to also invite a charity representative to help staff the table (ones with pets are always popular or find out who the most popular charities are from last year's campaign and invite them.) If time permits, it can be effective to have consecutive tabling events over two or three days.
Snack Cart	Purchase goodies such as cookies, popcorn, candy bars, fruit, etc. to sell at a small markup in your department. Decide whether you want to run the cart in the morning or the afternoon and the number of days per week you want to run the cart. When someone wants to buy a snack, give them the option to pay via a onetime gift using a giving form in the amount of their purchase. Turn in giving forms after each visit from the snack cart.
Bring your Pet to Work Day & Photo Op	Promote the event to your department and make sure employees know to bring pets to work (make sure you get authorization to have pets in your workplace). Have another staff member or a professional photographer on hand to take photos of pets and owners. You can charge coworkers a flat fee, have them fill out a giving form in exchange for having a photo taken or you can make giving optional. Have "doggy bags" with charity materials and pet and people goodies. Invite a local animal related charity to attend or have an animal food donation drive as part of the event.
Clothing/Blanket/Shoe/Food Drives	Identify the length of the drive, set-up barrels around your department/ neighboring departments and advertise the details including drop-off locations to coworkers. Count or weigh the collected items to use in thank you messages. If possible, invite the recipient charity to be present when turning collected goods over.
Coin Jar Collection	Give each coordinator or team member a coin jar to place at an active location and choose a recipient charity to which to donate the proceeds. Fundraiser can be part of a campus/agency-wide effort or in your department only. The drive can also be an ongoing effort. For example, if your agency has a controlled access entrance, place coin jars at each entrance and when someone forgets their ID card, they must donate to get in.

Bake Sales/Breakfast Bake	Ask coworkers in your department to volunteer to bring goodies to contribute to a bake sale (home-made items usually do better than store-bought treats.) Post signage in neighboring departments and other high traffic areas. Choose an area which will maximize sales such as a high-traffic area in your department. Have a "fill-your-plate" option for \$5 and have coffee or juice available for sale as well. Let employees use either cash, credit cards or giving forms to pay for treats. Include savory items in your bake sale to appeal to the early lunch crowd and have it run until 1:00 p.m. to get those looking for an after lunch dessert.
Chili/Cake/Cookie/Pie/Cook Offs/Bake Offs (example: Chili Cook Off)	Promote the cook off to department/neighboring departments, charge an entry fee for each pot of chili entered into the contest. Other ways to charge are to ask tasters to pay a fee for each chili taste and vote. You could also ask for a flat fee, suggested donation or allow anyone to participate regardless of donation. Give people the option to pay using cash, credit card or a giving form. Designate a coworker to be on the judging panel and ask a charity representative and your campaign assistant as well. Create categories for the judges such as: spiciest, judge's favorite, crowd favorite. etc. Prizes: the winner can choose the charity that will receive the total funds raised. You can also get prizes donated from local businesses.
Online "Fun Raiser" Auction	Define and promote the auction dates. For example, start on Wednesday, Nov. 16, 2012 at 8 a.m. and run through Wednesday, Nov. 23, 2012 at 4 p.m. Acquire donated items or items purchased by agency leadership. In the past, items have included professional or University of Washington sports tickets, sports logo wear, lunch with chair or department manager, original photography, etc.
Silent Auction	Define and promote auctions date. Get items donated from businesses or ask coworkers to create specialty baskets filled with themed items. For example: movie basket, emergency kit basket, art basket, spa basket, etc. Ask employees to bid on items, give them the option to pay using cash, credit card or giving form.
Quilt Auction	If you have a talented seamstress in your office, ask if they would be willing to make a quilt or set of dish towels to auction off to fellow coworkers. You can also try to get a quilt donated.
Balloon Popping for Giving Forms	Each employee who is giving or turns in a giving form, increases contributions, etc. gets to choose a balloon with a prize written on a slip of paper inside. Let them choose a balloon to pop for their prize. You might consider limiting the number of balloons during the campaign to save on energy and resources. Prizes can include charity giveaways, they are fun and informative.

Media (Book/CD/Movie) Sale	Ask employees in your department to donate gently used or new media including tapes, CDs, DVDs, games, books and/or magazines. People can pay with cash, credit card or a one-time gift on their giving forms. Invite a charity representative to attend the sale to answer questions and share materials. Donate leftover media to a homeless shelter or a teen center.
Pizza/Spaghetti/Feast-Style Luncheon/Potluck	Hold a special luncheon, get pizzas donated or ask your leadership to donate them. Ask for a suggested donation for the meal and invite a charity speaker to give a short presentation during the lunch. Other options can include holding informal luncheons weekly/every other week during the campaign and inviting a series of charity speakers.
Halloween Mystery	Hold the event during the week leading up to Halloween. Participants will have to donate to get clues to solve the mystery. Whoever solves the mystery first wins a prize; prizes could include allowing the winner to designate the recipient charity.
State Fair	Can't get away for the Puyallup Fair? Bring the fair to your office. Have "state fair" themed activities such as a coin toss, bean bag toss, jelly bean count, and a pie contest. Consider having a silent auction to boost proceeds to charity. Rent a popcorn or snow cone maker and sell the goodies to your coworkers. Invite CFD member charities to set-up informational tables. Promote the event through flyers, emails and to neighboring departments. Have giving forms and credit card payment forms on hand to let attendees bid on auction items.
Wine Tasting	Have wine donated and charge your coworkers a tasting fee. Keep in mind, events involving any alcohol are not permitted on state property, so you would have to find an alternative venue for these events.
Brown Bag Presentations	Schedule a variety of charity speakers to speak at lunch time during the campaigns. Brownbag presentations are an awareness event and do not require employees to donate. Ensure that giving forms and charity guides are available to the audience.
Dining for Dollars	Partner with a local restaurant for a lunchtime or evening event where part of the proceeds will be donated to charity. Promote the date to coworkers to get the maximum benefit.
Coffee Hour	Arrange for a charity or charities to be on hand for a CFD coffee hour. Encourage employees to stop by and learn about the charities and enjoy mid-day caffeine, cookies, and music. Hold a drawing for prizes such as Seattle Arts and Lectures Series tickets.

Trivia Contest	Trivia contests are a fun and interactive way to raise money for charity. There are several ways to plan a trivia contest. You can partner with a local pub, hold it during your lunch hour or after work. Identify your teams, choose trivia categories, set reasonable entry fees, and designate a charity of choice or let the winning team choose the recipient charity. At the University of Washington, coordinators held a trivia night and wrote their own trivia questions that reflected the nature of their department's work. Their department won the innovative event award for their event in 2011.
Baked Potato Feed	When the coordinators from the University of Washington Human Resources Operations put on a potato feed lunch, they purchased the baked potatoes and all the sides, provided drinks, grapes and cookies all for \$5 per person. They baked the potatoes at home and kept them warm in food warmers. At the event, they transferred the potatoes from the food warmers to roasters/slow cookers so they were piping hot. They reserved a kitchen for prep and to keep sodas and vegetables cold. They also arranged for a charity speaker and procured a great door prize.
Sweat Shirt Raffle	Get a high-end or vintage sweatshirt and sell raffle tickets throughout the campaign. Let employees pay for tickets via one-time payroll deduction, credit card or cash.
Cuff Em & Stuff Em - Cookbook and Fair	Washington State Criminal Justice Training Commission and the Washington State Patrol partnered to develop The Cuff Em & Stuff Em Cookbook and Food Fight event. They procured recipes from their co-workers and held a design contest for the cookbook cover. They culminated the cookbook creation with a Food Fight. The Food Fight included a potluck, cookbook sales and a charity fair. Pay with cash, credit card or giving form.
Holiday/Themed Potlucks	Host a themed potluck (such as Halloween, Thanksgiving, Crazy Hat, Ugly Holiday Sweater day, etc.). Create a contest for ugliest sweater, etc. Have charity info, charity guides, giving forms available. Invite a charity speaker.