



## Important Contacts When Planning a Fundraiser

Though this fundraiser is YOUR event and supports a cause you care about, there are some other people who need to be involved, or at least informed. Follow this checklist to make sure you have kept authority figures and mentors aware of your activities so they can help where needed.

- ✓ **Parents and guardians.** These people need to be the first to know your activities, your schedule, and the help that they can provide.
- ✓ **Your Dollars for Darfur advisor/mentor.** If your program is lucky enough to have a dedicated Dollars for Darfur mentor, this person should be involved in the planning of all activities.
- ✓ **School principal.** If you are looking to do a fundraiser that involves an all-school event or in some other way affects the student body, you must work with the principal to identify the possibilities of the program, the necessary precautions and procedures, and to prepare for any problems. Without the principal's permission, your fundraiser is virtually destined to fail.
- ✓ **City council or other local governing body.** If you need a permit for an outdoor activity or are planning to use local public space, you need to keep the city informed of your intentions and how it will affect their property. Make sure to get the necessary paperwork taken care of ahead of time so that nothing ruins your event.
- ✓ **Communities United chapter.** If your area has a Communities United chapter identified by Save Darfur Coalition, this group could be a big help in planning your events. Combine your efforts to produce a great event and build community strength.
- ✓ **Student organizations and clubs.** By personally talking to these different groups, you will find that many people are willing to get involved and share their many different talents. Work together as a school to raise more money for Darfur than you ever could alone.
- ✓ **Local humanitarian organizations.** Many cities have local chapters of national or international humanitarian organizations that will be able to offer support,

resources, and publicity for your event. Since you have a common cause, have a common event!

- ✓ **Local Chamber of Commerce.** This group has members in every industry in your area and will be able to contact their members to spread the word and ask for help or donations for the event. By mobilizing the businesses in your area, you will find a huge jump in interest and involvement.
  
- ✓ **Local media outlets.** Even if you cannot get a newspaper or television story run about your event, most television and radio stations offer a community calendar function that displays upcoming events in the community. This is another way to reach people and tell them of the event. However, don't give up on the idea of getting a story about your event—it is a newsworthy topic and something most local media outlets would be happy to cover.