

How do I plan a Family Partnership service unit fundraising event?

Planning

Plan with your service unit team and think about the following questions:

- How can we make this event successful?
- What type of event will work in your area?
- What would the attendance be like?
- Do we have a place to hold the event?
- Is there a date that would work for the majority of troops and parents?
- What can we do to make minimal work for the troop leaders?

Where

Contact local community centers, churches, and schools for the use of their gyms, cafeterias, and meeting areas. Ideally, you want to find a free location, which is large enough for your targeted audience and provides tables and chairs.

When

Be sure to look at community calendars and do not pick a date that conflicts with other large community activities. Also, make sure that you plan the event far enough in advance so that each troop has enough time to learn about the event.

Budget

The purpose of each event is to raise money to reach your Family Partnership campaign goal. Event fees can be used to cover both cover the cost of the event and serve as a donation towards the service unit's Family Partnership goal or fees can be used to cover the cost of the event during which a solicitation for donations will take place.

Theme

Depending on the type of event, let the girls choose what they are interested in for the theme. Be creative! The possibilities are endless – just ask the girls!

Theme examples: luau, sports, patriotic, pirates, space, circus, tea party, etc.

Event Ideas

- One mile fun run – Map out a course at a local park and invite families to spend the morning running together. Serve refreshments at the finish line.

- Host a themed dance - Everyone loves to create clever costumes and dance the night away. Some favorite service unit themes include western, disco, sock hop, luau, fiesta, Mardi Gras, Halloween, etc.
- Build a backyard carnival - Ask local businesses to donate food and go all out with face painting or lawn games. Troops could host their own carnival booth. Sell tickets or have free admission with a suggested donation.
- Pancake pajama party - Invite girls to wear their pajamas and create their own pancakes.
- Dime-a-Taste event - An interactive event where Girl Scouts and families learn about Girl Scouts and sample foods from around the world for a dime per taste, and collect “passport” stamps for each country they learned about. Troops sign up to represent different countries, and present country information such as costumes, decorations, food to taste, and a unique stamp for the passports.
- Family night out - Invite your troops and their families out to the skating rink, ballet event or other family entertainment venue. Ask families to make a Family Partnership contribution of \$2-5 per person.
- Plan an event around any of the following special days:
 - Juliette Gordon Low’s Birthday (October 31)
 - World Thinking Day (February 22)
 - Girl Scout Birthday (March 12)
 - Girl Scout Leader’s Day (April 22)

Food

You may not even need refreshments, or you might! Here are a few suggestions:

- Potluck - assign each troop to bring a certain item
- Girls prepare food - allow the older girls to prepare the food for the event
- Desserts only - have each troop bring at least one dessert. The desserts can be purchased with troop funds, cooked by the girls, or donated by a parent

Marketing

Create a flyer and share with parents, your local community and troop leaders. Make sure to include “who, what, when and where” and the cost of the event. See sample flyer on the following page.

Insurance

Only registered girls and adults are covered by the Girl Scout activity insurance at events; therefore, activity insurance should be taken out at all large events if others are attending. Contact your Community Membership Manager for more information.

Donation Information

Turn all money into GSWCF after the event. To ensure proper Family Partnership credit, please include girl name, parent name, home address and troop number with each donation.

SERVICE UNIT XXX PRESENTS...

Family Partnership Carnival

Who: Girl Scouts and their families

When: Saturday, October 14, 2017

Time: 9 a.m. – 12 p.m.

Where: 1234 Main Street, across from Chick-fil-A

Deadline to register: October 7, 2017

Cost: \$5 per person. Cash or check. Checks made payable to GSWCF. This is a fundraising event for GSWCF's Family Partnership Campaign.

Capacity: 100 people [use capacity if applicable to your event]

REGISTRATION [if applicable to your event]

Girl Name: _____

Parent Name: _____

Street: _____

City, State, Zip: _____

Troop Number: _____ Service Unit: _____

Amount Enclosed: _____