



FUNDRAISING MANUAL



WELCOME TO BEST BUDDIES!



Best Buddies Canada aims at creating as many friendships as possible! As a national registered charity, Best Buddies connects individuals with an IDD (intellectual or developmental disability) with caring peer-aged volunteers through our school-based programs. Since our Canadian inception in 1993, Best Buddies continues to create lasting one-to-one friendships - from elementary school, through university or college.

Our program helps alleviate loneliness and isolation, builds leadership skills, independence and confidence through friendships. Our vision for the future is a world that fosters awareness and inclusion and support individuals with an IDD.

OUR VISION



OUR STRUCTURE

Best Buddies Canada does not receive any direct government funding. Our important work has been made possible through strong corporate partnerships and generous donations from good friends.

FUNDRAISING FOR YOUR CHAPTER



WHY FUNDRAISE?

The funds you raise will directly support your chapter and help create more friendships and special experiences.

Here are some fun ideas for an event at your school:

BAKE SALE

CAR WASH

**DANCE-A-
THON**

DONUT SALE

SILENT AUCTION

**ARTS & CRAFTS
SALE**

**FALL HARVEST/
SPRING PLANT
SALE**

**STUDENT
UNIONS/COUNCILS**

**SPAGHETTI
DINNER/
PANCAKE
BREAKFAST/
BBQ**

**BATTLE OF THE
BANDS**

RUN/WALK/RIDE

**SCAVENGER
HUNT**

**FLOWER & SEED
SALE**

PAJAMA DAY

KARAOKE

DONATIONS

DID YOU KNOW? If you register your school under Best Buddies, you can use the "Best Buddies" name to get donations for your chapter!

Tips when asking for donations:

- Ask local businesses in your community
- Give specific details about what you are in need of and why
- Ask your staff advisors and chapter members for connections in the community
- Give the prospective donor/sponsor information about your Chapter and Best Buddies Program
- Present donors with a donation request letter - Head Office can give you a sample letter
- Write a thank you letter to businesses that have given goods, merchandise, or money to your Chapter

FUNDRAISING TIP: If you need help with a donation request letter or need fundraising ideas, reach out to our program coordinators, and we would love to help you!

IN-KIND DONATIONS

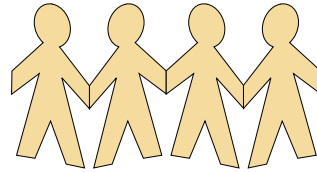


Receiving in-kind donations is another way to support group activities and fundraising. These donated products can be used in several ways such as:

- Prizes for giveaways (ex. gift cards, movie passes)
- Snacks for group meetings for members to enjoy
- Materials and supplies (ex. ingredients for a bake sale)

DONATIONS

cont'd...



TAX RECEIPTS

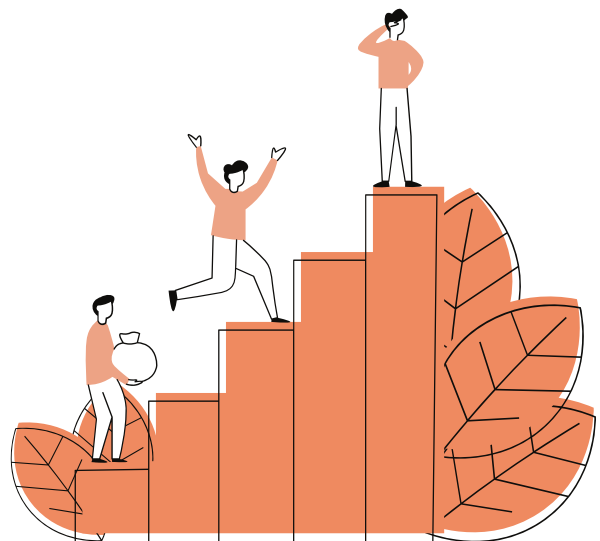
Only donations made out to "Best Buddies Canada" are eligible to receive an income tax receipt. Therefore, if your Chapter is raising funds, any cheques must be made payable to "Best Buddies Canada – [Your Chapter Name]", or cash should be given directly to Best Buddies Canada. Best Buddies will deposit the funds into your Chapter's account at the Head Office. These funds can be used for any Chapter expense. If you would like to fundraise and provide donors with a tax receipt, please reach out to Best Buddies staff for more details.

**REMEMBER TO INCLUDE OUR
CHARITABLE NUMBER IN
DONATION REQUESTS!**

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Tips for Success

- Decide early what fundraising events you would like to host during the year;
- Start promoting your events as soon as you have decided, this will give you more opportunities to spread the word;
- Set an achievable fundraising goal for each event;
- Make a list of things you will need and a budget for them to ensure your event is profitable;
- Delegate tasks where possible to chapter members;
- Reach out to your community - is there a local business or group that you think could help you?
- For University/College, have a dedicated fundraising member on your Leadership Team;
- Ask for help when you need it! Your program coordinator will be happy to help with any questions you may have.



Example: Food Sale

Ideas:

- A bake sale
- A pop sale
- Pizza sale



Steps:

1. Decide what you would like to sell, some examples from past Chapters are baked goods, pop, pizza.
2. Organize a space to sell, this can be a table in your school hallway, or in a class room.
3. Ask Chapter members or parents to help source the food. This may include having members bake allergen-safe foods, or having a parent pick up pop from Costco.
4. Promote the event, on social media and with flyers/announcements at the school.
5. Have chapter members help day of to organize/sell the food.

TIP: You can ask for an in-kind donation of food from a grocery store, so that it is discounted or free. This helps increase the amount you can raise for your school.

Example: Sports

Ideas:

- Hooping it Up
- Best Buddies walk/run around your school
- Sports Day
- Obstacle Course event



Steps:

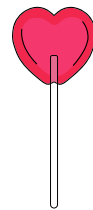
1. Decide what kind of event you would like to have. This may be a sports day with rotating events like bean-bag toss and soccer, Hooping It Up, a walk/run, or an obstacle course.
2. Pick a day to host your event, and find a space to hold it in. For example, Hooping it Up needs a basketball court, and a Best Buddies walk needs outside space.
3. Get any materials you might need, i.e, basket balls.
4. Promote the event on social media and with flyers/announcements in the school. Be sure to note the cost for participation. For example, \$2 to participate with Hooping it Up, or raising \$5 for the walk.
5. Have chapter members help with set up, running the event or take down.

TIP: Put your own spin on the event! Have a theme for your day, i.e., wear your favourite colour.

Example: Holiday-themed

Ideas:

- Holiday cookie decorating and sale (Christmas, Easter, Valentines, etc.)
- Valentines candy-grams
- Halloween dance



Steps:

1. Pick a fundraising event for your holiday, with holidays throughout the school year, there are plenty to choose from.
2. Figure out what you will need, this may include candy for candy-grams, cookies (home-made or store bought) for a holiday bake sale, or a space and equipment for your dance.
3. Promote the event on social media and with flyers/announcements in the school. Be sure to note the cost for participation. For example, \$2 entry fee for the dance, \$1 per candy-gram.
4. Ask chapter members to assist with decorating the cookies, making candy-grams or organizing, setting up and cleaning for the dance.
5. Have the event!

TIP: Use the general donation letter to receive in-kind donations of food or drinks for your fundraiser.

Example: Community

Ideas:

- Recycling drive
- Used book sale
- Talent show
- School picnic



Steps:

1. Choose your event. We love that these can be things that benefit your community or grow community in your school.
2. Decide on a day/time and choose a space that will work. For the recycling drive, ask a parent if they are able to collect and deposit the recyclables.
3. Promote the event on social media and with flyers/announcements in the school. Be sure to note the cost for participation, for example a suggested \$2 donation for the talent show or the picnic, or suggested number of books to donate.
4. Have the event!

TIP: Reach out to recycling plants beforehand to see what they will take. For example, pop cans may not be as profitable as heavy metals.

Donation Letter

DATE

ADDRESSEE

NAME OF ORGANIZATION

ADDRESS

To Whom it May Concern:

My name is (INSERT NAME) and I am the Staff Advisor for the Best Buddies program at (SCHOOL NAME).

Best Buddies Canada is a national charity that helps promote inclusion and reduce bullying through friendship for individuals with an intellectual or developmental disability (IDD). For the past 28 years, Best Buddies Canada has been in elementary schools, middle schools, high schools, universities and colleges nationwide. (SCHOOL NAME) students with an IDD are paired in one-to-one friendships with a peer buddy. Students get to know one another and develop lasting friendships.

Through Best Buddies, people with intellectual and developmental disabilities spend time enjoying the same experiences most people take for granted – such as going for coffee, watching a movie or simply enjoying the company of a friend.

We are currently planning (NAME OF EVENT HERE) and would like to ask for your support. We are responsible for paying for all of our group's expenses and want to make sure that all of our members are able to participate. If (NAME OF COMPANY) could donate (NAME DONATION), we would be able to host a successful event for all our participants.

If you would like a tax receipt for your donation, cash or cheques should be paid to:

Best Buddies Canada
3250 Bloor Street West,
East Tower, Suite 600,
Toronto, ON, M8X 2X9

Thank you for your support – because everyone deserves a friend!

Sincerely,
(INSERT NAME)

In-Kind Donation Letter

DATE

ADDRESSEE

NAME OF ORGANIZATION

ADDRESS

To Whom it May Concern:

My name is (INSERT NAME) and I am the Staff Advisor for the Best Buddies program at (SCHOOL NAME).

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Thank you for your support – because everyone deserves a friend!

Sincerely,
(INSERT NAME)