



Get inspired.



Get involved.



Get going!

SCIAF's fundraising guide



SCIAF
Uniting for a just world
Caritas Scotland

SCIAF is more than just the WEE BOX. From January to December, and whether a child or grandparent, there are so many ways to get involved with our work, and reach out with love and compassion to those who are less fortunate than ourselves.

Get inspired. **More than just a WEE BOX**

P.4-6 Create your own fundraiser

We've got all the necessary resources you need to create your very own fundraiser, from coffee mornings to SCIAF suppers!

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For those who are up for a bit of a challenge, including sponsored Kiltwalks and marathons!

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Bring SCIAF into your special day, by donating your birthday or considering our wedding favours!

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So, what are you waiting for?
Put your faith into action today!
Get inspired. Get involved.
Get going!



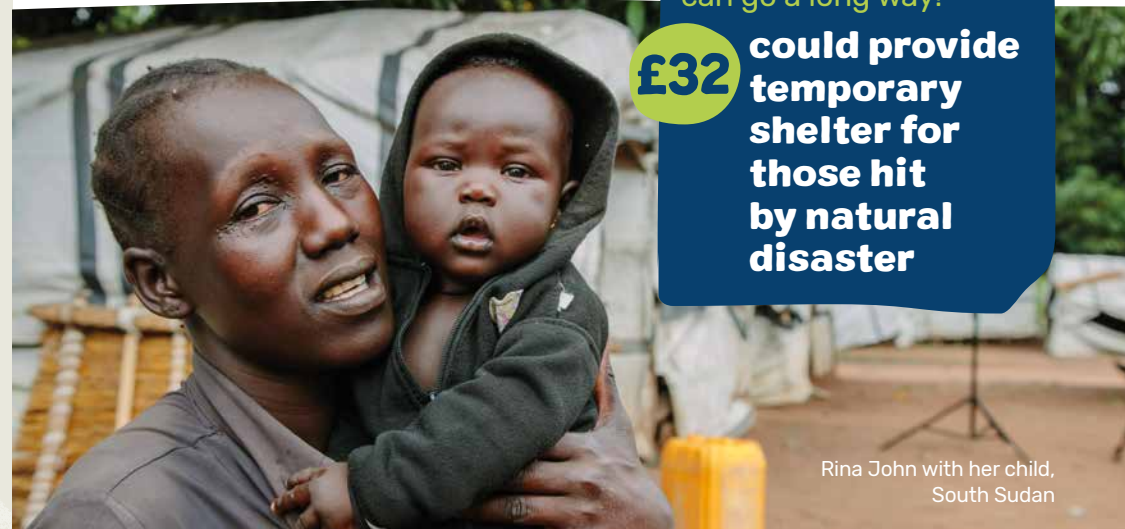
The world exists for all of us, yet, each and every day, one in nine of our sisters and brothers around the world are unable to access clean drinking water and are forced to go to bed on empty stomachs. By fundraising for SCIAF, your love can overpower this injustice, lifting up the lives of those living in poverty.

And you don't need to wait for our WEE BOX appeal to make a difference. Winter, spring, summer or autumn, you can put

your faith into action to help SCIAF end poverty, protect our Common Home, and help people recover from disaster. In Scotland, your acts of love can take many forms, from setting up creative fundraisers, to getting involved in heroic challenges. And, at all times, we'll be at your side to make them a big success, not just for you, but for millions of people in the world's poorest places too.

Even a little
can go a long way!

£32 could provide
temporary
shelter for
those hit
by natural
disaster



Rina John with her child,
South Sudan

Even a little
can go a long way!

£4 could help
provide seeds
to allow
families to
grow corn and
vegetables



Eunice,
Farmer in Zambia

Get inspired. Create your own fundraiser

Whether you charge an entry fee, ask for donations, or set prices, the following can be great ways to create your own fundraiser, and have lots of fun along the way!

Organise a coffee morning

Come together in parishes, schools, community centres, homes and workplaces and enjoy a coffee, some delicious treats and a good chat with friends. We'll support your coffee mornings by providing prayers, stories and videos of our work, as well as bunting to make your event feel like a real SCIAF occasion!

- **Get baking:** Cupcakes, tray bakes, scones, homemade biscuits – the list is endless. And remember to have bags, boxes or paper plates ready to package up takeaways!

“There are not two categories of people. There are not some who were born to have everything and leave others with nothing and a majority that has nothing and can't enjoy the happiness that God has created for all. God wants a Christian society, one in which we share the good things that God has given for all of us.”

Saint Oscar Romero

SCIAF Supper

- **Ready, Steady, Cook:** Check out our recipe ideas and choose a cuisine from one of the countries we work in.
- **Family style:** Serve on large platters to make it easy to share around the table and give it a more intimate family feel.
- **Keep it simple:** Have a cold starter and choose a non-bake dessert to make it as time efficient as possible!

Get social and spread the word!

Take lots of photos at your fundraiser and tweet us @sciaf using #SCIAFGetInvolved! This will help share your experiences and encourage others to hold an event.

For recipe ideas from across the SCIAF family, please visit sciaf.org.uk/resources/cookbook. There's inspiration from partners and their communities overseas, as well as from our staff, volunteers and supporters here in Scotland.

Other tasty ideas

- **Easter egg treasure hunt:** The kids will love it! Draw a map with picture clues and the number of eggs in each location. Leave a hunting bucket for each child with the treasure map...
- **Picnic in your parish or school:** Prepare lots of sandwiches, snacks and fruit and use a space in your parish or school. Charge an entry fee to come along!
- **Curry competition:** Spices at the ready! Get your friends to cook some delicious spicy foods to combat the chillier weather. Have a 'taste off' as a group to identify the winner...
- **Wine tasting:** For wine lovers! Buy in something new, do some research, and host a tasting evening.
- **BBQ sizzler:** Barbeques are a great way to raise money. Make sure to cater for all tastes and dietary requirements, and stock up on enough fuel to get you through. Why not plan some games for the kids to keep them occupied and out of the cooking area?

Online alternatives

With the pandemic, we've all become more used to online events, and it's now easier than ever to set up virtual fundraisers using software such as Zoom. Great online events include themed quizzes, bingo and games nights!

For more information and support please visit our website or contact getinvolved@sciaf.org.uk

Fun & games

- **Host a carnival:** Make it an old-fashioned evening out, with carnival games, giant cards, dunk-tanks, knock down the pins, freshly popped popcorn, dancing, and bingo. Fake tattoos and face painting for everyone can be fun as well!
- **Car wash:** Drivers love a nice clean car, so this is a great opportunity to fundraise. Lots of water, bubbles, sponges and elbow grease required...
- **Bring 'n' buy sale:** Gather up any unwanted belongings at home and bring it to your church, school or office. It's a great way to have a clear out and raise funds for SCIAF.
- **Auction off promises or services:** For example, 'I promise to sweep your drive or mow your lawn for 6 months!'
- **Film night:** Pick a real crowd pleaser and get everyone together in your home or garden. Remember to get in the popcorn, nachos and ice cream...
- **Quiz night:** Hold a quiz in your parish, school, office or even online!
- **Bingo night:** Bingo is fun for people of all ages. Find a good caller and you are on the way to a great night...
- **Indoor games night:** Anything goes here! A pool table, dart board, chess, or a good mix of board games can set you up for a night of fun and laughs.

Get active

- **Football tournament:** Use local pitches and get together teams of five people of all ages and abilities. Donations from each team will help raise funds.
- **Take a walk on the wild side:** Scotland is a beautiful country with lots of gorgeous and challenging trails. Head to visitscotland.com for some ideas for a sponsored walk.
- **White water rafting or sponsored bungee jumping:** For the more daring among us, but great fun! Have a look at visitscotland.com for some locations.
- **Challenge Events:** We also host our own challenge events, and provide spaces on organised marathons and walkathons. Please see **Page 7** for more information.

Other ideas

- **Sponsored fast:** Everyone feels hungry on a daily basis, but not everyone can satisfy that hunger. By getting sponsored to participate in a 24-hour fast, you can join in solidarity with all those around the world who don't have enough to eat. We can send you some guidelines and top tips to help keep you safe, and make the most of your fast.
- **Mulled wine, mince pies and a Christmas movie night:** There are so many festive films to choose from. Organise some mulled wine and mince pies and enjoy some family fun. Add in some carol singing too!

Even a little
can go a long way!

£11

could help provide
life-saving
face masks and
hand sanitiser
for vulnerable
families overseas



Get inspired.

SCIAF challenge events

For those who like to push their limits, we provide places for upcoming half and full marathons, and host regular challenge events around Scotland! This allows the SCIAF family to come together at once to raise money. We will provide runners with t-shirts, sponsorship forms and advice to get going!

• The SCIAF Family Fun Run:

Our 6k family-focused challenge event is a great way to come together with other SCIAF supporters, raise money and get active. Whether you want to walk, jog or run, you can get sponsored and join us on your own, as a family, a group of friends, school, or a parish.

- **Kiltwalk for SCIAF:** This mass participation walking event takes place across Scotland each year in Glasgow, Aberdeen, Dundee and Edinburgh. And, of course, walkers are encouraged to wear kilts.

- **Walk With Me:** We've devised a virtual challenge for you to walk the length of your diocese! To do this, you need to travel the distance from the most southerly parish to the most northerly parish in your Catholic diocese and ask friends and family to sponsor you. Any money raised will be split 50/50 between SCIAF and your chosen parish.

- **Other running events:** If you are taking part in a 5k, 10k, a half marathon or even a marathon, we'll provide you with a fundraising pack, including a SCIAF t-shirt, sponsorship forms and a training guide to get you started. Plus, we've created a guide on 'how to set-up a JustGiving page'. Please visit our website for details.

Walk with me distances

Aberdeen: 215 miles

St Mary's, Stonehaven – St Anne's, Thurso

Argyll & the Isles: 118 miles

St Mun's, Dunoon – Our Lady of the Rosary & St Columba, Kingussie

Dunkeld: 70 miles

St Mungo's, Alloa – St Ninian's, Brechin

Galloway: 80 miles

St Joseph's, Stranraer – St Mary Star of the Sea, Largs

Glasgow: 38 miles

Holy Name, Mansewood, Glasgow – St Peter & Paul's, Arrochar

Motherwell: 35 miles

St Isidore's, Biggar – St Barbara's, Muirhead

Paisley: 31 miles

St Bridget's, Eaglesham – St Ninian's, Gourrock

St Andrew's & Edinburgh: 100 miles

St Mary's & St David's, Hawick – St James, St Andrews

Please visit
sciaf.org.uk/get-involved/events
To find out more

 **Get inspired.**

Big celebrations

You can involve SCIAF in upcoming celebrations through our beautiful wedding favours, or by donating your birthday via Facebook.

Wedding favours

If you are organising an upcoming wedding, you can donate to SCIAF by purchasing our beautiful wedding favours. These cards, with SCIAF pin badges, can be given as thoughtful thank you gifts to your guests.



Birthday fundraiser on facebook

Facebook birthday fundraisers are an easy and effective way to support us! Just think, you could make your birthday even more special by reaching out in love to our sisters and brothers around the world.

Two weeks before your birthday, Facebook sends you a notification asking you if you would like to start a birthday fundraiser. Keep an eye out for this and click the notification.

And, if you're having any technical problems, feel free to contact us at getinvolved@sciaf.org.uk for advice and support!



Get involved. Fundraising event essentials

Set a date, location and budget

Decide when to hold your event:

Consider a day and time when lots of people will be available. Choose your venue carefully, and one that best suits your activity – a church or school hall, café, back garden, community centre, office, or even online. Check to see if the venue has all the facilities you may need: toilets, tables, chairs, a kitchen, lights etc.

Budget: Put together a budget – work out how much you think tickets or raffles could raise, and then make a list of expenditure. You want to be sure your event will both cover costs and raise money!

Fundraising target: Set a money target you'd like to reach. Keep this in mind throughout your planning process.

Book your venue: Secure the venue and pay a deposit if necessary. Always mention it's for a charity event and you may find you get a discount (or maybe even get it for free!)

Even a little
can go a long way!

£16

could help provide chickens for a family, giving a nutritious supply of eggs



Kamona Munyindeyi,
10, Zambia



Ask for help

Involve others: Ask for help with setting up, promoting and organising your event – it makes life much easier and is much more fun with an enthusiastic team!

SCIAF on standby: We'd be delighted to lend support by providing advice, or perhaps even some branded material such as a donation bucket. Please just let us know what you're planning!

Ask for a contribution: Contact local businesses and organisations to ask for raffle prizes or other support. Use all the contacts you have to pull in favours. If needed, we can provide a letter of authorisation.

Matched giving: Check with your employer to see if matched giving is available.

What is matched giving?

Some companies in the UK offer a 'Matched Giving' scheme for their employees. These companies will usually match – or top up – any funds that an employee raises for a registered charity such as SCIAF, which is great news for our sisters and brothers around the world! To find out if your employer can help, please contact your HR representative and let them know your plans! Our Scottish charity reference number is SC012302.

“How marvellous it would be if, at the end of the day, each of us could say: today I have performed an act of charity towards others!”

Pope Francis

 **Get involved.**

Make some noise

Invite everyone:
The more people who know about your event, the better!

- Social media is a fantastic way to reach lots of people quickly.
- Make sure to mention the event is for SCIAF.
- Try to make use of any social media account available to you – your own, your venue, church or school!
- E-mail, text or card invitations can get the word out, or try putting up flyers and posters in local areas such as shops, libraries, doctors and dentist surgeries.

Walk with me this August

St Bridget's, Eaglesham
– St Ninian's, Gourrock



 **Get inspired.**
 **Get involved.**
 **Get going!**

 **SCIAF**
Uniting for a just world
Glasgow Scotland



Blank SCIAF poster for you to fill in so you can advertise your event, included with our fundraising pack!

Local news:
Ask your local paper if they'd cover your event.

Our love must be not just words or mere talk, but something active and genuine

1 John 3:18

Get involved.

Sponsorship

Gift Aid it: Gift Aid adds an amazing 25% to the value of donations made. This means we can do even more vital work with some of the world's poorest communities, at no extra cost to those who donate. We'd be happy to give you advice on incorporating Gift Aid into your event. We also have useful resources such as collection envelopes and sponsorship forms.

Donation box: Make sure you have a donation box in a prominent location.

Online: If you're holding an event requiring sponsorship, consider setting up an online Just Giving page – just go to www.justgiving.com/sciaf.

In person: To pay in money you have raised, you can:

- Send us a cheque
- Bring the cash into our office
- Transfer the money to our online account, and let us know by emailing finance@sciaf.org.uk with your name. Our details are as follows:

83-21-08 16021287 SCIAF

In some cases, we may be able to send someone to collect the money from you.

Our Address:

7 West Nile St, Glasgow G1 2PR

Tech Support

If you'd like more information on how to set-up a Just Giving page or a birthday fundraiser on Facebook, please contact getinvolved@sciaf.org.uk

Even a little
can go a long way!

£25 could help provide farming tools, like watering cans and spades, to enable people to grow more food

Get involved.

The essentials checklist

Before the Event

- Decide what to do
- Set a date and time
- Put together a budget
- Find a venue
- Check the venue has all the facilities you need
- Book the venue
- Ask if friends and family can help with your event
- Let SCIAF know if we can help in any way
- Set a fundraising target
- Make sure you've set-up sponsorship channels
- Invite people to the event
- Check to see if your employer offers 'Matched Giving'
- Contact local businesses to see if they can donate
- Let the local newspaper know about your event

Event Day

- Track all money spent
- Take lots of pictures
- Have fun!

After the Event

- Thank people who gave up their time or money
- Announce how much money was raised
- Let SCIAF know about your success
- Consider writing a blog about your experiences for the SCIAF website
- Plan your next SCIAF fundraiser

“True charity requires courage: Let us overcome the fear of getting our hands dirty so as to help those in need”

Pope Francis

 **Get involved.**

Golden rules

Here are some important golden rules for legal compliance, safety and a successful event.

Let people know that you're fundraising for SCIAF:

Let people know you are fundraising to support SCIAF's work. Legally, it's important to be clear about who the money raised is for and what percentage of the amount raised will go to SCIAF.

Use the right language:

The Code of Fundraising Practice states that "A volunteer acting in aid of an organisation is raising funds but acting independently of the organisation. An organisation will often not know about the volunteer's acts." Please always use the phrase "in aid of" rather than the phrase "on behalf of". This helps keep us all correct and ensures we act within the spirit and the letter of the law.

Stay compliant:

There are two documents you might want to look at to help guide you in planning your event. First, the Institute of Fundraising's "Good Fundraising Guide", especially the section on Events. And, second, the "Code of Fundraising Practice" section on Events. You can find them both online.

Keep within the law: If you're having a raffle and using cloakroom tickets, they must be sold and drawn on the day of the event.

On the other hand, if you're selling tickets in advance, they need to be professionally printed with someone named as the promoter. The raffle organiser isn't allowed to win any prizes, and can't have any personal gain from the draw. Please contact getinvolved@sciaf.org.uk for advice on how to purchase a gambling license.

Be transparent: Once your event is over, make sure the money is counted carefully with someone else to witness the count. And, of course, please advertise the amount raised to all those who supported the event, perhaps using social media or by contacting the local press.

Stay safe and healthy: Depending on the size of your event, please consider having a couple of first aiders present at your event. And if you're serving or preparing food, ensure you look at food hygiene regulations to make sure you're preparing food safely.



Get a licence: If you're serving alcohol you may need to apply for a temporary event licence from your local authority – call them and check.

Snap happy: We would love to see lots of great photos of your event, but it's essential to consider consent. If you're taking someone's photo, you must make sure they give their permission for SCIAF to use their image on our website, social media and across other publications. If there are children (under 16) at your event you must ask their guardian's permission before taking or using photos of them. It is really important for every person to understand how the image might be used.

Using our logo:

Contact getinvolved@sciaf.org.uk and we can send you a copy of our logo, but please let us know how you intend to use it. Always mention 'SCIAF Registered Scottish Charity no. SC012302' on any publicity material.

Consider parking: Is there enough space for people to park at your event, if public transport will be difficult? If not, you may need to tell your local authority that lots of cars will be at a particular location.



These rules are not exhaustive and there might be other things you need to consider to get the best out of your event. If you are unsure of anything, please don't hesitate to contact our office on 0141 354 5555 or email getinvolved@sciaf.org.uk

Once you've gathered consent, please tag **@sciaf** on social media so we can share your good news or send your best photos to us via getinvolved@sciaf.org.uk

➔ Get going!

Thank you for putting your faith into action! With your support, we can help build the just and green world we all want to see...

A close shave

Stephen Deans of St Joseph's Parish Falkirk completed a daring "close shave" for us during Lent 2021. In total, he gave a hair-raising £524.00 in support of our work!



Castlebay coffee morning

Sgoil Bhàgh a' Chaisteil (Castlebay Community School) on the Isle of Barra hosted a fabulous coffee morning, raising over £1,600 for our work. Local people organised a wonderful feast of homemade cakes, fresh sandwiches, and tasty soup!

Scottish Catholic International Aid Fund

SCIAF is the official relief and development agency of the Catholic Church in Scotland and a proud member of the Caritas family.
7 West Nile Street, Glasgow G12PR. Tel: 0141 354 5555.
Scottish Charity No: SC012302. Company No: SC197327.
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 **Caritas**
Internationalis



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