

# Ki MARNEN

Ki Mwana! (it means "Hey There!") and we're so happy to hear you're interested in spreading the word of KiSS. We realise you may never have done fundraising before, but don't worry, we're here to give YOU as much help as possible to start a fundraising event.

That's why we've created this pack, to give you some ideas of what you can do, tips for complicated issues and guidance on matters you might not have considered.

We really do hope that you decide to join KiSS as a Campus Ambassador. Many of you have seen the incredible work done in Uganda and we'd love you to help us do more.

So thank you in advance, we look forward to hearing from you!













# The Work Kiss does:

# Education

KiSS supports children at every stage of their schooling including nursery, primary, secondary and university education as well as vocational training. The need in Uganda is great and there is always more that can be done.

KiSS helps with school fees, books, uniforms, and other equipment. We also provide a well stocked library and computers with KiSS staff offering a safe, supportive places to study after school and at weekends.

In addition KiSS also has income generating projects to families to allow children to stop work and start school

# Healthcare

One of the greatest barriers that prevents children from accessing education is poor health. Healthcare in Uganda comes at a cost, meaning that many cannot afford even simple treatments. KiSS provides:

- Emergency care in life-threatening situations
- Ongoing support to children with HIV and other ongoing, life-limiting illnesses
- Access to specialist help and education for children with disabilities
- Support for children who have been the victims of violence or neglect

# Community

Over the last 20 years KiSS has become an incredibly important part of the communities in Kasambya and Hoima. The KiSS sites are a place where everyone is welcomed. Children are able to play and talk together while parents are able to offer each other friendship and advice. KiSS sites are also a safe space for members of the community who are in particular distress

# Where your money goes:

£10 a month provides a year's worth of secondary education for a vulnerable child.

Just £2 a month is all it costs for life saving malaria treatment.

> £24 buys two mattresses for a family who have been sleeping on the floor.

£4000 allows us to construct a house for a family living in unsafe accommodation

> £5 a month feeds a child suffering from HIV/AIDs

£600 gives a vulnerable young person a new start by sending them to university

# Five Fantastic Fundraising Ideas

# 1. Sponsored Walk



There's no limit to how much money you could raise. Get a group of friends involved and the sky's the limit!

Challenge yourself, get fit and raise money for KiSS all at once! Set yourself a target, be it a half marathon, swimming the marathon or long distance cycling and get those sponsorship forms out there! If you've always wanted to do something like this, then go for it and donate any money raised to help support children in Uganda. Pushing yourself to the limits is an incredible experience made even better knowing that it's for such a good cause.

To make the most of your sponsorships, tell as many people as possible – friends, family, rotary clubs and co-workers. Just think of how much money you'd raise if every person you knew just gave a pound!



# 2. Bag Packing

A brilliant idea for a small group of volunteers. Packing bags at the local supermarket not only raises money for KiSS (through donations), but you can use the opportunity to explain the work KiSS does.

Gives you the chance to raise £100 to £300 in one afternoon! A real 'supermarket sweep'.

# **3. Pub Quiz Night**

Who doesn't love a good pub quiz? The best thing about this idea is that it's both really fun and really, really easy. All you need to do is contact your favourite place, find a brainbox to secretly devise your questions, charge £10 a ticket and then sit back, relax and enjoy an evening of competitive, charitable fun.

Another brilliant idea is T-Shirts. Ask everyone to donate a little bit more (£15) and then give them a fantastic KiSS shirt they can wear on the night. T-Shirts also raise awareness of the event and create a sense of community amongst everyone. Drop us a message at Campus.Ambassador.KiSS@gmail.com to see if we can help!

If you can get 8 teams of 4 together, you'll have raised over £300 even before you ace that first question!

Do be careful with alcohol though and advise everyone else to drink responsibly.





These sort of events are brilliant for fundraising for two big reasons: 1) they're ever so simple to organise and 2) they're cheap as anything to run.

Depending on the size of your stall, you could easily raise £200 plus in just one afternoon! Bon appetit!

# 4. Food Stall

From cake sales, to pizza lunches, there's nothing quite like cheap food to catch people's attention. One way is to contact your local businesses (think Papa Jones or Starbucks) and see if they're interested in sending some free food your way.

Or go for the 'tried and tested' cake sale. Get a group of Bake Off wannabes together, set up shop somewhere central and watch the crowds roll in!

# 5. Flat Dinner

A really simple and sociable event that's sure to bring out the Masterchef in you—it is also probably the simplest to organise. Gather together friends, flat mates, society members and get cooking! If your guests are new to KiSS, introduce us and your experiences with us. After the night make sure you keep people up to date with your work!



A flat dinner can raise a surprising amount of money guests can donate upfront, you can organise activities, or just stick a bucket on the table and have people chip in!

# Loads of Other Ideas:

- Arts and crafts fair
- Auction
- Brazilian carnival
- Battle of the bands
- Bike ride
- Cake sales
- **Christmas cards**
- **Cricket match**
- Disco
- **Fancy dress**
- Five a side football
- Give something up
- **Guess the number**

- Hair Salon
- Indoor games
- Jumble sales .
- Karaoke •
- Litter picking
- Loud tie day
- Money boxes •
  - Musical evening
- Odd job Day
  - Penalty shoot out
  - **Photo competitions**
  - Pantomime
  - **Poetry reading**

- **PTA coffee morning**
- Quiz •
- Raffles •
- **Read-athon**
- **Rounders tournament**
- Swim-athon
- Twenty four hour fast •
- **Treasure Hunt** •
- Walk for KiSS

There are thousands of other ideas, get creative or contact us Campus.Ambassador.KiSS@gmail.com

# **Health and Safety**

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The most important thing to bear in mind with any event, is to make sure everyone is safe. Always make sure you've got procedures in place for fires, accidents and other emergencies and ensure that volunteers are made aware of them.

There are comprehensive guides put together by the Health and Safety executive, check them out:

URL: http:// www.hse.gov.uk/eventsafety







# Step by Step

**Pick an event.** Do you want to involve lots of people, or be sponsored to do something?

**Speak to us.** Talk over your ideas with your Campus Ambassador Manager, so that we can help!

Let us know how it went! Get in contact with us (last page for our details) we'd love to hear from you.

> Think about what a great job you're doing. Seriously, doing an event for KiSS is brilliant, keep it up!

**Remember the details.** Have you thought about parking, dietary requirements, any expenditures...

> **Spread the word.** Get on Twitter and Facebook, pull in all those favours people owe you and tag us in any Facebook or Twitter posts!

Health and Safety. Double check your Heath and Safety plans, especially any emergency procedures. We want you to be safe!

# Publicity

Publicity is one of the most important parts of organising any event. Without publicity nobody's going to know about the fantastic work you're planning, with publicity your event is going to get larger and larger.

# Social Media

- Use it! Twitter and Facebook are so much a part of people's lives that promoting an event on them is really going to make a difference.
- Keep it going! Don't leave your publicity to one or two tweets, get active, engage people, keep reminding them and asking them to invite others.
- **Be noticeable!** There's so much information on social media that you're going to have to stand out from it all. Create an eye-catching event page, use a #CatchyHashtag, get in contact with us and we'll help share it!

### Newspapers

 Be frontpage news! Local and student newspapers always love a good charity story—especially if you're planning something large or utterly original. Don't be afraid to write to them and let them know what you're planning.

# Societies and The Students Union

Expand your scope! University Societies and Unions are all about getting groups of interesting people involved in events, why not involve them in your event? Whether you just involve one society (e.g. a Charity Society sports tournament) or try and involve the whole university, more people means a more successful event.

# **How We Can Help Your Event**

We here at KiSS are delighted you are interested in fundraising for us and would like to help at any opportunity we can. Whether you need ready made posters or sponsorship forms; advice for Gift Aid or film licenses; or simply to talk over your ideas, we're here for you.

Your Campus Ambassador Manager will always be on hand for you to speak with. They will be able to provide support and advice for any events you plan.

Contact us directly at: Campus.Ambassador.KiSS@gmail.com

 Twitter: @KiSS\_Charity

 Facebook: KiSS.Charity

# **Money Management**

All fundraising must be transferred to KiSS via the Campus Coordinator within 5 days. The steps to do so are below:

Contact us with the amount raised
 Transfer the amount raised to B FOSTER
 Account: 84933802 Sort: 09-01-28

3) We will then audit and forward your fundraising—thank you!



# **Student RAG**

- Easily one of the best ways to raise money for KiSS is to involve us with your University's RAG (Raising and Giving).
- This can either be for just
  a single event, or you
  could persuade the RAG
  Committee to support KiSS
  for an entire year just
  think of the amount of
  money that would raise!
- So, if you feel confident,
  make the RAG your
  number one priority write to its President, go
  to the meetings and try as
  hard as you can to get it
  involved with KiSS

# **Campus Ambassador Expectations**

We are so excited that you have chosen to work with us as a Campus Ambassador to help spread to word of KiSS. Without volunteers, such as yourself, we would be unable to help KiSS grow in this way. Honestly, thank you.

So that everyone is on the same page, however, below is what we would love you to achieve over the year as a Campus Ambassador. Please do note, however, that these expectations are a guideline, so feel free to go above and beyond them to really drive KiSS onwards and upwards!

# We ask our Ambassadors to:

- Work towards fundraising £500 over the course of 12 months
- Work with students and societies to spread awareness of KiSS
- Help to recruit the next
   Campus Ambassador at your university
- Transfer all money raised for KiSS within *five days* of collection
- Organise a termly telephone call with the CA Manager
- Answer all emails and messages from the Manager within two days



# Money Submission Form

The easiest way for your to submit any of the money you've raised Is through the transfer procedure at the end of the Fundraising Pack.

If it's not possible for you to use our JustGiving page then please fill in this form and send it back within five days of collection and with a cheque payable to "KiSS" to:

### KiSS 7 Bedford Road, Letchworth, Herts , SG6 4DJ

First Name:....

Telephone Number:.....

Surname:
Juinanie

Email:....

♦ I enclose a cheque payable to **KiSS** for £.....

Signed.....

Date.....

• I am happy for KiSS to claim Gift Aid on £..... my donation.



Registered Charity No. 1081937