

Fundraising for the Orange County Rape Crisis Center

What is a supporter?

A supporter is a person or group of people dedicated to **spreading awareness** about sexual violence and **committed to raising the much needed funds** for the Orange County Rape Crisis Center to operate and expand its programs and services. Nearly 35% of the Center's funding comes from supporters like you.

Why we need your help!

- To continue to **provide crisis services** to survivors 24-hours a day, every day of the year.
- To maintain the **operation and expansion** of our programs and services.
- To continue to **educate the community** each year about sexual violence, its impact, and prevention and awareness.

About the Orange County Rape Crisis Center

The Orange County Rape Crisis Center is a non-profit, volunteer agency that has been serving this community since 1974. The Center works to stop sexual violence and its impact through support, education, and advocacy.

Our services are confidential and include: a 24-hour crisis intervention service that provides support and assistance to survivors of sexual assault, their families, and friends; information and referrals concerning the law enforcement, medical, and legal processes; support groups for sexual assault and child sexual abuse survivors; and educational programs on sexual assault awareness and prevention.

For more information about the Center, service programs, and how to get involved, please visit: <http://www.ocrcc.org> or call (919) 968-4647.

Interested in partnering with us? Take the next step!

Contact Alyson Culin to learn how to get involved!

alyson@ocrcc.org

(919) 968-4647

Do something good for yourself!

- Commit to participating in a 5K, marathon, bike, or other **race** and ask friends, family, and colleagues to sponsor you.

Host an event others will remember for years to come!

- Host a **giving party** – a house party or holiday party where you ask for donations in exchange for food and entertainment.
- Host a **fundraiser** for the Center with your fraternity, sorority, or other organization.
- Host a **benefit concert** for the Center. Coordinate with local bands and venues to try and get the space and entertainment donated.
- Host a **battle of the bands** and donate proceeds to the Center.

Express yourself!

- Plan a **poetry reading** at a local venue and ask others to come out and share as well. Ask for open donations before and after your reading.
- Host an **art show** and sell artwork or handmade crafts. Donate proceeds to the Center.
- Start a **blog** and ask people to sponsor you.
- Host a **talent show** and donate ticket proceeds to the Center.

Branch out into the community!

- Have a **yard sale**. Get a bunch of friends together and pool your resources to have one giant sale, with proceeds benefiting the Center.
- Hold a **car wash**.
- Hold a **bake sale** at a local church, park, school, etc.

Connect with others!

- Solicit online contributions by sending out an **e-mail** to all of your contacts, both personal and professional, expressing your support for the Center and why others should contribute to the cause.

Do something totally different!

- Organize a **Brown Bag Day** at your office or school and donate your lunch money.
- Host a **Bingo** Fundraiser!
- In lieu of **holiday and birthday gifts**, ask family, friends, and colleagues to donate to the Center in your honor.

Get creative!

- Use your imagination! Anything that sounds fun and creative is bound to draw a crowd. Cater to your intended audience and **have fun!**

Follow these 7 easy steps for a seamless, fun, and well-organized event:

Step 1: Form a Working Group or Host Committee

Good news! You don't have to do it alone! Some of the most successful events include a group of people who represent a wide range of ideas and expertise. Reach out to friends, family, and community members that might be interested in raising awareness and fundraising to support the Center's work to stop sexual violence and its impact.

Once you have formed a working group, call a meeting to formulate an event-planning checklist, assign roles, and delegate responsibilities. Re-group periodically as the day of the event approaches.

Step 2: Choose a Location

Keep it simple! Fancy and elaborate does not necessarily ensure success. The easiest place to have your event might be the most suitable place. Consider these often-overlooked event locales:

- Your home or a friend or family member's home
- A local community center or church
- A coffee shop, bowling alley, or club
- Any place that is fun, convenient, and free!

Keep in mind the nature of your event, the ages/interests of your guests, and your budget when choosing a location.

Step 3: Pick a Date

Choose a date that works for you, your chosen location, and the majority of the people you are planning to invite. Be aware of holidays, long weekends, and other large events that might already be scheduled for that day.

Step 4: Create your Invitations and Develop an Invitation List

This is your opportunity to be truly creative! The design is all your own, from an e-vite to a hand-crafted invitation, but be sure to include all the necessary information your guests will need, including:

- Date
- Start/End Time
- Location

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- Description of event/theme and activities
- Cost (if applicable)
- Working group members and contact information
- Brief summary of the Orange County Rape Crisis Center and language indicating that your event is to benefit the Center
- RSVP deadline and contact information (if applicable)

Use the network of your working group to devise a list of people who may be interested in helping stop sexual violence. Invite twice as many people as you expect to attend, as some will likely not be able to make it.

Step 5: Generating Donations and Dollars

In thinking about the best way to raise money at your event, be sure to consider the people that you are inviting as well as the type of event you are having and associated costs. Here are a couple of things to consider:

- Would most of your guests be able to make a contribution at the door?
- Are you providing food or an activity that has a cash value (bowling, etc)?

Provide several opportunities for people to give—create a cover charge for the event, raffle items or prizes, personally ask others to donate, construct a donation form to be passed around during the event, host a silent auction, or make another contribution method available to guests.

Step 6: Final Event Check List

Throughout the event planning process you have added and crossed out "to-do's" on your list. Now is the time to verify that all necessary tasks have been completed. Send an event reminder to all potential attendees as a final check of who will be attending.

Step 7: Post-Event Follow Up

Congratulations! Your event was a tremendous success, but there are a few things that still need to be completed. Send "thank you's" to your working group, attendees, venue, etc. and accurately organize funds to be donated to the Center as soon after your event as possible (preferably within one week). Please do not send cash. Instead, write a check or send a money order to the Orange County Rape Crisis Center. In addition, send a complete list of all donors and their contact information so the Center can send thanks for their contribution.

I have never hosted or planned a fundraising event before; can I still be effective?

Raising money does not have to be difficult, but we understand that it can be intimidating. Just keep it simple; invite people who care about you and the fight against sexual violence—you will be amazed how easy it can be. Review our Event Planning Tips for more details on how to make your event a fundraising success.

Do I have to host an event, or can I just make a donation to the Rape Crisis Center?

You *do not* have to host an event, although it is an excellent way to raise awareness about sexual violence, in addition to introducing others to the Rape Crisis Center and the importance of supporting our organization. However, if you would prefer to make a donation directly to the Center, please visit: <http://www.ocrcc.org>.

Will the Rape Crisis Center help me organize my event?

Organizers are generally responsible for planning and organizing their own event. However, please review our event ideas and planning tips for any assistance you may need. In addition, we can provide informational materials about OCRCC including crisis cards, brochures, and other flyers for getting involved.

Will the Rape Crisis Center help me cover the expenses for my event?

Because we are a non-profit organization, we are unable to provide financial assistance for any event. This allows us to allocate as much money as possible to the services we provide.

I have decided to host an event; what is the first step?

Contact the Center! We have materials and resources that can assist you in hosting a successful fundraising event. Remember that you do not have to host an event single-handedly—ask friends and family to help brainstorm ideas and get started!

Can I use your name and logo?

If you would like to use our name and logo on any publication—print or electronic—stating that you are hosting an event on behalf of the Center, you must first contact the Center so we can review your event. To do so, contact Alyson Culin at alyson@ocrcc.org.

Will you advertise my event on your website?

If you are hosting a large-scale event that is open to the public, please contact us at info@ocrcc.org to see if a web presence is possible.

Can contributors write a check to me and then I will write a big check to the Center?

It is more appropriate for each individual donor to write his or her own check to the Orange County Rape Crisis Center. This allows each contributor to receive a tax deduction and removes any potential skepticism regarding the legitimacy of your fundraiser.

Can people donate with cash or by a credit card?

Yes. Please fill out a donation form for people that pay with cash so we can thank them for their support. *Never, under any circumstance, send cash through the mail*; instead, convert the cash into a money order or personal check. For credit card donations, the Center accepts MasterCard, Visa, American Express, and Discover.

Are gifts to OCRCC tax deductible?

Yes. The Orange County Rape Crisis Center is a 501 (c) (3) organization and all donations are tax deductible to the fullest extent of the law.

Will OCRCC send thank you letters to my guests?

Yes. The Center will send thank you letters to everyone who makes a donation; therefore it is essential that you provide us with all the necessary contact information. It should be noted that thank you letters also serve as receipts for tax purposes.

Will my event be covered under OCRCC's insurance?

No. The Center cannot assume liability for any damages, injuries, or any other mishaps that may result from your event.

Who can I contact if I have any further questions?

Please email Alyson Culin, Development & Marketing Director, at alyson@ocrcc.org or call (919) 968-4647.