



**Camp Fire Central Texas
Third-Party Fundraising Toolkit**

Thank You for Supporting Camp Fire Central Texas!

Your decision to host a fundraiser for Camp Fire Central Texas helps us build a brighter future for children, youth, and families across our community. This toolkit will guide you through the process of organizing and hosting a successful event. Whether you're a business giving back a portion of your proceeds or planning a small bake sale or a large benefit gala, we are here to support you every step of the way.

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1. About Camp Fire Central Texas

Mission:

We build caring, confident youth and future leaders through hands-on science, outdoor experiences, and service to the community.

Vision:

All kids and families can find their spark, lift their voice, connect with nature, and shape the world.

Your Impact:

Funds raised from your event will help provide scholarships, fund new programs, and support our mission to create meaningful outdoor, STEM, and leadership experiences for youth.

2. Businesses Giving Back: Partnering with Local Businesses to Support Camp Fire Central Texas

Local businesses can make a huge impact by giving back a portion of their proceeds to support the programs at Camp Fire Central Texas. This type of partnership benefits both the business and our organization, allowing businesses to demonstrate their community involvement while helping children and families thrive.

How Business Partnerships Work

When businesses participate in our "Give Back" initiative, they agree to donate a percentage of sales from a specific product, service, or day's revenue to Camp Fire Central Texas. This partnership allows businesses to engage with the community while supporting our mission to build caring, confident youth and future leaders.

Example Partnership Models:

1. **Percentage-of-Sales Days:** The business chooses a specific day or weekend to donate a portion (e.g., 10-20%) of all sales to Camp Fire Central Texas. They promote this day to their customers, and we help spread the word through our networks.
 - **Example:** A local café hosts a "Camp Fire Day" where 15% of all sales are donated to Camp Fire programs.
2. **Specific Product Proceeds:** A business selects a product or category of products where a portion of each sale will benefit Camp Fire Central Texas. This is often done with items that align with our mission (e.g., outdoor gear, books about nature, STEM kits).

- **Example:** A bookstore donates \$1 from every nature-themed book sold during the month of September.
- 3. **Ongoing Percentage Donations:** Some businesses choose to donate a percentage of their sales on an ongoing basis. This could be weekly, monthly, or quarterly.
 - **Example:** A local yoga studio donates 5% of proceeds from their weekend classes every quarter.
- 4. **Events or Experiences:** Businesses can host special fundraising events or workshops with proceeds benefiting Camp Fire.
 - **Example:** A local brewery hosts a trivia night where all entry fees and 10% of the night's sales go to support Camp Fire programs.

Steps for Businesses to Get Involved:

1. **Choose Your Model:** Decide how you want to structure the donation (percentage of sales, specific product, or event-based giving).
2. **Contact Us:** Reach out to Camp Fire Central Texas at info@camp-fire.org to discuss the details and receive support for promoting your event or donation.
3. **Promote Your Partnership:** We'll help spread the word by promoting your business's fundraiser on our website and social media channels. You can also share information through your networks, in-store signage, and flyers.
4. **Make an Impact:** At the end of the campaign, send the collected funds to Camp Fire Central Texas and celebrate the difference your business has made in the lives of children and families.

Success Story:

Local Business Partnership – Kendra Scott

Kendra Scott partnered with Camp Fire Central Texas for a one-day event where they generously donated 20% of all sales from their Austin location. With promotion from both Kendra Scott and Camp Fire, the event attracted a large number of shoppers, and the proceeds helped fund scholarships for children to attend Camp Fire's summer camps. This partnership raised over \$1,000 in just one day!

Frequently Asked Questions (FAQ) for Businesses:

1. **What types of businesses can participate?**
Any business—whether it's a restaurant, retail shop, service provider, or entertainment venue—can host a give-back event or donate a portion of their proceeds.
2. **How do we decide how much to donate?**
You can choose a percentage of total sales, proceeds from a specific product, or a fixed

amount from event fees. We recommend choosing a model that works best for your business and capacity.

3. Can we get help promoting our fundraiser?

Absolutely! Camp Fire Central Texas will help spread the word via our social media channels, website, and email newsletter. You can also create in-store signage and flyers to encourage customer participation.

4. Are donations tax-deductible?

Yes! Camp Fire Central Texas is a 501(c)(3) organization, and all donations made to us are tax-deductible. We can provide your business with a donation receipt for tax purposes.

Partner with Us Today!

Your business has the power to make a difference in the lives of children, youth, and families in Central Texas. To get started with your "Give Back" partnership, contact us at the contact form linked below, or email info@camp-fire.org.

3. Getting Started

Choosing the Right Event:

Pick an event that fits your interests, budget, and the size of your planning committee. Some ideas include:

- **Small Events:** Bake sales, lemonade stands, car washes, yard sales.
- **Medium Events:** Trivia nights, charity dinners, fun runs.
- **Large Events:** Golf tournaments, concerts, auctions, benefit galas.

Forming a Planning Committee:

Gather a group of enthusiastic individuals to help with planning and executing your event. Assign roles such as event lead, marketing coordinator, treasurer, and logistics coordinator.

Setting Goals:

Determine how much money you hope to raise and how you'll measure the success of your event. Example goals include:

- Number of participants
 - Total funds raised
 - Community awareness and engagement
-

4. Event Planning Essentials

Budgeting for Your Event:

Identify all potential expenses (venue rental, marketing materials, food, entertainment, etc.). Keep costs low by seeking in-kind donations or sponsorships from local businesses. We recommend keeping expenses under 20% of the total funds raised.

Helpful tip: Use the Event Budget Template (found in Section 7) to track your costs and revenue.

Timeline and Checklist:

Develop a timeline that covers all aspects of your event, from initial planning to event day execution. Key steps include:

- **3-6 months out:** Form your committee, choose a date, and start contacting potential sponsors/partners.
- **2 months out:** Finalize the venue, send out invitations, and begin marketing.
- **1 month out:** Confirm all event details, secure volunteers, and boost publicity.
- **1 week out:** Final check-ins with all vendors and volunteers, test technology (if applicable), and ensure all materials are ready.
- **Event day:** Have fun, manage logistics, and engage with participants!

Helpful Tip: See Event Timeline Template (found in Section 7) for a detailed timeline.

Marketing and Promotion:

Spread the word about your event through:

- **Social Media:** Create a Facebook event, post on Instagram and LinkedIn, and use local community pages to spread awareness.
- **Flyers/Posters:** Distribute flyers in your community, at local businesses, and schools.
- **Email Campaigns:** Send invitations and event reminders to your networks.

We Are Here To Help! Camp Fire Central Texas can help promote your event on our social media channels if you send us the event details!

5. Handling Donations

Collecting Funds:

All funds raised must be submitted to Camp Fire Central Texas within 30 days of the event. You can collect funds through cash, checks (made payable to Camp Fire Central Texas), or

online donations. We recommend using an event-specific platform like Eventbrite or GoFundMe for online donations or we can provide you with a direct link to Camp Fire's giving page.

Donation Guidelines:

Ensure that any donation-related materials (invitations, flyers, etc.) clearly state that funds raised will benefit Camp Fire Central Texas. If a portion of ticket sales goes to cover event expenses, make sure that's communicated clearly to attendees.

6. Event Wrap-Up

Thanking Participants and Donors:

Sending personalized thank-you notes or emails to everyone who participated or donated is essential. Recognize key sponsors or volunteers publicly on social media or during post-event celebrations. Bonus: You can provide us with the contact information for donors at your event and we would love to thank them personally!

Helpful Tip: See Thank-You Letter Template in Section 7 for guidance.

Reporting Your Success:

Share your event results with Camp Fire Central Texas! Tell us how much was raised, how many people participated, and send photos of the event. We love to feature successful fundraisers on our website and social media to inspire others.

7. Resources and Templates

Event Budget Template:

Use this template to keep track of your event expenses and income. Break it down by categories like venue, food, marketing, etc.

Expense	Estimated Cost	Actual Cost
Venue	\$500	\$450
Food/Drinks	\$300	\$350
Marketing Materials	\$200	\$150
Total Costs	\$1000	\$950

Event Timeline Template:

Task	Timeline
Form planning committee	3-6 months out
Secure event date and location	3 months out
Contact sponsors/partners	3 months out
Finalize event details	1 month out
Confirm volunteers	1 month out
Send out reminders	2 weeks out
Host the event	Event day
Submit funds to Camp Fire	30 days after

Sample Marketing Materials:

- [Sample flyer/poster template](#) (customizable with your event details/brand colors)
- Example [social media post](#) (customizable with your event details/brand colors)

Thank-You Letter Template:

Dear [Name],

Thank you so much for your generous support of our [event name] benefiting Camp Fire Central Texas. Thanks to you, we raised [amount] to help build caring, confident youth through our hands-on programs in STEM, outdoor education, and community service.

Your contribution will make a lasting impact on the lives of children and families in Central Texas. We are incredibly grateful for your involvement and hope you will continue to support Camp Fire Central Texas in the future.

With gratitude,
[Your Name]
Event Organizer

8. Frequently Asked Questions (FAQs):

1. **What is a third-party fundraiser?**

A third-party fundraiser is an event organized independently of Camp Fire Central Texas, with proceeds donated to support our programs.

2. **What support can Camp Fire Central Texas provide?**

We can provide marketing materials, and authorize the use of our logo, but we cannot provide insurance, tax exemption numbers, or cover event costs.

3. **Will my event be featured by Camp Fire Central Texas?**

We love to showcase community-led fundraisers! Send us your event details and photos, and we may feature your story on our social media or website.

4. **Can I host a virtual fundraiser?**

Absolutely! Virtual fundraisers are a great way to engage people beyond your local area. You can organize a virtual event like an online auction, trivia night, or a virtual walk/run, where participants raise funds by sharing donation links. We can help you set up an online donation page for your virtual event.

5. **How can I get sponsorships from local businesses?**

Many local businesses are eager to support community causes. You can approach them with a clear proposal about your fundraiser, detailing how their sponsorship or in-kind donation (like food, space, or prizes) will benefit both the business and Camp Fire Central Texas. We've included a sample sponsorship letter in the toolkit to help you get started.

6. **Can Camp Fire provide materials for my event?**

We can provide Camp Fire branded promotional materials, such as logos, flyers, and social media assets. These materials must be approved by us before use. However, we cannot provide physical materials like banners, signage, or promotional items.

7. **Can I use Camp Fire's tax-exempt status for my event purchases?**

Because your event is considered a third-party fundraiser, you cannot use Camp Fire Central Texas's tax-exempt number for your purchases. Event organizers are responsible for covering all expenses, including taxes.

8. **Do I need insurance for my event?**

Camp Fire Central Texas cannot provide insurance coverage for third-party events. Depending on the nature of your event, it's a good idea to check with your venue or suppliers to determine whether insurance is required and what coverage is recommended.

9. **Can I have Camp Fire staff attend or speak at my event?**

While we would love to attend every fundraiser, we cannot guarantee staff availability for your event due to other organizational commitments. If you're interested in having someone from our team attend or speak, please reach out, and we'll do our best to accommodate your request.

10. Can we sell tickets to our event?

Yes, selling tickets is a great way to raise funds! Whether you're hosting a dinner, a concert, or a workshop, charging an admission fee or selling tickets can help cover your event expenses and raise additional funds for Camp Fire Central Texas. Be sure to communicate clearly how the ticket revenue will support our mission.

11. Will donors receive a tax receipt from Camp Fire Central Texas?

Only donations made directly to Camp Fire Central Texas (e.g., checks payable to Camp Fire or donations made through our website) are eligible for a tax receipt. If donations are made to your event and not directly to Camp Fire, we cannot issue tax receipts to those donors but we can send a thank you letter!

12. Can I collect cash donations at my event?

Yes, you can collect cash donations at your event. However, we recommend keeping a detailed record of all donors and donation amounts so we can acknowledge the contributions. Please convert cash donations to a check or bank transfer when sending the funds to us.

13. How do I submit the proceeds from my fundraiser?

All proceeds should be sent to Camp Fire Central Texas within 30 days of your event. You can mail checks, pay online or arrange an in-person donation drop-off. Please ensure that checks are made payable to Camp Fire Central Texas, and include a brief note explaining your fundraiser.
