



INTERNATIONAL  
**RESCUE**  
COMMITTEE

A young girl with a bright smile is the central focus, holding a blackboard. She is wearing a colorful, patterned shirt. In the background, other children are visible, some looking towards the camera and others looking away. The setting appears to be a classroom or a school environment.

**Your** step-by-step  
fundraising pack

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The International Rescue Committee supports millions of people whose lives and livelihoods have been shattered by conflict and disaster.

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## **What you'll find in this fundraising pack**

- 2** What your fundraising will do
- 3** Providing life-saving support to people in crisis
- 4** How you can help
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# Welcome

Thank you so much for your interest in fundraising to support the International Rescue Committee (IRC). Every penny you raise will help people affected by conflict and disaster to survive, recover and gain control of their futures.

This guide is packed full of fundraising ideas to inspire you. We are here to help you make your fundraising as successful and fun as possible!



## **SCOTT BROWN'S PEDAL POWER**

Land's End to John O'Groats  
cycle challenge

IRC supporter Scott Brown and friends successfully cycled 1,000 miles from Land's End to John O'Groats, raising money to support the IRC. Starting at the southernmost part of England, Scott reached the northernmost part of Scotland in an impressive nine days. Scott raised over £1,000 towards our work helping refugees and displaced people.

# What your fundraising will do



## Health

Last year, we vaccinated over 364,000 children against disease and our IRC-supported clinics and hospitals helped 331,000 women deliver healthy babies.



## Water and sanitation

We gave 3.3 million people access to clean drinking water and sanitation.



## Emergency supplies

In places like Syria, we have delivered essentials such as mattresses, blankets and medical supplies to thousands of families in crisis.



## Children and youth

Last year, we provided schooling or child-friendly spaces to more than 1 million girls and boys, and trained over 23,000 teachers and other educators.



**£49** could buy a new arrivals kit including blankets, sheeting and floor mats for a Syrian refugee family arriving in Zaatari refugee camp in Jordan.

## A SNAPSHOT OF THE IRC

**1933** IRC is founded at the suggestion of Albert Einstein.

**1945** Critical emergency relief programmes take place in post-WWII Europe.

**1950** Aid intensifies in Europe, providing food to the blockaded people of West Berlin.

**1971** The IRC provides vital support for the 10 million East Pakistani (Bangladeshi) refugees entering India begins.

**1994** Emergency programmes develop in response to the plight of Rwandan refugees.

**2005** Long-term aid by the IRC continues to help tsunami-affected communities in Indonesia.

**2011** We rapidly scale up our response to refugees fleeing Syria.

**2015** The IRC continues to support those affected by conflict and disaster in over 30 countries worldwide.

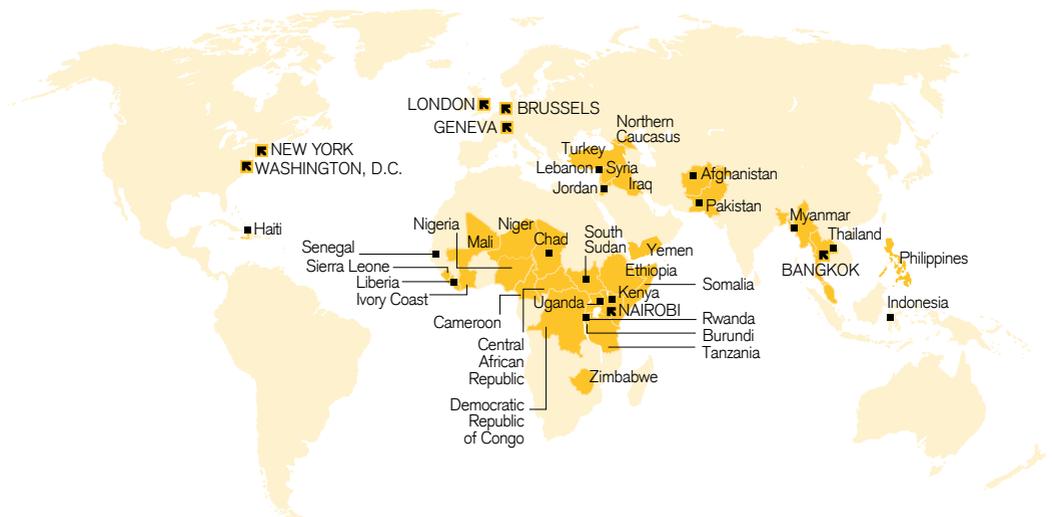
# Providing life-saving support to people in crisis

For over 80 years, the International Rescue Committee has helped people facing conflict or disaster survive, recover and gain control of their future.

When an emergency arises, the IRC can arrive on the scene within 72 hours to help provide health care, shelter, clean water, sanitation, support for children and special aid for women. As emergencies subside, the IRC stays to revive livelihoods and help shattered communities recover and rebuild. With the number of refugees worldwide at its highest since World War II, never has the need been greater.



Children at an Ebola-stricken village in Lofa Country, Liberia



 Offices

 Surge Programmes

 IRC Programmes

The IRC manages the Surge Protection project, which helps the United Nations protect refugees during a crisis. Surge Protection project staff members are deployed in these countries.

# How you can help

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You're inspired, you've decided to fundraise for the IRC and make a difference, but you're not sure how. Here's a simple step-by-step guide to get you started.

## 1 Choose something you want to do

Whether it be a bake sale at school or a dress-down day at work, think about a fundraising target and how big or little you'd like your event to be. Every pound helps!

## 2 Pick a date, time and make it count!

Factors to consider include the weather, public holidays, special events, who you would like to attend and the day and time of the week to best suit them. You could make a timeline of everything that needs to be done in advance to help with your planning.

## 3 Location, location, location

If holding an event, will it be indoors or outside? Do you need to hire a venue or can you use your home, school, or community hall? Will you need a license, for example, to sell alcohol? What size does the venue need to be?



**£20** could buy seeds to help farmers tackle hunger in their communities and provide long-term stability to the local economy

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## 4 Will your event cost money?

If spending money on the event, put together a budget. This will help keep costs down low and fundraising up high! Think about who could donate space or things you need.

## 5 Who will help you to carry out your event?

Think about the friends and networks you have and how they could help.

## 6 Spread the word

Let people know about the amazing work you are doing! Social media is always a good place to start. Set up a fundraising page so friends and family can donate to your event at [Justgiving.com/IRCUK](https://www.justgiving.com/IRCUK) and promote it on your Facebook and Twitter pages!

## 7 Keep us in the loop

We are always here to help you out along the way, so please keep in touch with us on email at [contactus@rescue-uk.org](mailto:contactus@rescue-uk.org) or call us on 020 7692 2727.

### LSE CAKE SALE

A student society at the London School of Economics held a fundraising bake sale, which raised over £240 in just a few hours to help refugees and displaced people rebuild their lives.





Last year we supported over 10,000 health workers to provide life-saving treatment for pneumonia, malaria and diarrhoea in young children.

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## **At work**

### **Do something funny for money**

Wear a wig for a week, sing karaoke at your desk every time your colleagues donate £5, walk backwards all day. Whatever it is, don't forget to ask your friends and colleagues to support you.

### **Quiz night**

Participants pay to take part and the winner takes home the glory! All proceeds will help us continue our vital work.

### **Office Olympics**

Office chair races, egg and spoon, take your pick. Entrants donate to take part.

### **Payroll Giving**

Payroll Giving is a quick, easy and flexible scheme that allows UK taxpayers to give directly to us through their salary. Your gift is made before tax, meaning that it goes that bit further at no extra cost to you. To find out more please get in touch with our fundraising team at [contactus@rescue-uk.org](mailto:contactus@rescue-uk.org)

### **Adopt IRC as your Charity of the Year**

There are many reasons to choose the IRC as your company's designated charity – from staff engagement to marketing perks. Your dedicated account manager will help your company to achieve amazing things, all in support of those affected by crisis. For more information, please email us at [contactus@rescue-uk.org](mailto:contactus@rescue-uk.org)

# At school

## Summer fête

Homemade lemonade, baked goods, arts and crafts – fêtes are something most schools organise each year. Why not donate some of the funds raised to charity this time?

## Silly sports day

Anything that's weird and wacky – an egg and spoon race, a wheelbarrow race, a three-legged race. Students pay to participate... and parents to cheer them on!

## Storytelling marathon

Use a day leading up to an end-of-year break by asking children to bring in their favourite books. Friends and family can sponsor them for each story they read.

# At university

## Book sale, clothes sale or raffle

Get together with your friends and watch the donations pile up!

## Get active

Join a run, climb, walk, cycle or bungee jump. Don't forget to create an online sponsorship page so your friends can support you.

## RAG groups

Does your uni have a RAG group? If so, nominate the IRC as your chosen partner.

## RUN FOR US

IRC supporter Laura smiles on completing the Great North Run half marathon, from Newcastle to South Shields, having raised £165 in order to help refugees take control of their futures with dignity. Thank you Laura!



# The A-Z of fundraising

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For a few more ideas, have a look at our fundraising alphabet.

## **A is for Auction of promises**

Why not auction off your talents for the day, like giving a language lesson?

## **B is for Bingo**

Everyone loves bingo! Organise a night at your local pub, hall or even school. Everyone chips in a donation to play.

## **C is for Cake sale**

Challenge your work colleagues to a bake-off. Everyone bakes their favourite cake. Once judging is complete, buy a slice!

## **D is for Disco fever**

Dance the night away to a 70s-themed disco night. Remember to charge an entry fee.

## **E is for Egg and spoon race**

Everyone loves this family favourite. Donate to take part or to make a guess at who will win!

## **F is for Five-a-side football**

Challenge your friends, colleagues or teachers to a five a side tournament as part of a football fundraiser. Each team pays to play... it's a knockout.

## **G is for Guessing games**

From baby photos, to jars full of jelly beans, you can make this as hard or as easy as you like. £1 per guess.

## **H is for Have a party**

Any excuse for a party! Make it fancy dress and challenge people for best-dressed awards. Charge an entry fee at the door.

## **I is for In celebration**

Got a birthday or special occasion coming up? Ask friends and family to buy a gift that really matters. See [Rescue-uk.org/gifts](http://Rescue-uk.org/gifts)

## **J is for Jumble sale**

As the saying goes, "If you haven't used it in the past two years, chuck it!" Clean out all your unwanted clothes, household items and sell them. All money raised will help people in need rebuild their future.



### **K is for Karaoke night**

Who doesn't love karaoke? Challenge each other for the best power anthems. Donate to have a go!

### **L is for Ladies'/Lads' luncheon**

Looking for something more sophisticated? Organise a luncheon with your best gal/guy pals.

### **M is for Movie night**

Create your own cinema at home. Ask guests to donate the money they would usually spend at the cinema on popcorn!

### **N is for No-something week**

Try giving up chocolate or crisps for an entire week and get all your friends to sponsor you!

### **O is for Oranges**

Put an orange in a glass of water and get your colleagues to have a go at balancing a pound coin on the top of the orange. Every pound that drops is another pound raised! Warning – it is harder than you think!



**£72** could help repair a waterhole to provide an entire community with safe drinking water.

## **P is for Pancake race**

Why wait for Pancake Day when you can cook pancakes and have a relay race with frying pans? The losers have to all cough up a fee!

## **Q is for Quiz night**

Nothing beats an old favourite. Whether it be the local pub quiz or an organised event, the more quizzical, the better. Contact IRC for a special bonus round of questions relating to our work!

## **R is for Read-a-thon**

How many books can you read over a short period of time? Get sponsored per page or, for fast readers, per book.

## **S is for Summer BBQ**

A great chance to get outdoors for a day with the family! Charge a set fee per sausage or burger.

## **T is for Teddy bears' picnic**

A great one for the littl'uns. Ask each child to bring along their teddy and picnic food. You can turn it into a mini bake sale or even a Best Dressed Teddy competition with children voting for their favourite, 50p a vote.

## **U is for Uniform-free day**

Why not suggest a day for casual clothes at your school or workplace? Raise money by setting a suggested donation for people to join in.



**£179** could help train a health worker to care for pregnant women.

## **V is for Volleyball match**

Challenge your friends, colleagues or teachers to a sponsored volleyball match and charge each team an entrance fee.

## **W is for Wine and cheese evening**

With a set donation as the entry fee. Include a guessing game with different sorts of cheeses at £1 per guess.

## **X is for Xmas fair**

A great way for everyone to celebrate. Colleagues can host a Christmas-themed party and sell homemade Christmassy gifts!

## **Y is for Yes day**

Could you say "Yes" to everything for a day, at work, school or university? If you say no you must pay the price – 50p a no!

## **Z is for Zany events**

Be creative! The possibilities are endless... stuff as many cream crackers as you can into your mouth at once, wear a colourful shirt to work, eat jelly with chopsticks. People can pay to participate or you can have people sponsor you.

## **SING FOR SYRIA**

A series of successful music events, raising both awareness and money

Sing for Syria has had two fundraisers since its launch in 2013, with more to follow. Committed IRC supporters Sarah, Chloe and Nicole started the appeal to spread awareness through politically driven dance music and event fundraisers.

Summer Sundown was a 12-hour event in South London, with music acts entertaining crowds all day and night.

Trick Or Treat was a 'CandyLand' themed night in London, filled with live hip hop and electronic music. Altogether they raised over £1,500!



# Make some noise

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You are doing something fantastic that will transform lives! Don't forget to tell the world about what you're doing at every available opportunity!

## Print it

Use posters, newsletters and even the office intranet to promote your fundraising.

## Email it

You can publicise your event in your email signature and include a link to your online sponsorship page.

## Capture it

Here at the IRC, we would love to see any photos that were taken at your event. We love to see the fantastic work people like you do to support the work we do. We are then able to share your story with others.

Please send them to [contactus@rescue-uk.org](mailto:contactus@rescue-uk.org)



## LONDON TO PARIS BY BIKE

Cycling over five days, covering nearly 500 kilometres

IRC supporter Danielle is shown here celebrating after completing the epic London to Paris Bike Ride, journeying from the centre of London, through the English countryside over to rural France and on to the heart of Paris, finishing under the Eiffel Tower. Thank you Danielle for raising over £1,500 for the IRC!

## Share it

If you have set up a fundraising page, such as JustGiving, Virgin Money Giving, or BT MyDonate, let people know! Share it via email, on Facebook – in as many ways as possible.

[Justgiving.com/IRCUK](https://www.justgiving.com/IRCUK)

[bit.ly/mydonatebt](https://bit.ly/mydonatebt)

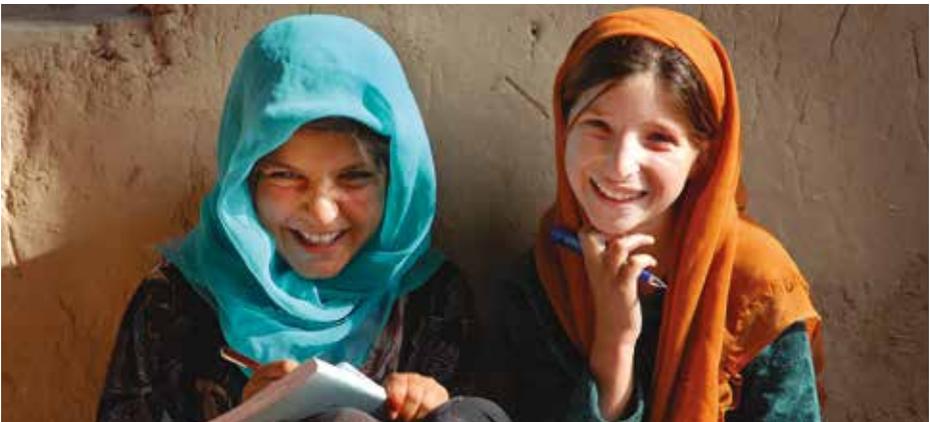
## Match it

If your event is taking place in the workplace why not apply for Matched Giving or Payroll Giving? It's a really great way to double your impact and your supporters will love it.

## Follow us

Social networks help spread the word, so use these and let everyone know what's happening and how they can get involved.

Follow us at [Facebook.com/IRCUK](https://www.facebook.com/IRCUK) or on Twitter [@IRCUK](https://twitter.com/IRCUK).



**£38** can send a girl in Afghanistan to school, providing the tuition, books and other supplies she needs for a year.

# Paying in your funds

You've had an amazing time and reached your target.  
So, now what?



## Online fundraising pages

If you have set up an online fundraising page, we receive the funds you raise directly from JustGiving, BTMyDonate etc. So you don't have to do any more! Thank you!

[Justgiving.com/IRCUK](http://Justgiving.com/IRCUK)

[bit.ly/mydonatebt](http://bit.ly/mydonatebt)



## Credit and debit cards

Money can be paid in by card online: [Rescue-uk.org/donate](http://Rescue-uk.org/donate)



## Cheque

Cheques should be made payable the 'International Rescue Committee'. Send cheques, postal orders or Charities Aid Foundation vouchers to: The IRC, 3 Bloomsbury Place, London, WC1A 2QL.



## Bank transfer

Money can be paid into our bank account:

Account name: International Rescue Committee UK

Bank name: NatWest

Bank address: 38 Strand  
London WC2H 5JB

Account number: 41453387

Sort code: 60-40-05

Let us know when you  
make a transfer into  
our bank account by  
emailing [contactus@  
rescue-uk.org](mailto:contactus@rescue-uk.org)



## Questions?

If you have any questions  
please feel free to email us at  
[contactus@rescue-uk.org](mailto:contactus@rescue-uk.org) or  
call us at 020 7692 2727.

How the IRC makes use of a £1 donation

**92p**  
supports projects  
helping people  
in crisis

**3p** fundraising

**5p** administration





## Are you a UK taxpayer?

*giftaid it*

Don't forget to claim Gift Aid on your donation, which means the money you raise can go even further! Gift Aid adds 25p to every £1 donated at no extra cost to you.

If you're doing a challenge or getting sponsored, why not Gift Aid it? For every £1 you raise, the government will add 25p – just like that! There's no catch. As long as you've encouraged anyone eligible to tick the Gift Aid box on your fundraising page, there's nothing else you have to do. If you've set up an online giving page, people will be automatically prompted to Gift Aid their donation.



**£59** will buy a family a baby goat. In areas like South Sudan, where ongoing conflict has spurred a food crisis, milk can be scarce and a goat can give a family in need nourishment as well as a sustainable source of income.

# A bit of business

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While organising an event or challenging yourself can be a lot of fun, please bear these points in mind.

## Stay safe

We care deeply about our supporters and we are certainly here to help. However, we cannot accept liability for any loss, damage or injury as a result of fundraising for us. So please stay safe!

- Always ensure a basic first aid kit is at hand, especially if physical or outdoor activities are taking place.
- If you are serving food, at a bake sale, for example, ensure you are following health and safety rules, such as storing food in airtight containers, using gloves etc.

## Stay legal

Ensure you are always abiding by local laws and check on any specific rules and regulations if you are hosting an event. For example:

- If you are planning on hosting a raffle or conducting door-to-door or street collections, ensure you check with your local authorities for permission first.
- You or the venue that is hosting you will require a liquor licence if you are serving alcohol. Check this before you go ahead!
- Any person under the age of 18 will require permission from their parent or legal guardian to participate in any fundraising activities. This will also include any photos that are taken at the event. If you do not have their permission, we will not be able to share them with our supporters.

For further information please refer to the Institute of Fundraising website: [www.institute-of-fundraising.org.uk/guidance/code-of-fundraising-practice/events/](http://www.institute-of-fundraising.org.uk/guidance/code-of-fundraising-practice/events/)

For any larger events, please contact us and we can help you out with any of the legalities around your fundraising. We are here to support you.

## Stay motivated!

If you have any questions or need anything from us, please contact our community and events team – [contactus@rescue-uk.org](mailto:contactus@rescue-uk.org) or call us on 020 7692 2727.



# Thank you

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for the generous time and effort you have put into your event or challenge, and the funds you have raised for the International Rescue Committee.

It is only through your amazing support that we are able to transform the lives of refugees and people displaced by conflict and disaster.



@IRCUK



Facebook.com/IRCUK



Pinterest.com/IRCUK

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Charity registration no. 1065972