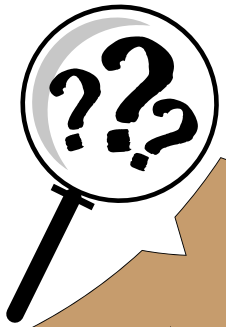


because
I said
I would.

Scavenger Hunt



Scavenger Hunt

For a small entry fee, participants can embark on a fun-filled adventure that uses their creativity and skills to locate a list of items. This enriching experience calls attention to the best landmarks your city has to offer, and includes a prize as well!

Scavenger Hunt

Searching is half the fun: life is much more manageable when thought of as a scavenger hunt as opposed to a surprise party.”

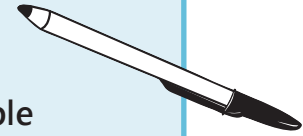
– Jimmy Buffet



Total Prep Time: 3 Hours
Total Active Time: 4 Hours
Total Time to Execute: 7 Hours
Cost to Operate: \$\$\$\$
Forecasted Funds Raised: \$\$\$\$

Supplies Needed:

- Prize
- Registration Table
- Printed lists of scavenger hunt items



This kit is designed to accommodate 100 participants. If projecting fewer or more participants, be sure to adjust your supplies and cost to operate accordingly.

Plan

1. Indoor or outdoor? Choose if you'd like the Scavenger Hunt to be one or the other, or both!
2. Choose a date and time that will be convenient for most people.
3. Decide if you'd like to allow teams, or only individual entries. If you allow for teams, set a limit on how many members can be in one group.
 - a. A typical standard is to have no more than 2-4 players per team.
4. Decide on a prize for the winning person or team. Try to aim the prize to be worth between \$25-50.
 - a. See if any local or privately owned businesses would be willing to donate an item or service as the winning prize!
 - b. If you are able to collect multiple donated prizes, you may be able to offer first, second, or third place awards as well!
 - c. If you are playing in teams, ensure the prize is one that can be easily shared between the team (ex. a dinner at a local restaurant)
5. Decide on a price per person for an entry fee. Remember the value of your prize as well!
 - a. If you are offering a \$25 prize, a suggested entry fee would be between \$3-5.
 - b. If you are offering a \$50 prize, a suggested entry fee would be between \$10-15.
6. Decide if you'd like to have your Scavenger Hunt be a straightforward list of items, or a list of riddles participants would have to solve.
 - a. For an example of each, see pages 6 & 7.

because
I said
I would.

Scavenger Hunt

7. Decide if you'd like to collect items for the scavenger hunt, or if you'd like participants to submit photos instead.
 - a. Submitting photos requires participants to email pictures of the Scavenger Hunt objects all at once. This is the easiest method for participants, and also allows the email to log a timestamp (making it easier to title a winner!)
 - b. If submitting photos, set up an email that can be easily accessible by all team members and is easy for participants to use. You could also use social media like Twitter or Facebook!
 - c. If participants are submitting items, be sure to let participants know when and where they can surrender these objects for assessment.
8. The day before the event, ensure you have change available for your buyers. For a typical Scavenger Hunt of 80-100 guests with \$5 entry fees, you will need \$50 in tens and \$100 in fives. For a \$10 entry fee, have \$150 in tens available.
9. Decide if you'd like to have a theme for this Scavenger Hunt!
 - a. A nearing holiday, ex.: Valentine's Day
 - b. A popular book or movie trend, ex.: Harry Potter
 - c. A theme surrounding the objects, ex.: "things in a park"
10. Ask team members what they'd like to include in the list. Some things to think about:
 - a. Landmarks in your city or town
 - b. Holiday decorations that may be well known in the town
 - c. Famous people in your town (from actors to your town Mayor!)
11. Create a rule list for participants to follow. For examples, see page 8.
12. Create and print a registration sign in sheet. Include spaces for names and emails of participants.

Prepare

13. After coordinating supplies, location, and theme, promote "Scavenger Hunt" with your friends and family, through social media, on your personal websites, or with flyers.
 - a. You may want to announce the first place prize!
14. Set up the registration table or online form. Be sure participants sign in with their name and email address.
15. The day of the event, be sure there is time set aside to print the list of objects participants are collecting if it is not available for download online. If you are only making the list available online, be sure to post at the start time and not earlier to prevent head starts!
16. Print your list of rules and how submissions will be accepted (email photos or drop off objects).

Perform

17. Gather volunteers to host the event. They will need to: collect entry fees, show participants where to register, hand out rule list and Scavenger Hunt List.
18. Once you have a winner (whether through email or drop off), be sure to provide this winner with their prize!
19. Announce on your website, Facebook, or Twitter once the winner(s) has/have been chosen.
20. Email all participants who registered that the competition is over and a winner has been chosen. Thank them for supporting your volunteer project!
21. Deposit all collected money for your project. If you collected more than your project requires, donate the remaining funds to a nonprofit organization that benefits the community your project aims to serve.

Accounting Table

(use to calculate how much was collected):

CURRENCY	COUNT	CALCULATE	TOTAL
Quarters		X .25	
Dimes		X .10	
Nickels		X .05	
Pennies		X .01	
Ones		X 1	
Fives		X 5	
Tens		X 10	
Twenties		X 20	
Fifties		X 50	
Hundreds		X 100	

Example:

CURRENCY	COUNT	CALCULATE	TOTAL
Quarters	0	X .25	\$ 0.00
Dimes	0	X .10	\$ 0.00
Nickels	0	X .05	\$ 0.00
Pennies	0	X .01	\$ 0.00
Ones	35	X 1	\$ 35
Fives	55	X 5	\$ 275
Tens	41	X 10	\$ 410
Twenties	16	X 20	\$ 320
Fifties	0	X 50	\$ 0
Hundreds	0	X 100	\$ 0

$$0+0+0+0+35+275+410+320+0+0= \$0.00 - \$150 \text{ (Cost of Prizes)} - \$150 \text{ (Change)} = \mathbf{\$740.00}$$

Checklist

Plan

- Choose indoors, outdoors, or both
- Decide and confirm date and time
- Decide if teams or individuals only may enter to contest
- Coordinate with a volunteer to photograph the event
- Choose and obtain donated prize(s) or, if needed purchase prize(s)
- Decide on the entry fee with your team
- Create your Scavenger Hunt! Choose either a standard list or a set of riddles that must be solved. Be sure to create your rule list, too!
- Decide if submissions are accepted by photos or through collecting objects
- Decide if you would like to use a theme and, if so, which theme you'd like to use!



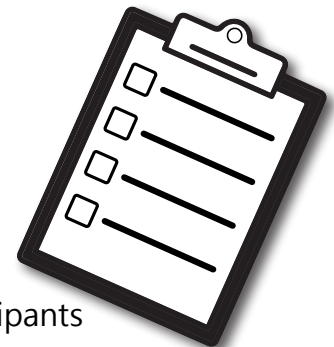
Prepare

- Post on social media or create flyers to advertise the event
- Begin assigning volunteer with tasks like: collecting money, preparing print-outs for participants, etc.
- Arrange for registration table and obtain change in fives and tens
- Remind volunteers of their assigned tasks
- Ensure volunteers know what time they are expected to arrive to assist participants
- Continue advertising via flyers, social media, websites, etc.
- Print copies of rule list with submission requirements and your Scavenger Hunt list (Be sure to print enough copies for all participants!) or post online.



Perform

- Ensure guests are directed towards registration table and collect fees.
- Provide participants with rule list and Scavenger Hunt list
- Provide winner(s) with prize(s)
- Announce winner on social media and/or by emailing all registered participants
- Count the money you made for your volunteer project
- Fill out the [reporting form](#), ensure a volunteer has uploaded any photos, and celebrate!



because
I said
I would.

Example Riddle List

Scavenger Hunt Fundraiser!

Take a picture of something....

- ... That becomes wetter the more it dries
- ... That blows in the wind and drops in the fall
- ... That is shaped like a box, has no feet, but can run up and down
- ... That doesn't ask a question, but someone always has to answer
- ... That starts with gas, and is itself a three letter word
- ... That has 13 hearts inside it
- ... That has 2 hands but no fingers
- ... That cannot be burned in a fire nor drowned in water
- ... That goes up and down but never moves
- ... That starts and ends with an e, but usually contains only 1 letter
- ... Where Saturday comes before Wednesday
- ... That has a net, but can't catch



Answer Key: Towel. Leaf. Elevator. Door. Car. Deck of Cards. Clock. Ice. Stairs. Envelope. Dictionary. Basketball Hoop.

because
I said
I would.

Example Item List

Scavenger Hunt Fundraiser!

Find something....

- ... shaped like a ball
- ... that can be stacked
- ... you'd find on a breakfast menu
- ... that weighs exactly 5 lbs.
- ... that says, "made of recycled..."
- ... with words that rhyme on it
- ... with a Disney logo on it
- ... mini-sized (ketchup, water, etc.)
- ... you'd find useful in winter
- ... that is best kept cold
- ... that is best kept warm
- ... used to play games
- ... you use for promises (cards)
- ... that starts with the first letter of your last name
- ... pink
- ... used to measure
- ... with Elvis on it
- ... with a star on it
- ... green
- ...that stretches
- ... useful for cleaning
- ... a dog would use
- ... you'd pack for a trip
- ... you could read
- ... yellow
- ... you can drink from
- ... shaped like a square



Example Rule List

Scavenger Hunt Fundraiser!

The rules are simple!

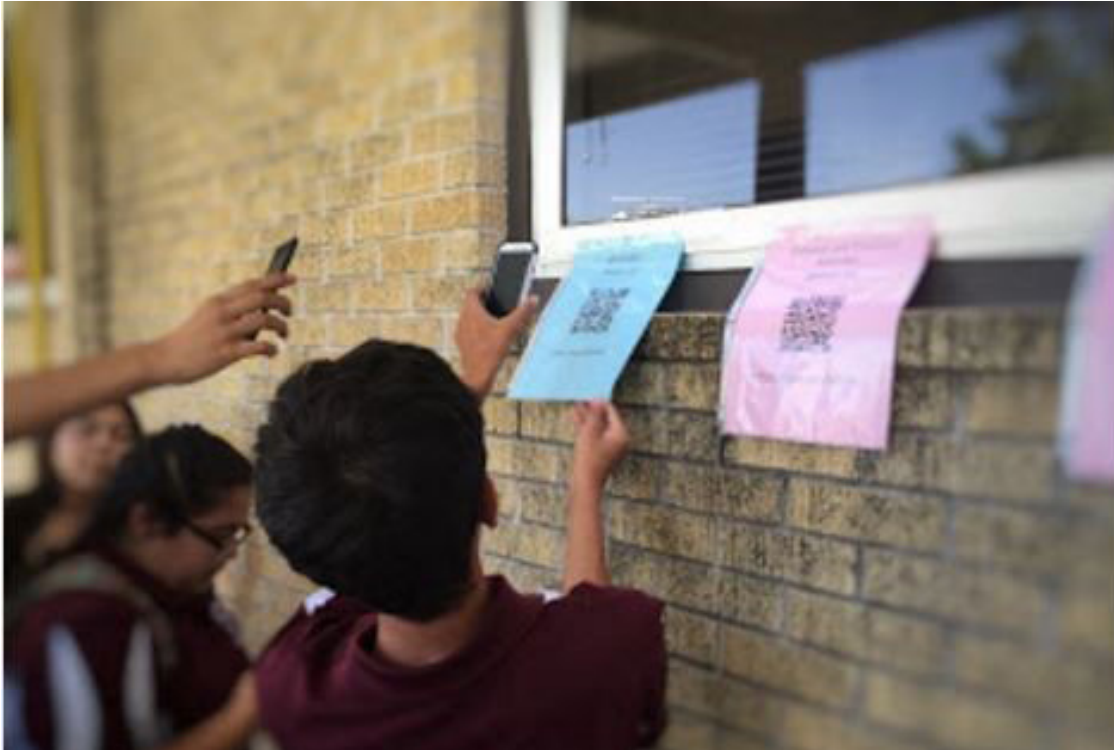
1. Find ALL the items below first, and you win!
2. If you must borrow one of the items from a friend or family member, be sure to ask permission first!
3. Do not be intrusive or disrespectful of any person, business, or creature.
4. Stay safe, use your healthy judgment when it comes to retrieving items.
5. Spending money to retrieve items is not required. Use your creativity!
5. No breaking any laws!
6. Always play fair. Don't let your competitive instincts take over and let them lead to lying, cheating, stealing, or sabotaging. You may be disqualified!



Most importantly, HAVE FUN! 😊

Note: Submissions will be accepted in person. After collecting the items, email _____ for an appointment.

Examples:



because
I said
I would.