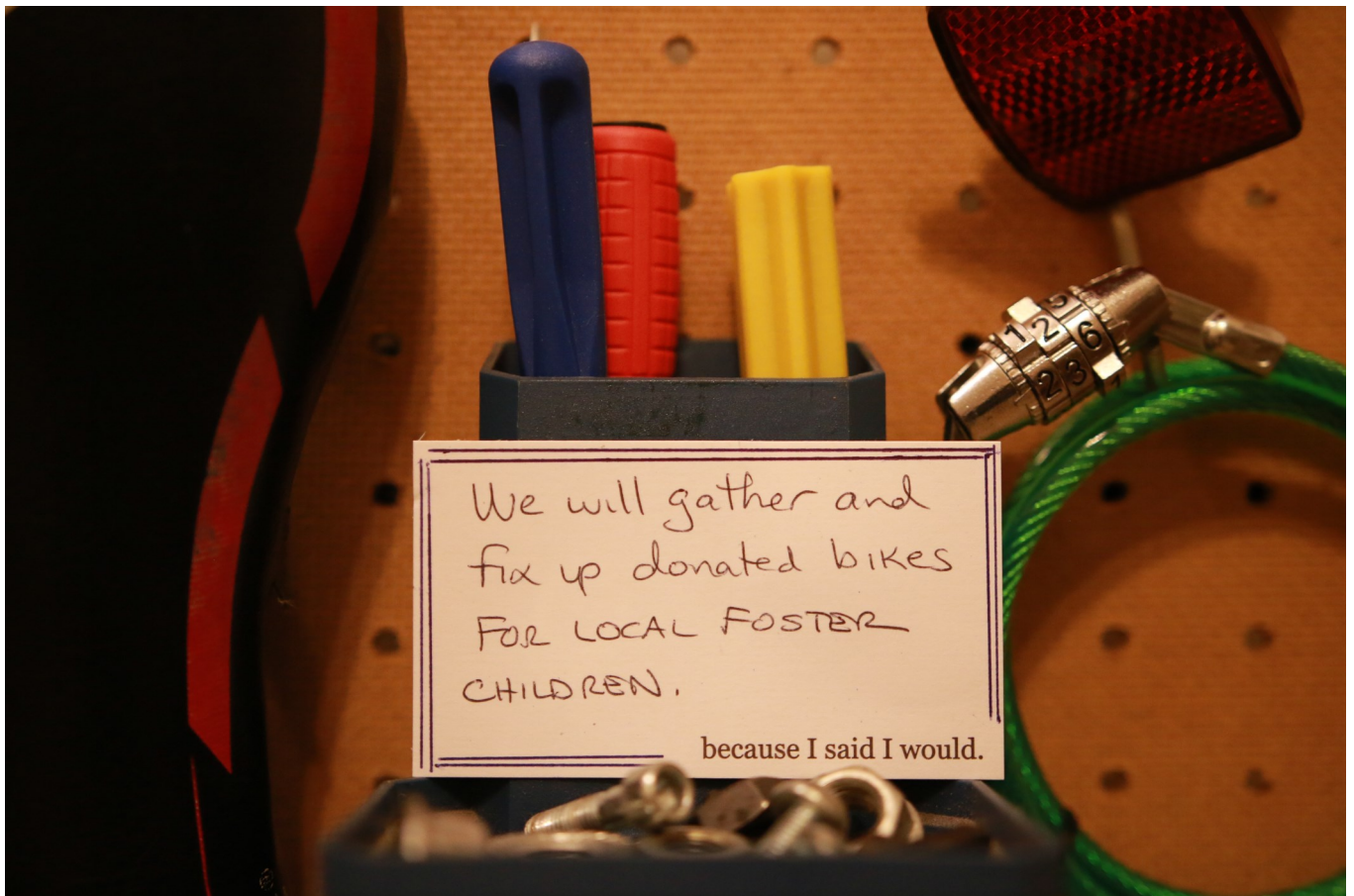


Bikes for Foster Children

A Volunteer Project Plan



A step-by-step guide to help you give back on your own terms!

because
I said
I would.

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About Volunteer Project Plans

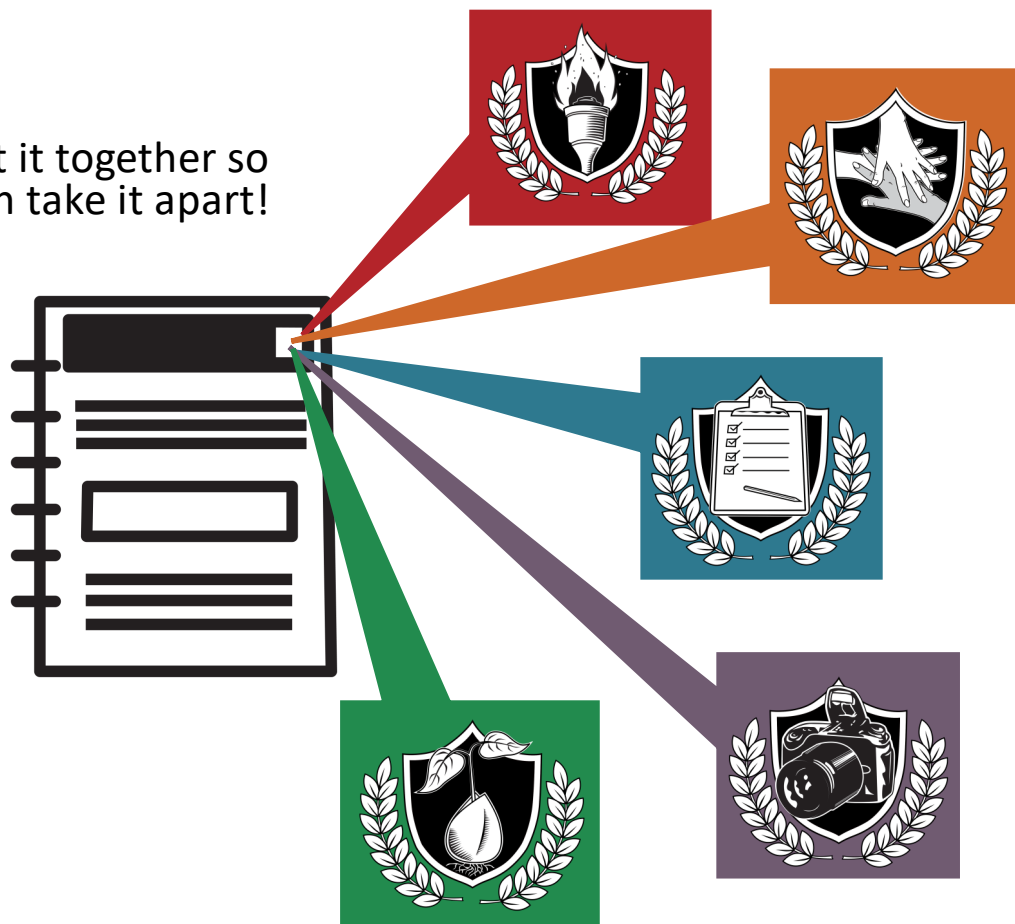
What is a Volunteer Project Plan?

A **Volunteer Project Plan** is a step-by-step guide to complete a service project in your community.

All around us, there are opportunities to help our neighbors and our communities. However, it can be overwhelming trying to figure out what to do and where to start. A Volunteer Project Plan is the answer to this dilemma. We provide the tools and information you will need, including easy-to-use checklists.

All you have to do is distribute the checklists and other resources amongst members of your team according to their designated roles. The pages needed for each of these roles are indicated using a unique icon in the upper left corner.

**We put it together so
you can take it apart!**



Please review the [commitment decision](#) page to help you decide if this project is right for you.

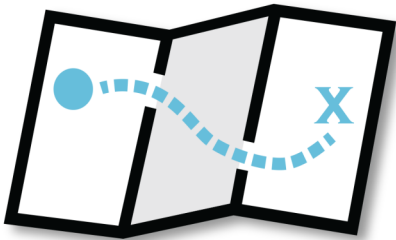
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The Issue:

According to the U.S Department of Health & Human Services, more than a half million children are in foster care on any given day.¹ Children entering foster care have disproportionally high rates of medical, developmental, mental health and adaptive functioning problems compared to other children.² In fact, psychological and emotional problems can worsen over time for youth in foster care due to the cumulative effects of trauma on the developing brain.¹ Foster children may also have lower social capital than their non-fostered peers, making it more difficult to build relationships, participate in social activities, and make friends.^{2,3} Lastly, foster children may not feel in control of very much because their ability to influence many aspects of their lives is diminished.⁴ This can also negatively affect self esteem. But what can you do?



The Plan:



Clean and fix up donated bicycles to give to foster children. Buy helmets and other enhancements like bells or baskets. Write an inspirational note and possibly use a bow on each bike to accompany the gift. If it is possible to interact with bike recipients, invite local law enforcement to conduct a traffic and bicycle safety presentation, have volunteers on hand to help children learn to ride their bike if necessary, and include refreshments to make it an even more special event to remember!

The Impact:

Active transportation like riding a bike is good for both the brain and the body, is known to improve grades, and is more sustainable than structured physical activity like going to a gym.^{5,6} Also, an asset such as a bicycle, can boost a child's social capital by enabling him or her to more fully interact with peers as well as attend clubs or sporting events outside of the home without relying on someone else for a ride.^{3,4} It is significant that a bike is something that child can control, and this sense of empowerment can increase self-esteem & carry over to other areas of their lives.⁵ And, biking even benefits the environment by reducing emissions from cars. As it is said in the cycling world, "When the wheels are turnin' less fossil fuels are burnin'!" But let's not forget—foster children are just that—children. And riding bikes is just plain fun!



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Commitment Decision Page



Please consider if you are able to do the following before making this commitment.

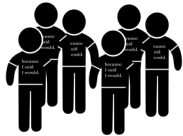


Prep Time: 5-8 hours
Service Time: 2-3 hours
Total time: 7-11 hours

BUDGET

\$\$\$
\$100—\$200

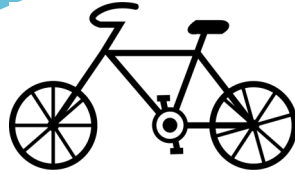
You will need:



A planning team of 4-10 people who will give 5-8 hours each



CLEANING SUPPLIES



BIKES & HELMETS



TOOLS



Photography equipment



FOOD & DECORATIONS



Volunteers who will give 2-3 hours each

Steps:

1. Plan

The leadership team will:

2. Obtain bikes, buy helmets, and gather tools

- You may need to have a fundraiser first

3. Find a local foster care agency to partner with and get the necessary approvals

- Remember to ask the ages for the bikes!

4. Spread the word & gather volunteers

5. Set up stations for volunteers to work on tasks during the day of service

2. Serve

Volunteers will:

- Sort and assess donated bikes/buy new helmets
- Complete a **safety inspection** on each bike and make necessary adjustments
- Clean up bikes and add things like baskets or bells

Present the bikes & helmets to the children

- Consider asking local law enforcement to do a bike and traffic safety presentation when you do this
- Adjust bike seats, handlebars & helmets for proper fit on each child, if possible
- Get some refreshments and make it a party!

3. Report

Return your completed Impact Report form



4. Celebrate

You and your team just did something uncommonly AWESOME!



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Leadership Team Roles

Project Leader



- Oversees the planning, organizing and execution of the project including reporting impact
- Ensures that planning tasks are completed by coordinating with the other roles below*

Project Co-Leader



- Helps ensure that nothing 'falls through the cracks'
- Serves as a backup for other roles as needed

Logistics Leader



- Works with Volunteer Project Leader to identify needed equipment & supplies
- Orders or procures any supplies, food, or other materials
- Brings above to the location and sets up before the event

Photojournalist Leader



- Promotes the event
- Captures the experience to share success and inspire volunteerism
- Ensures that policies and personal preferences regarding photography and posting to social media are strictly enforced

Fundraising Leader



- Works with the Volunteer Project Leader to determine if additional funds or supplies are needed
- Finds and collects donations if necessary

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Project Leader Section



- Oversees the planning, organizing and execution of the project including reporting impact
- Ensures that planning tasks are completed by coordinating with the other roles

Project Leader Checklist



Before

BEFORE

Getting Started

- ☐ Review the [adaptations page](#) for ideas to scale this project up or down if desired
- ☐ Have a planning meeting to divide roles
 - ☐ You will need to have a second status and update meeting at some point before the Day of Service: What tasks are completed on each person's "Before" checklist. Are we on track? Any unexpected roadblocks?
- ☐ Contact local organizations that serve youth in foster care and explore the possibility of partnering
- ☐ Contact local law enforcement to try to arrange for a Bike and Traffic Safety presentation for children receiving bikes on the day of service
- ☐ Determine a date, time and location for your project. You may decide to fix up the bikes and present them to the children on different days or the same day. Just plan your time accordingly.

Equipment and Supplies

- ☐ Work with the **Fundraising and Logistics Leaders** to gather donations of 'gently used' bikes, helmets, tools, and other needed supplies
 - You will need plenty of space to store and tune-up bikes!
 - You will likely need more bikes than the number of children in order to have a sufficient number of fully functional bikes to give away
- ☐ Just prior to the day of service, double check with the **Logistics Leader** that all bikes, helmets, [equipment and supplies](#) are acquired and photocopies of needed materials are packed up and ready to go
 - Do not forget the Promise Cards and volunteer role sheets!

Continued on the next page



Project Leader Checklist



DURING

During

Get ready

- ☐ Arrive an hour beforehand to start preparing for the day

Get set

- ☐ Give the [Impact Presentation](#) at the beginning of the event
- ☐ Ask each volunteer to complete a Promise Card expressing his or her commitment to *this* project...and then collect them

Go!

- ☐ Be the main point of contact
- ☐ Oversee the other roles to ensure everyone is on track
- ☐ Return Promise Cards to their respective writers at the end of the day



AFTER

After

- ☐ Ensure the **Leadership Team** has completed their after service responsibilities

Reporting

- ☐ Ask the **Fundraising Leader** for the collected information for the Impact Report
- ☐ Complete and send the [Impact Report](#)

Thanks

- ☐ Thank your team and remind them of the impact of their hard work!
- ☐ Thank any donors and other partners (if applicable)

Items can be sent using projects@becauseisaidiwould.com

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Impact Presentation



Use this presentation guide to share the importance of this project before you begin. It is important that everyone understands the impact that their efforts will make. A motivated team works harder!

I would like to say a few things before we get to work to remind us of why we are all here today and the impact we are making together. First of all, **thank you** for joining today's event, in an effort to help foster children obtain a bicycle of their very own.

According to the U.S Department of Health & Human Services, **more than a half million children are in foster care on any given day.**¹ Children entering foster care have disproportionately high rates of medical, developmental, mental health and adaptive functioning problems compared to other children.⁷ In fact, psychological and emotional problems in particular can worsen over time for youth in foster care due to the cumulative effects of trauma on the developing brain.¹

To help these youth, researchers encourage a focus on adaptive behaviors and coping skills, including recreational therapy and social skills building.⁷ Biking is both of these!

Other possible benefits of biking for foster youth:

- Bike-riding is a form of active transportation that is known to help improve physical and mental health in general^{6,8}

? Did you know that countries with the highest levels of cycling and walking have the lowest obesity rates?⁹ And active transportation is more sustainable over time than structured 'leisure' activities like going to the gym?⁶

- A bicycle can be a status symbol, therefore by providing a bike we are helping to 'level the playing field' for foster children who may lack other socially-relevant assets.³
- For older foster youth who may be transitioning out of foster care, a bike may even be the only means of transportation one has to get back and forth to school and work.¹⁰
- Biking is a great way to get the 30 minutes of daily moderate physical activity recommended by the Centers for Disease Control.¹¹

In fact, regular physical activity is linked with better grades, enhanced wellbeing and the ability to 'take action and control' over one's life.⁵ This last part—boosting a child's capacity to act—is extremely important because foster children are often unable to speak up, a phenomenon sometimes referred to as 'obey without say.'⁴ Indeed, there is very little that a foster child can exert any influence over at all—but a bicycle is one them!

Also, let's not forget the benefit to the environment! Not only does riding a bike reduce greenhouse gases from transportation emissions and traffic congestion, but manufacturing bikes requires much less in the way of natural resources compared to cars or trucks.¹²

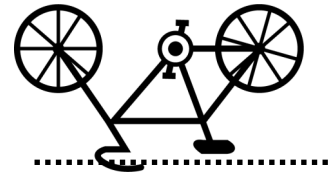
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Safety & Training Presentation



We need to go over a few other simple things before we get started.

- First, if you turn the bike upside down to examine or work on it, be sure to place a sheet or towel under it so you do not scuff the seat or handle bars.
- We will be tuning and tightening only today—anything that requires more extensive repair or replacement parts will be noted and set aside. This includes issues with the brakes.
- If you are cleaning the bike with a hose, never use the high pressure nozzle setting as this can improperly force water into certain components and cause rusting and other corrosion.
- Do NOT photograph a child without express written consent to do so.
- When using the hashtag #becauseisaidiwould, please share only photos of yourself or other volunteers who agree to be included.
- Depending on the bike, you may have to use metric or standard sized tools.
- If you do not know how to use a tool or perform a task please ask someone nearby for help so you do not damage the bike (or yourself!)



Now let's get started and have some fun!



1. Tally up the impact of your project
2. Share the results on social media to inspire others to volunteer
3. Send this form to: projects@becauseisaidiwould.com



**Promises
matter!**

Volunteer Hours

Estimated total number of hours of planning time

_____ Hours

Estimated total number of day-of-service hours including prep time, time fixing the bikes/holding the party and clean up

_____ Hours

Cost

Estimated savings from donated equipment and supplies

_____ Dollars

Total cost of purchased supplies and equipment

_____ Dollars

Impact

Number of children who received a bicycle and helmet _____ Children

Number of children who heard a bicycle and traffic safety presentation _____ Children

Comments

Please include any other comments or information that you think is important for understanding the impact (effect) of this project.

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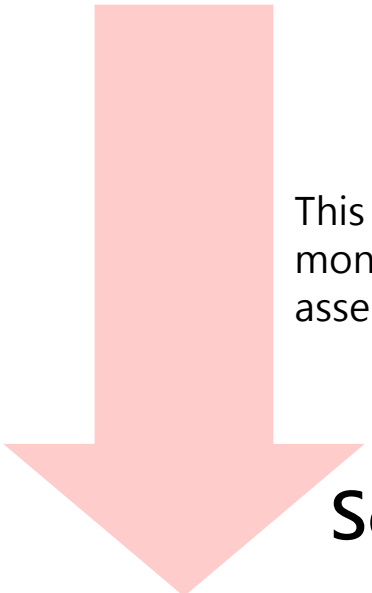
- You can adjust (or scale) the project “up” or “down” if desired.
- Simply adapt the information and checklists provided to tailor this project to the interests of your volunteers and the specific needs of your community.



Scale It Up

Fix up gently-used bikes and customize them!

This option takes it up a notch by adding some extra flare to the refurbished bikes. Paint the frame and add stickers, lights and other elements to create a custom bicycle that is as unique as the child who will ride it!



Purchase new bikes and assemble them for foster children

This option requires new bikes and helmets. It may cost more money than fixing used bikes, but the time investment to assemble new bikes is probably less than you think!

Scale It Down

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Project Co-Leader Section



- Helps ensure that nothing 'falls through the cracks'
- Serves as a backup for other roles as needed

Project Co-Leader Checklist



BEFORE

Before

- ☐ Work with the **Project Leader** to make sure everyone has completed their 'Before' service tasks
- ☐ Ensure that nothing falls through the cracks
- ☐ Provide backup for other roles as needed



DURING

During

- ☐ Work with the **Project Leader** and other Leadership Team roles to make sure things run smoothly
- ☐ Ensure that nothing falls through the cracks
- ☐ Provide backup for other roles as needed



AFTER

After

- ☐ Work with the **Project Leader** to make sure everyone has completed their 'After' service tasks
- ☐ Ensure that nothing falls through the cracks
- ☐ Provide backup for other roles as needed

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Logistics Leader Section



- Works with Project Leader to identify needed equipment & supplies
- Orders or procures any supplies, food, or other materials
- Brings above to the location and sets up before the event

Logistics Leader Checklist



Before

BEFORE

- ☐ Work with the **Project Leader** to determine equipment & supplies needed & quantities for each, as well as where you will store any items you gather.
- ☐ Collect gently used bikes
NOTE: You will likely need more bikes than children to ensure a sufficient number of fully functional bikes.
- ☐ Once a partner is identified, obtain information about rules, regulations, policies and other considerations that may influence how the project is done (including photography)
- ☐ Find out where to park and enter the building, and a description of the room/space where the event will occur (if applicable)
- ☐ Collaborate with the **Photojournalist Leader** to inform volunteers of the above as well as important contact names and phone numbers for the Day of Service
- ☐ Make copies of the volunteer role sheets and Promise Cards (and cut them out)
- ☐ Just prior to the Day of Service, make sure all equipment and supplies (including copies and Promise Cards) are packed up and ready to go



During

DURING

- ☐ Bring equipment and supplies to the location of your event
- ☐ Set up the registration table (or clipboards) and set out volunteer role sheets
- ☐ Help volunteers sign-in and select a role to start with
- ☐ Oversee the equipment and find a volunteer to help hand out supplies if needed
- ☐ Work with the **Project Leader** to coordinate other needs as they arise
- ☐ Continually ask volunteers if they need anything– bathroom breaks? Water?
- ☐ Make sure volunteers have something to do at all times; rotate people as needed
- ☐ Verify that all equipment and supplies are returned



After

AFTER

- ☐ Return any borrowed or unused supplies
- ☐ Let the **Project Leader** know of any donations so that a personalized thank you can be made

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Equipment & Supplies Checklist



- Try to get as much of the equipment & supplies donated as possible.
- See if you can borrow something if it cannot be donated.
- Let organizations, friends, and others know that you are helping your community through volunteerism.

Bikes	make sure to get the right sizes and kinds for the ages and genders of the children receiving the bikes
Old Towels & Sheets	to protect the floor as well as bike seats and handlebars during maintenance
Tools (2 of each per person if possible)	tire pressure gauge, tire/air pump, adjustable wrenches or socket sets, channel locks or pliers, screwdrivers (flathead and Phillips), standard and metric allen keys, sharp scissors
Chain lubricant	It is strongly recommended that you DO NOT use WD-40 to lubricate a bike chain. Proper chain lubricant is inexpensive and easy to find
Helmets	one for each bike that will be given away
Hand Sanitizer	combat the spread of germs
First-Aid Kit	reduce the risk of infection or the severity of an injury
Cleaning supplies	Old cloths, paper towels, buckets, mild bike soap, clean water, toothbrushes (some for the chains and also for cleaning other small areas such as the rims), disinfecting spray (like Lysol)
Garbage bags	Large, heavy duty bags
Add-ons	bells, baskets, reflectors, training wheels, water bottle cages, cargo racks
Food & drinks	
Registration table and clipboards	For signing in and for use with role-specific checklists
Blank paper & pens	Enough for each volunteer
Copies	Volunteer Role sheets, and Promise Cards

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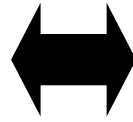
Volunteer Role Checklists (Day of Service)



Pick a role and then grab your corresponding checklist!

Small group of volunteers

Some volunteers may perform more than one role as needed



Large group of volunteers

Rotate people between stations so that everyone has a chance to participate!

Greeters/ Welcome Party

Will give a friendly 'hello' as people arrive and help direct them to their respective



Appraisers

Will perform an initial assessment of each bike to determine if it is worth keeping before sending it to the Safety Crew for further examination and prep



Safety Inspectors

Will check and confirm all points of safety for each bike and make minor adjustments or corrections (such as tightening bolts)



Completion and Cleaning Crew

Will install any add-ons such as bows, stickers, reflectors, baskets, bells, water bottle cages or cargo racks. Cleans and disinfects the bike before presenting it to a child.



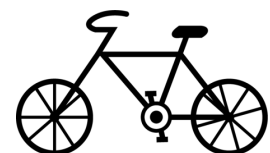
Party People

Will be in charge of setting up food and decorations for the bike giveaway with the children, if possible



Fitting Crew

Will adjust the height of the bike seat and handle bars for each child as well as help adjust helmet straps to ensure proper fitting



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PLEASE COPY AND CUT OUT

1. Greeters/ welcome party

- __Provide a friendly welcome to the volunteers
- __Help direct volunteers to their respective stations
- __Take a photo of yourself and post it to social media using #becauseisaidiwould



cut here

2. Appraisers

- Introduce yourself to the people at your station
- __ Verify that the bikes are worth keeping using the Appraisal Checklist provided
- __Pass the bike onto the Safety Inspection station when complete
- __Take a photo of yourself and post it to social media using #becauseisaidiwould



cut here

3. Safety Inspectors

- Introduce yourself to the people at your station
- __ Thoroughly check over each bike for safety using the Safety Checklist provided
- __ Pass the bike on to the next station when complete
- __Take a photo of yourself and post it to social media using #becauseisaidiwould



cut here

4. Completion and Cleaning Crew

- Introduce yourself to the people at your station
- __ Install add-ons such as stickers, reflectors, baskets, bells, etc
- __Wipe down each bike with soapy water, rinse gently and then dry off with a clean cloth, paying careful attention to the handlebars and seat
- __Take a photo of yourself and post it to social media using #becauseisaidiwould



PLEASE COPY AND CUT OUT

5. Party People

- __Provide a friendly welcome to the volunteers
- __Set up an area for refreshments
- __Decorate the 'party area' using streamers, balloons and other festive options
- __Take a photo of yourself and post it to social media using **#becauseisaidiwould**



cut here

6. Fitting Crew

- Introduce yourself to the people at your station
- __Adjust the bike seat to fit each child: when the child sits on the bike, and one of the pedals is in the bottom most position, the child's knee should be slightly bent
- __Adjust the helmet to fit each child:
 - __No tilting or rocking side to side—fits snugly on the head
 - __Front should sit no more than two finger widths above the eyebrows
 - __Strap should form a "V" shape that goes under and slightly in front of the ears
 - __Center the buckles under the chin and tighten so that no more than two fingers fit between the skin and the strap
- __Take a photo of yourself and post it to social media using **#becauseisaidiwould**



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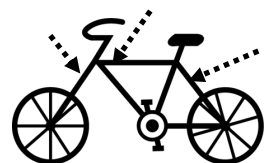
7. Other: _____

-
-
- __Take a photo of yourself and post it to social media using **#becauseisaidiwould**

Appraisal Checklist for Bikes

Please verify that each bike meets the following list of basic requirements before passing the bike to the Safety Inspection Station. The Appraisal and Safety stations can be combined at your discretion.

- ❑ **Wheels/Tires**—no wobble when you spin it, spokes are not loose. Are inflated properly, holds air, good tread, no cracking or dry rot. Also check for right size by tilting bike 25 degrees to either side with the pedal in the lowest position w/o the pedal or any other part of the bike (other than the tires) hitting the ground.
- ❑ **Rims**—no cracks or damage
- ❑ **Pedaling system**—sprockets and pedals are working and not loose, chain is not too loose and has a chain guard. Make sure the gears shift smoothly and that the chain doesn't jump off the gears.
- ❑ **Handlebars**—if they will or won't stay in one place, ends of the handlebars need to be capped or covered
- ❑ **Seat**—stays in place w/o twisting, not ripped or torn, dry rot etc.
- ❑ **Brakes**—cable cannot frayed, pads are thick enough, not sticking, Spin the wheels to check for rubbing and proper functioning. Check brake pads for excessive wear and rubbing.
- ❑ **Frame**—no deep rust, bends, cracks, or bubbling under the paint

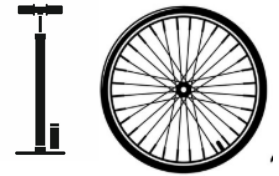


Bike Safety and Inspection Checklist

Please confirm or correct these important safety points.

Tires:

☐ Well secured and inflated properly. The recommended inflation for your tire can be found on the side of the tires and is measured in PSI.



Seat:

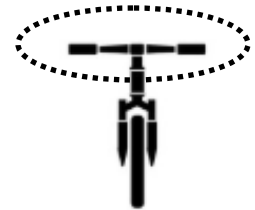
☐ Tightened properly

You may need to adjust these to the child's height later on



Handlebars:

☐ Tightened properly



Lubrication:

☐ Axels are well-oiled and excess is wiped off

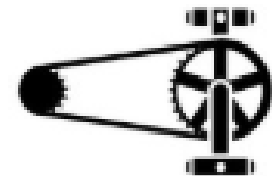
☐ Lubricate the chain by doing the following:

☐ Gently brush out the links with a dry toothbrush

☐ Slowly turn the pedals and apply a drop of chain lubricant every few links along the length of the chain (Do NOT use WD-40 for this.)

☐ Once you have done the whole chain, shift through the gears (if any) and apply 10-12 additional drops to make sure everything is well coated.

☐ Wipe off the excess lubricant with a clean, dry cloth.



Nuts and bolts:

☐ Check the bike over and tighten all other critical fasteners, such as nuts and bolts. Make sure all bolts are tightened properly by hand. DO NOT over-tighten.





Instructions for using a Promise Card:

- Write your promise to complete this project on the card
- Give the card to the Volunteer Project Leader
- Fulfill your promise
- Get your card back. Keep it as a reminder that you are a person of your word!

because I said I would.

because I said I would.

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Photojournalist Leader Section



- Promotes the event
- Captures the experience to share success and inspire volunteerism
- Ensures that policies and personal preferences regarding photography and posting to social media are strictly enforced

Photojournalist Leader Checklist



A picture is worth a thousand words. Capture the moment and share the impact volunteering can make!

Remember: depending on location and the person you are recognizing, the rules and regulations of photography may vary. Make sure to ask if the person is comfortable having his or her picture taken.



Before

- ☐ Recruit additional volunteers for the Day of Service; advertise the project using flyers and on social media, including the roles needed on the day of service
- ☐ Contact local newspapers, news stations, and magazines (if applicable)
- ☐ Charge batteries for your camera/s & ensure your phone is charged
- ☐ Check that you have extra batteries and/or chargers
- ☐ Pack up your photography/ recording equipment
- ☐ Check with the **Logistics Leader** to understand the rules of what can and cannot be captured



During

- ☐ Bring and set up photography equipment
- ☐ Capture the project through photo or video (or both)
- ☐ Interview 5 or more people (see [Interview Guide](#))
- ☐ Make sure volunteers know how to use **#becauseisaidiwould**



After

- ☐ Use the completed Photojournalist Guide to write a short paragraph about an interesting part of the project
- ☐ Announce the outcome on social media platforms
- ☐ Send a recap including photos and write-up of interviews to *projects@becauseisaidiwould.com*

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TIPS FOR TAKING INTERESTING PHOTOS

Before and After—

- Show a striking difference between the start of the project and at the end.

Subject selection—

- Choose people/places/things to photograph that are unexpected, surprising, emotional, or action-oriented.

Frame and focus—

- Eliminate unnecessary background by getting 'up close' to the intended subject/s of the photo.
- Experiment with different angles and perspectives that draw the viewer in.

- Take a before and after shot
- Do a group photo
- Catch an action shot

Sample Interview Questions

1. What is the most unexpected thing to occur today?
2. Have you ever done something like this before?
3. What did you learn today?
4. Has this issue affected you directly or indirectly?
5. What did you discover while interacting with others? Does anything stand out? Any interesting discussions?



Write a short story that recounts interesting experiences people had during this event. Share your story with *because I said I would* headquarters and post it to social media to increase awareness and promote volunteerism!

Use the back of this sheet if desired

Email to projects@becauseisaidiwould.com

Fundraising Leader Section



- Works with the Project Leader to determine if additional funds or supplies are needed
- Finds and collects donations if necessary

Fundraising Leader Checklist



The following is a general set of guidelines for this Leadership position. You will need to add specific tasks to this person's checklists if you will be hosting a fundraiser prior to the completion of your project.



BEFORE

Before

- ☐ Find out what equipment/supplies are needed (if any) by checking with the **Logistics Leader**
- ☐ Identify possible donors for needed supplies or equipment
- ☐ Plan and complete a fundraising event **prior to the day of service** if additional funds or supplies are needed (see fundraising guide sheet)
- ☐ Use any acquired funds to purchase needed equipment or supplies by working with the **Project Leader**
- ☐ Give any other donated equipment or supplies to the **Logistics Leader**



DURING

During

- ☐ Collect and compile information for the Impact Report by doing the following:
 - ☐ Recognize and record how many volunteers are there
 - ☐ Find out from the **Logistics Leader** the cost of purchased supplies and how many of each were needed
 - ☐ Distinguish between what was donated, borrowed, and purchased



AFTER

After

- ☐ Inform the **Project Leader** of information collected for the Impact Report
- ☐ Thank any donors who had a part in making this project possible by working with the **Project Leader**

because
I said
I would.

Fundraising Guide Sheet



Below are some general considerations for planning and completing a fundraising event. The more time you have in advance to plan, the more likely it is that you will have a successful event.

IDEAS

- Ice cream bar/potato bar
- Spaghetti dinner
- Pancake breakfast
- Flea Market
- Bake Sale
- Bingo
- Silent Auction

START

Decide on a fundraising idea

Make a thorough **supplies list**. Do not forget about the **place or specific services** you may need like landfill fees or food delivery.

Calculate your 'break even' point: Subtract the cost of doing your fundraiser from the minimum amount of money that you could possibly raise. Make sure it is possible that you can raise enough funds to make your efforts worthwhile.

Research nearby similar fundraisers and schedule accordingly to reduce duplication of similar projects in the same area at the same time

Promote/advertise your event as far in advance as possible

- Be clear what **payment types** will be accepted
- **Inform donors** that their gift is NOT tax deductible (because you are not a non-profit organization)
- Ensure your **electronic payment methods** are working
- Get sufficient \$ (bills and coins) to **make change**

Donate the surplus: Any amount in excess of what is needed should be gifted to *because I said I would* or invested in another project

After your fundraiser, **make personal thank you notes/calls** using the donor's name

END

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