



FUNDRAISING TOOLKIT

FOR PASSIONATE FUNDRAISERS,
COMMUNITY GROUPS, SCHOOLS AND WORKPLACES



WHAT IS THE FUNDRAISING TOOLKIT?

The Fundraising Toolkit includes helpful guides and tools to support your fundraising. Whether you need poster templates to promote your event, guides on how to run different activities or communication templates - you'll find a range of easy-to-use resources in this toolkit that have been developed by fundraising experts and tested by communities.

The toolkit includes:

- An overview of fundraising activity guides available
- How your fundraising activities make a difference
- Information about New Zealand Red Cross' humanitarian programmes
- General health, safety and wellbeing information
- Banking information

The six activity guides currently available are how to run your own:

- Sausage sizzle
- Raffle
- Quiz night
- Bake sale
- Street Collection site (organisations only)
- Morning tea

All activity guides include event planning and equipment checklists, poster, email and social media templates, as well as health, safety and wellbeing information.

AVAILABLE ACTIVITY GUIDES

1



How to:
**RUN A SAUSAGE
SIZZLE FUNDRAISER!**



2



How to:
**RUN A MORNING
TEA FUNDRAISER!**



3



How to:
**RUN A BAKE SALE
FUNDRAISER!**



4



How to:
**RUN A QUIZ NIGHT
FUNDRAISER!**



Downloadable resources and links are at the end of this toolkit

AVAILABLE ACTIVITY GUIDES

5



How to:
RUN A RAFFLE FUNDRAISER!



NEW ZEALAND
RED CROSS
KIPEKA WHIROO AOTEAROA

6



How to:
RUN A STREET COLLECTION



NEW ZEALAND
RED CROSS
KIPEKA WHIROO AOTEAROA

Downloadable resources and links are at the end of this toolkit



Why support New Zealand Red Cross?

New Zealand Red Cross is proud to be part of the world's largest humanitarian movement, working to meet the needs and improve the lives of vulnerable people.

We help people facing the challenges of disaster, emergency, conflict or crisis. Every day our humanitarian network of more than 10,000 members, volunteers and employees provide relief, comfort and support, wherever we are needed in New Zealand, the Pacific and around the world.

Our Fundamental Principles—humanity, impartiality, neutrality, independence, voluntary service, unity, and universality—guide everything we do. This means we are here to help, wherever the need is greatest.

Humanitarian needs around the world are growing. Red Cross is there in some of the most urgent, devastating and difficult situations. As a volunteer movement and a charity, our work is only possible thanks to those who generously give time and donations.

When compassionate people like you fundraise for New Zealand Red Cross, you are helping:

- Provide practical and emotional support to people affected by disasters and emergencies
- Support former refugees as they settle into their new lives in New Zealand
- Deliver nutritious meals to people who find it challenging to cook for themselves
- Train and deploy our International Delegates on lifesaving missions



THANK YOU for the important role you are playing to help New Zealand Red Cross continue deliver humanitarian impact for vulnerable people where the need is greatest.

MAKE A *difference*

We desperately need donations to our Where the Need is Greatest Fund, which is critical for enabling all our humanitarian services and programmes. Every single programme we deliver relies on donations made to this fund. Money raised from local fundraising activities helps ensure support reaches thousands of vulnerable people every year.

We're here to support you with your fundraising activities. If you, have questions about local or national fundraising activities, you can contact us at getfundraising@redcross.org.nz.

THANK YOU

Here are some examples of how the funds you raise can help:



\$10

Could provide an emergency blanket to keep someone warm during an emergency



\$25

Could ensure an elderly neighbour in need receives a daily meal delivery for one week



\$60

Could cover the costs of a volunteer working for three months to support a newly arrived former refugee family



\$100

Could help deploy specialist delegates to the Pacific to work alongside and support communities affected by an emergency



Your support makes a lifechanging difference through our programmes

SUPPORTING PEOPLE IN NEW ZEALAND

We support many vulnerable communities here in New Zealand. We have a humanitarian network of more than 10,000 members, volunteers and employees working to support people from Northland to Southland.

DISASTER AND EMERGENCY RESPONSE

We help communities to prepare for, respond to, and recover from disasters and emergencies across Aotearoa New Zealand.



We don't know when or where the next disaster will strike. But we do know that Red Cross will be there wherever we are needed. Across the country, we train and equip teams in 20 locations to be ready to respond to floods, earthquakes, landslides, severe weather, and other emergencies.

New Zealand communities are vulnerable to many natural hazards, and climate change is causing more frequent and intense weather events. Red Cross is being called upon more than ever before. Our volunteer teams meet regularly and undertake comprehensive deployment training to strengthen local community resilience and build skills in first aid, psychosocial support, and to support the coordination of emergency operations.

- Prepositioned **emergency supplies, equipment and trained personnel**
- Teams in **20 locations** ready to provide **emotional support, emergency shelter, welfare supplies, and local outreach**
- We may also raise **financial support** to help meet exceptional needs
- We're **part of local communities** and we're still there **helping people and families** after the immediate response ends

MEALS ON WHEELS

Each year New Zealand Red Cross delivers over 700,000 meals to people who find it challenging to cook for themselves.

The meals are delivered by more than 3,000 volunteers who cover thousands of kilometres

around the country every day. Since the 1950s we've been providing communities with more than a food delivery service, our volunteers provide regular social connection and an opportunity to check that everything is okay.



- Coordinating **over 700,000 meal deliveries** in over **30 locations**
- **Vital connection for vulnerable people** in our communities
- Delivering **nutritious meals** for people unable to cook for themselves
- **Independence for elderly, unwell or isolated people** living in their homes

REFUGEE SETTLEMENT SUPPORT

We support former refugees on every step of their journey to settle and find work as they begin their new lives here. We also assist convention refugees and other vulnerable migrants.



With over a decade of experience working with people from refugee backgrounds, our tailored programmes are informed by the communities we serve. We have supported tens of thousands of people and families to build brighter futures that are safe from conflict and persecution.

Our multicultural teams include social workers, cross-cultural caseworkers, youth workers, specialist mental health professionals, employment liaisons, and trained refugee support volunteers who support people on their settlement journey for up to two years.

- Helping **set up homes, build community connections** and **navigate everyday life**
- Sourcing items such as **homewares, school uniforms and car seats**
- Increasing **access to work, education and training opportunities**
- Providing youth and people coping with trauma access to **specialist care and support**
- **Vital connections and practical assistance** for convention refugees
- **Family reunification** support



SUPPORTING PEOPLE OVERSEAS

Our international work has a strong focus on the Pacific, building resilience and supporting our neighbours during disasters. We also respond to humanitarian emergencies around the world.

THE GLOBAL RED CROSS RED CRESCENT MOVEMENT

We're connected through National Societies in 191 countries, the International Committee of the Red Cross (ICRC) – focused on conflict and international humanitarian law; and the International Federation of Red Cross Red Crescent Societies (IFRC) – focused on disaster and National Society coordination.



New Zealand Red Cross plays an important role contributing to humanitarian relief efforts for crises around the world – from devastating conflicts in Ukraine and the Middle East to major earthquakes in Morocco, Türkiye and Syria, to severe floods in Libya and Pakistan and disasters in Vanuatu, Tonga and Papua New Guinea. We're ready to help wherever we're needed next.

- Trusted **advocate for humanitarian needs** without taking sides or discrimination
- Support for **most vulnerable, in need and hard to reach people**
- **Local knowledge, global reach**



INTERNATIONAL PROGRAMMES

We train and deploy skilled personnel and resources to save lives, alleviate suffering and maintain human dignity, often working in some of the most challenging environments.



Our International Delegates include nurses, logistics and operations experts, emergency communications specialists and much more. They work alongside local teams to provide humanitarian aid and capacity development through their technical expertise.

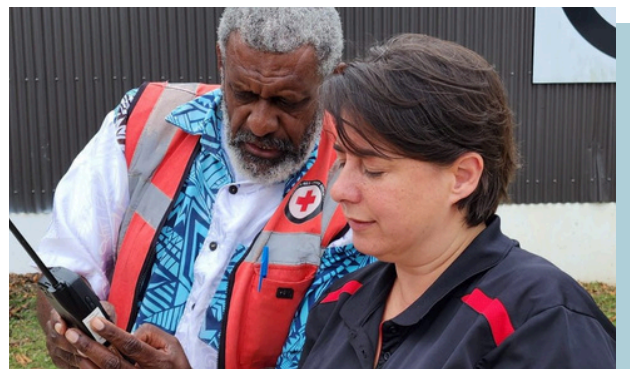
We supply emergency relief items and resources around the world where it is needed. When loved ones are separated by migration, disaster or conflict, we work to find information about their whereabouts through our global Restoring Family Links service.

- **Over 100 International Delegates** ready to deploy to share Kiwi expertise
- One of five global Red Cross **IT & Telecommunications Emergency Response Units** that can be sent into disaster zones within 72 hours to **coordinate operations**
- **IT and telecommunication technology** to communities across the Pacific and Asia to support effective emergency response communications
- Global network to **reconnect and reunite** people all over the world

PACIFIC PROGRAMMES

We provide bilateral support to strengthen Red Cross National Societies and build resilience in vulnerable communities' after 'Societies such as Cook Islands, Fiji, Kiribati, Samoa, Tonga, Tuvalu, Solomon Islands, and Vanuatu.

- **Up to 10,000 people** equipped with lifesaving first aid skills every year
- **Cyclone relief** including **shelter toolkits, jerricans, kitchen sets**, from warehouses in Auckland and Fiji
- Capacity building through **National Society development** to increase resilience



INTERNATIONAL HUMANITARIAN LAW

Red Cross is the guardian of the 1949 Geneva Conventions, which is international legislation that minimises the harm caused by war.



- **196 states** party to the **Geneva Conventions**
- International treaties to **eliminate nuclear proliferation**
- **Rules of War:** protects civilians, ensures humanitarian access, limits force
- **International Humanitarian Law education** and dialogue to ensure all parties to conflict **understand these important rules**



FUNDRAISING COMMUNICATIONS TIPS

We know there is a lot of information about all the great work that New Zealand Red Cross does – and there is much more that we have not covered here that is happening every day in communities.

- We recommend checking out the **stories on our website that give real examples of people receiving life changing help and support**
- **Think about your personal motivations for getting involved** – sharing your reasons for supporting Red Cross is a powerful and authentic way to engage people with your fundraising
- **Remember that donations support a range of important humanitarian work** so be mindful that you do not guarantee a specific purpose. With so many important programmes, it would be ineffective to fundraise for each one individually. The **Where the Need is Greatest Fund** ensures we have the resources and flexibility to **meet the greatest humanitarian needs**



EVENT PLANNING TEMPLATES

The templates on the following pages have been created to make event planning as easy as possible.

EVENT PLAN

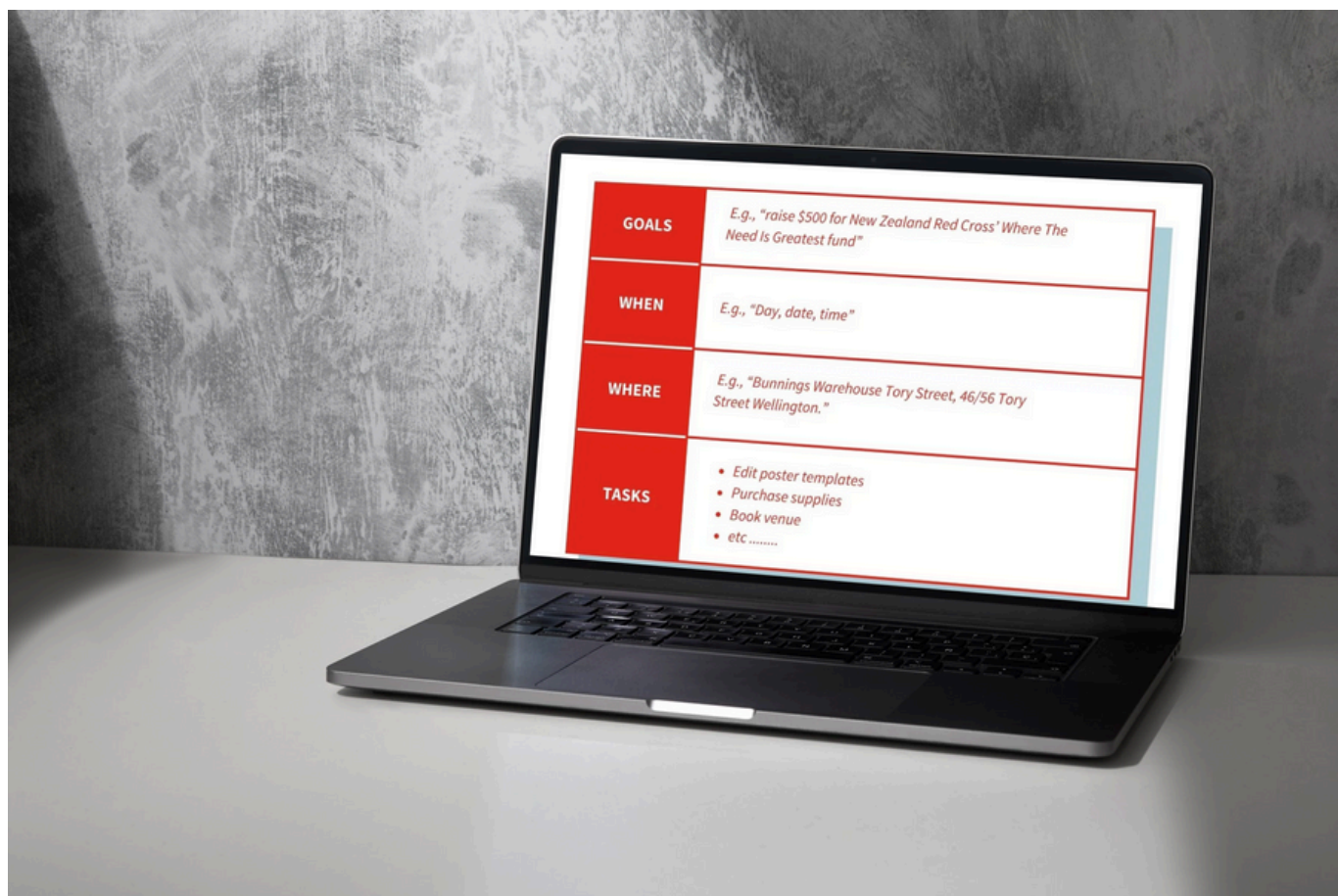
Details your budget, goals, logistics, development, promotion, delivery, wrap up and evaluation.

TASK MANAGER

Streamlines management of your pending tasks and completion dates.

BUDGET AND EXPENSES RECORD

Keep track of costs – especially important if costs need to be reimbursed.



EVENT PLAN

Fundraising event: *Sausage Sizzle fundraiser*

Budget: \$250

Date: *Saturday 17th January 2026*

| | |
|--------------|--|
| GOALS | <i>E.g., "raise \$500 for New Zealand Red Cross' Where The Need Is Greatest fund"</i> |
| WHEN | <i>E.g., "Day, date, time"</i> |
| WHERE | <i>E.g., "Bunnings Warehouse Tory Street, 46/56 Tory Street Wellington."</i> |
| TASKS | <ul style="list-style-type: none"><i>• Edit poster templates</i><i>• Purchase supplies</i><i>• Book venue</i><i>• etc</i> |

Table continued over next page...

| STAGES Planning often involves four stages: | TASKS <i>(What will you do to achieve your goal? E.g. create posters, find volunteers, etc.)</i> | BY WHOM | BY WHEN/ DATE COMPLETED | RESOURCES AND SKILLS REQUIRED |
|--|--|---|--|--|
| DEVELOPMENT What do you need to do to put the event in place? | | | | |
| PROMOTION How are you going to promote the event? What tools will you use? | | | | |
| DELIVERY/ IMPLEMENTATION What do you need to do to make the event happen? | | | | |
| EVALUATION How are you going to measure the success of the event? | | | | |
| HEALTH, SAFETY AND WELLBEING What hazards could harm people involved in the event? How will you prevent injuries and illnesses? | Example: <i>People could be burnt by BBQ for sausage sizzle. We will cordon off BBQ from the public.</i> | Example: <i>Name of Individual organising fundraiser.</i> | Example: <i>Week before sausage sizzle</i> | Example: <i>Participants asked to advise coordinator during planning phase (before the sausage sizzle) if they are experienced and confident using BBQ (or not).</i> <i>As BBQs are different models, someone familiar with that model and area to ensure it's set up safely and monitor use during the activity and ensure it has been tested prior.</i> |

TASK MANAGER

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|------------------------------|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| TASK | Confirm Sausage sizzle location | | | | | | | | | | | |
| | Begin creating posters | | | | | | | | | | | |
| | Confirm team shifts | | | | | | | | | | | |
| | Delegate float organiser | | | | | | | | | | | |
| Health, safety and wellbeing | Identify hazards and plan to manage these | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

Further guidance about identifying and managing hazards is provided further in this toolkit. Please contact getfundraising@redcross.org.nz for more support.

BUDGET AND EXPENSES RECORD

| Item | Expense | Payment Method | Payment Due | Paid |
|----------------------------|--------------|------------------------------|-----------------|-------------------------------------|
| <i>5x 60 pack sausages</i> | <i>\$200</i> | <i>Sandara's Eftpos card</i> | <i>25.10.25</i> | <input checked="" type="checkbox"/> |
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Downloadable copy of Event Template, Key Tasks and Deadlines, and Expense Checklist:

[Fundraising Toolkit templates](#)

Downloadable resources and links are at the end of this toolkit

USEFUL MATERIALS

This toolkit provides useful templates for your fundraising activities.

We encourage using approved templates featuring the Red Cross logo. Any custom materials must be approved to ensure proper logo use. To reach out, please email getfundraising@redcross.org.nz.

The Red Cross emblem is a protected humanitarian symbol, and its correct use is vital for maintaining trust in its purpose. Misuse can lead to confusion and diminish its protective significance. Misuse includes unauthorised use of the emblem or any symbol that may be mistaken for it.

For more information, please visit the New Zealand Red Cross website: [Red Cross Emblems](#).

While using the New Zealand Red Cross logo, it is important to engage with people in a sensible and friendly manner.

EVENT PROMOTION TEMPLATES

You can use these posters to promote your fundraising events. Place them in your local supermarkets, libraries, and on community notice boards.



Downloadable resources and links are at the end of this toolkit



SAUSAGE SIZZLE FUNDRAISER

Date:
Time:
Place:

All proceeds go to New Zealand Red Cross in its mission to help improve the lives of vulnerable people here in Aotearoa New Zealand and overseas.



MORNING TEA FUNDRAISER

Date:
Time:
Place:

All proceeds go to New Zealand Red Cross in its mission to help improve the lives of vulnerable people here in Aotearoa New Zealand and overseas.



BAKE SALE FUNDRAISER

Date:
Time:
Place:

All proceeds go to New Zealand Red Cross in its mission to help improve the lives of vulnerable people here in Aotearoa New Zealand and overseas.



RAFFLE FUNDRAISER

Date:
Time:
Place:

All proceeds go to New Zealand Red Cross in its mission to help improve the lives of vulnerable people here in Aotearoa New Zealand and overseas.



QUIZ NIGHT FUNDRAISER

Date:
Time:
Place:

All proceeds go to New Zealand Red Cross in its mission to help improve the lives of vulnerable people here in Aotearoa New Zealand and overseas.



ANNUAL STREET COLLECTION

Date:
Time:
Place:

All proceeds go to New Zealand Red Cross in its mission to help improve the lives of vulnerable people here in Aotearoa New Zealand and overseas.

Fundraising Toolkit templates

Downloadable resources and links are at the end of this toolkit

GENERAL HEALTH & SAFETY

Keep the health and safety of yourself and others in mind throughout your activities. The best time to do this is while planning the event. Keeping privacy in mind, check whether there are any pre-existing conditions for team members that need some preparation or awareness, for example, asthma. Talk with the other volunteers about the things that could cause harm, and what steps you'll take to keep people safe.

1 Think about potential sources of harm, such as:

- Tripping and slipping hazards
WorkSafe guidance on managing slips, trips and falls ⁹
- Sharp objects
- Lifting/transporting heavy or awkward items
WorkSafe guidance on lifting, carrying, pushing and pulling ¹⁰
- Vehicle movements (e.g. if in a carpark)
- The environment - heat, cold, sun or rain
WorkSafe guidance on temperature at work ¹¹
- Emergency situations such as extreme weather, a fire, earthquake or a medical emergency. Do you know where your evacuation area is, where to find first aid equipment and where the closest fire extinguishers are located?
- Injuries and illnesses – it's good practice to have a first aid kit on hand.
WorkSafe also has comprehensive guidance on managing risks at events ¹²

2 Dealing with abuse or aggression from the public

Very rarely, volunteers carrying out fundraising activities may experience negative behaviour from members of the public. If you experience this type of situation:

- Keep your own safety front of mind. You should immediately leave the activity and seek assistance from others if you feel unsafe at any point.
- If fearful for your or others safety, ask someone else to call the police - either **111** if the behaviour is **currently happening**, or **105** to report it **after the fact**.
- Direct any specific questions or challenges about New Zealand Red Cross to the website and let the person know there is lots of information there. You can say you are just fundraising for New Zealand Red Cross and that you do not have all the information they're after.

Downloadable resources and links are at the end of this toolkit

- Wherever possible, try to always have at least two volunteers on duty at your activity.

3 Hygiene and food safety

- There are strict health and safety rules for holding a fundraiser and handling/ serving food to the public. Learn more about Food Health and Safety
- **Ministry for Primary Industries guidance on fundraising, community, and social event food safety.** ¹³
- When handling food, you will need to wear gloves and always use hand sanitiser where you cannot wash your hands. Make sure all surfaces are sanitised and wiped down before and after the event. Food will need to be in a fridge to be kept at an optimal temperature the entire day, when not out on tables. Even when on tables be conscious how long food has been out for. Ensure food is labelled and dietary information is clearly marked. Allergies are common, so you will need to ensure there is no cross contamination, and use different tongs, gloves and serving platters. Read more information about **food allergies and intolerances** ¹⁴ from the Ministry for Primary Industries.

4 Familiarise yourself with the Food Act

You do not need to register under the Food Act if you are selling food:

- To fundraise less than 20 times a year
- Once in a calendar year at an event like a local fair
- Provided by members of sports or social clubs – where food is not the event's purpose.

5 Money handling

- When swapping shifts with other fundraisers, please ensure they are aware of where the money is. Someone will need to always watch the collection bucket.
- When handling/ counting money ensure you do it in a non-crowded area with a buddy.
- When traveling with money ensure it is in an opaque non-identifiable bag and preferably travel with a buddy to deposit it.

Downloadable resources and links are at the end of this toolkit

Common hazards and risks

Some examples of common hazards are below, as well as external links (such as WorkSafe and MPI) with useful information when planning your activity.

| Hazards | Additional information |
|--|---|
| Tripping and slipping hazards | <u>WorkSafe guidance on managing slips, trips and falls</u> ⁹ |
| The environment Heat, cold, sun or rain. This includes for volunteers travelling to/from an activity | <u>WorkSafe guidance on temperature at work</u> ¹¹ |
| Manual handling Lifting, carrying and transporting heavy or awkward items | <u>WorkSafe guidance on lifting, carrying, pushing and pulling</u> ¹⁰ |
| Emergency situations such as extreme weather, a fire, or earthquake or a medical emergency. Do you know: <ul style="list-style-type: none">• The weather forecast?• Where your evacuation area is?• Who your first aiders are – which volunteer/s have a current first aid certificate?• Who will provide a first aid kit?• Where the closest fire extinguishers are? | <u>Civil Defence NZ – Learn about hazards</u> ¹⁵ <u>Fire and Emergency NZ – What to do in the event of a fire</u> ¹⁶ |

Continued over next page...

Downloadable resources and links are at the end of this toolkit

Injuries and illnesses

It's good practice to have a first aid kit on hand, as well as someone trained in first aid. You should check in advance where the nearest AED (defibrillator) is located.

Keeping privacy in mind, check whether there are any pre-existing conditions for team members that need some preparation or awareness, for example, asthma.

To reduce the risk of infectious diseases such as COVID-19 or influenza – encourage good hygiene practices and send volunteers home if they appear unwell, practice good hygiene

[Get the Red Cross First Aid app](#) ¹⁷

[AED locator website](#) ¹⁸

[Health New Zealand – Infectious diseases guidance](#) ¹⁹

Volunteering alone

Wherever possible, try to always have at least two volunteers on duty at your activity.

[Worksafe Guidance on Lone Working](#) ²⁰

Important: If you have any major accidents, please report them to [**getfundraising@redcross.org.nz**](mailto:getfundraising@redcross.org.nz)

Downloadable resources and links are at the end of this toolkit



How to donate funds from your fundraising

Banking at an ASB branch

If you would like to safely and securely deposit your donation at an ASB Bank, find our handy step-by-step guide to safely banking donations below. To find your nearest ASB branch, [visit the ASB website](#).²¹

- 1 Before your fundraiser** you will need to obtain some coin bags, or a sealable bag to place your earnings into from the day. It would be best to keep a second nonidentifiable opaque bag with you, so you are able to carry the money after the fundraiser in a discrete manner.
- 2 If you are unable to deposit the donations straight away**, please keep the money in a locked, safe place until you can. And if travelling with money, always keep it out of sight and, where possible, have a 'buddy' come with you!
- 3 Bank the cash directly with the cashier.** Let them know you have just completed a fundraiser for New Zealand Red Cross and that you would like to deposit some funds. You will need to give the cashier at the ASB branch the details on the next page before proceeding with the donation.

Downloadable resources and links are at the end of this toolkit

Account name: NZRC Fundraising

Account number: 12-3192-0043737-00

Particulars (Limited to 12 characters): *[Organisation name]*

Code: Donation or Appeal Name

Reference (limited to 12 characters): Fundraiser

***Important:** You will need to show the cashier photo ID to be able to deposit the money. This can be a driver's license or passport.*

Bank Transfer

If you would like to donate via bank transfer, then please use the details below when transferring from your Branch bank account to New Zealand Red Cross.

Bank Name: ASB Bank Ltd

Account Name: NZRC Fundraising

Account Number: 12-3192-0043737-00

Particulars (limited to 12 characters): *[Organisation name]*

Code (limited to 12 characters): Donation or Appeal Name

Reference (limited to 12 characters): Fundraiser

Happy Fundraising!

LINKS AND RESOURCES

- 1 <https://www.redcross.org.nz/assets/Uploads/Files/Get-Involved/Fundraising-toolkits-and-templates/Sausage-sizzle-toolkit.pdf>
- 2 <https://www.redcross.org.nz/assets/Uploads/Files/Get-Involved/Fundraising-toolkits-and-templates/Morning-tea-toolkit.pdf>
- 3 <https://www.redcross.org.nz/assets/Uploads/Files/Get-Involved/Fundraising-toolkits-and-templates/Bake-sale-toolkit.pdf>
- 4 <https://www.redcross.org.nz/assets/Uploads/Files/Get-Involved/Fundraising-toolkits-and-templates/Quiz-night-toolkit.pdf>
- 5 <https://www.redcross.org.nz/assets/Uploads/Files/Get-Involved/Fundraising-toolkits-and-templates/Raffle-toolkit.pdf>
- 6 <https://www.redcross.org.nz/assets/Uploads/Files/Get-Involved/Fundraising-toolkits-and-templates/Street-collection-toolkit.pdf>
- 7 <https://newzealandredcross.sharepoint.com/sites/CommunityEngagementPMER/Shared%20Documents/Branch%20Fundraising%20Toolkits>
- 8 <https://www.redcross.org.nz/about-us/what-we-stand-for/red-cross-emblems/>
- 9 <https://www.worksafe.govt.nz/topic-and-industry/slips-trips-falls/>
- 10 <https://www.worksafe.govt.nz/topic-and-industry/manual-handling/lifting-carrying-pushing-and-pulling-whats-the-problem/>
- 11 <https://www.worksafe.govt.nz/topic-and-industry/temperature-at-work/>
- 12 <https://www.worksafe.govt.nz/topic-and-industry/event-management/managing-risks-at-events/>
- 13 <https://www.mpi.govt.nz/food-safety-home/fundraising-community-and-social-event-food-safety/>

LINKS AND RESOURCES

- 14 <https://www.mpi.govt.nz/food-safety-home/food-allergies-intolerances/>
- 15 <https://www.civildefence.govt.nz/get-ready/learn-about-hazards>
- 16 <https://www.fireandemergency.nz/home-fire-safety/in-the-event-of-a-fire/>
- 17 <https://www.redcross.org.nz/first-aid/about-first-aid/first-aid-app/>
- 18 <https://aedlocations.co.nz>
- 19 <https://info.health.nz/conditions-treatments/infectious-diseases>
- 20 <https://www.worksafe.govt.nz/topic-and-industry/work-related-health/violence-at-work/lone-working/>
- 21 <http://www.asb.co.nz/location>



How to:

RUN A SAUSAGE SIZZLE FUNDRAISER!



NEW ZEALAND
RED CROSS
RĪPEKA WHERE AOTEAROA



Run a Sausage Sizzle fundraiser!

A sausage sizzle is an easy way to fundraise! Follow the steps below to run your own!

1 Book your sausage sizzle.

Book your sausage sizzle. First you will need to establish a date, time, and venue for your sizzle. If you want a grill provided for you, then contact your nearest Bunnings Warehouse, for example.



As the weekend availability for these sites fills up quickly, we would recommend contacting them at least a month in advance for your sausage sizzle. If you would like to use your own grill, then you can contact local supermarkets to book your sizzle outside their store. You can use our simple email template to get started.

2 Organise volunteers/your team for the day. Typically, a sausage sizzle runs from 9.00am-4.30pm in 2-hour shifts. You may require volunteers to help with grilling, selling, purchasing and preparing ingredients (such as cutting the onions in advance). Most locations require at least three volunteers to be present at all times, and we would encourage you to work towards this. Create a schedule using our simple template below and contact your volunteers to fill the shifts in. Be sure to give volunteers plenty of notice and contact them ahead of the event to remind them of their shifts.

3 Organise your supplies and equipment. Find a helpful list of supplies and equipment below. Your team will need to organise a cash float of at least \$50 in a variety of coins. Please keep receipts if you make any purchases for the event. Some locations may have a minimum price you will need to sell your sausages for. We recommend you price your sausages at \$2.50. Do not forget to print out your Red Cross posters and other helpful signage provided in this handy guide.

- 4 Advertise your event.** Spread the word to your surrounding networks. Use the poster templates provided and put them up on local noticeboards, at workplaces etc to advertise your event. Or if you would like to create your own, we request that you do not use the New Zealand Red Cross logo. If you would like more information on why there are rules around the use of the Red Cross emblem and our logo, please **visit the Red Cross website**.¹ You can also promote your sizzle to your community online. If you need some help with what to say, you can use the social media post template included in this toolkit.
- 5 Read the health and safety guide.** Ensure your area is safe using the handy health and safety guide included in this toolkit. Everyone who will be handling food and serving it to the public will also need to read the food health and safety rules below and follow safe hygiene practices.
- 6 Set up.** On the day of the fundraiser, ensure you have all the relevant information you need (this may include printed permission that states you are allowed to fundraise on the premises). Arrive 20 minutes early to set up, check health and safety and ensure you know where first aid and fire extinguisher are located. Remember to smile and have fun!
- 7 At the end of the event.** Please leave the premises/ location clean and tidy. Count your funds, thank your team, and celebrate your successful sausage sizzle fundraiser!

Ministry for Primary Industries sausage sizzle health and safety regulations²

Downloadable resources and links are at the end of this toolkit

Sausage sizzle grocery list:

The amounts are based on an average 9.00am-4.30pm sales day. Adjust depending on expected turnout (think weather, location, duration etc.)

- Onions – 15kg
- Sausages – 5 x 60pk pre-cooked sausages (300 pieces total). You can supply vegetarian/vegan sausages as an option if you would like – these can easily be purchased in your local supermarket
- Bread – 18 x Value white toast bread (17 slices per bag, crusts not included)
- Tomato sauce – 2.5 litres. Check to see if your local supermarket sells larger sizes – if not various bulk stores will sell these items
- Mustard – 1.5 litres
- Serviettes – 300pc
- Tinfoil – 1 Roll
- Hand sanitiser
- Bin bags
- Paper towels x 1 roll
- Canola cooking oil x 1
- Disposable gloves

Equipment:

- Tongs x 2
- BBQ spatula to cook the sausages
- BBQ wipes to wipe the grill down after
- BBQ scraper to scrape the grill after cooking
- Chopping boards x 2
- Sharp knife x 2
- Foil trays x 2
- Chilly bins x 2
- Donation container/ box or anything to hold money in with a lid
- Float (variety of coins to make up \$50)

You may not need everything on this checklist so please adjust to suit your sausage sizzle!

Bunnings Sausage sizzle guidelines³

Downloadable resources and links are at the end of this toolkit

EMAIL TEMPLATE: BOOKING A SAUSAGE SIZZLE

This template is a guide, please feel free to adjust it to suit your purposes.

New Message — ↗ X

To

Subject

Hello, **[Name]**,

I hope you are well. My name is **[Your name]**.
I am getting in touch to enquire about holding a sausage sizzle fundraiser on your premises to raise funds for New Zealand Red Cross.
Do you have any weekend availability at your store for us to host a sausage sizzle between **[Date]** and **[Date]**.

The money we raise from our sausage sizzle will go towards:

- Training and equipping our Disaster Welfare and Support Teams, ensuring they are ready to respond across the country to help communities affected by emergency.
- Delivering over 700,000 nutritious meals a year to elderly and vulnerable members of our communities.
- Deploying highly skilled International Delegates to work in areas of conflict and emergency around the world.
- Giving a warm Kiwi welcome to former refugees and help them settle into their new life here in Aotearoa New Zealand.

We would appreciate your support with our fundraising efforts!
I look forward to hearing from you. 😊

[Sign off]

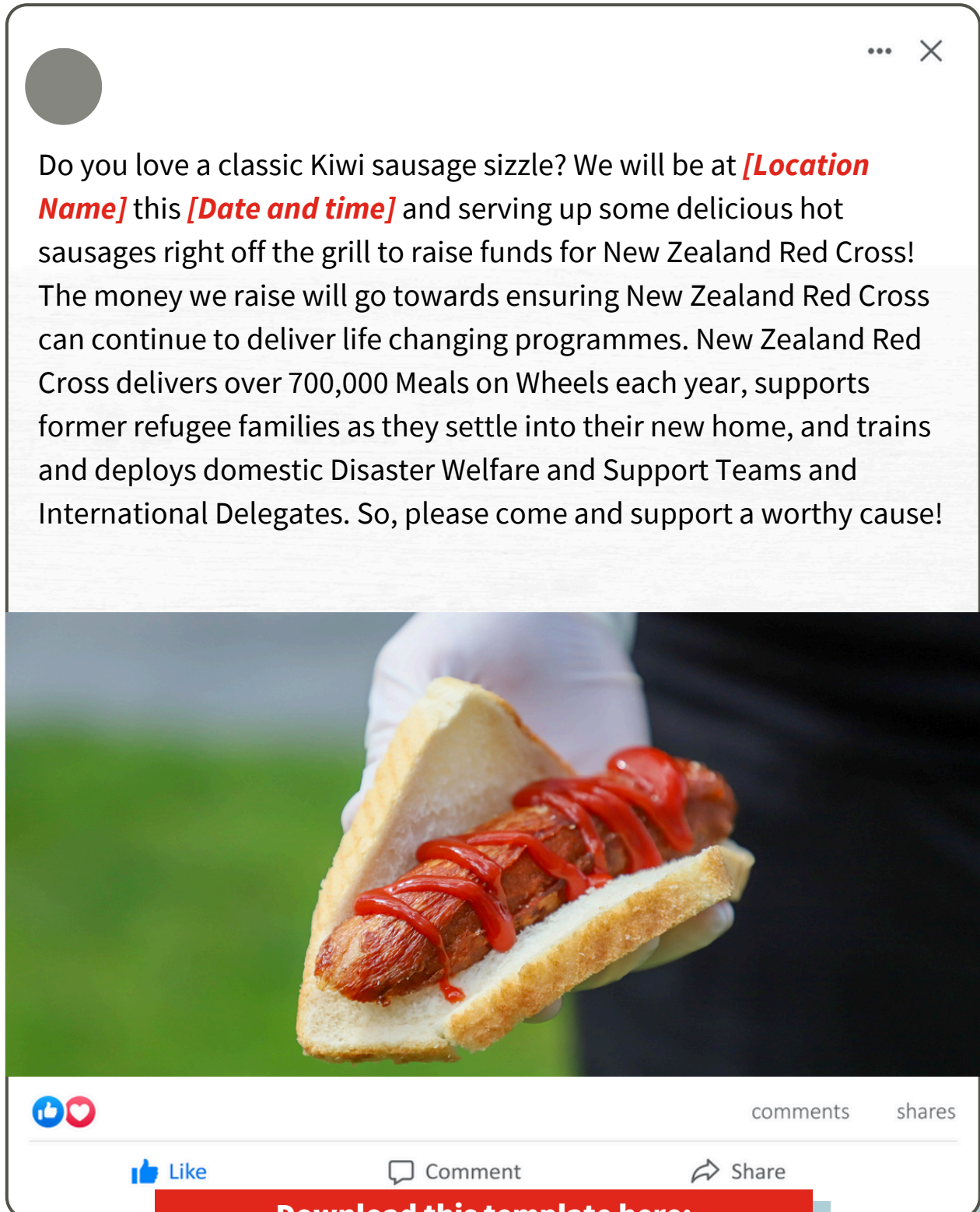
Send 🗑️ ▼

Download this template here:
redcross.org.nz/toolkit-templates 4

Downloadable resources and links are at the end of this toolkit

SOCIAL MEDIA POST TEMPLATE: LONG VERSION

This template is a guide, please feel free to adjust it to suit your purposes.




Download this template here:
redcross.org.nz/toolkit-templates 4

Downloadable resources and links are at the end of this toolkit

SOCIAL MEDIA POST TEMPLATE: SHORTER VERSION


This template is a guide, please feel free to adjust it to suit your purposes.



... X


We are holding a charity sausage sizzle at **[Location name]** to raise funds for New Zealand Red Cross to help people most vulnerable in our communities. If you would like to come help support us and grab a bite to eat, then come along on **[Date]** at **[Time]**.

OR

[Who is holding the fundraiser]
[Why?]
[Where?]
[Who would you like to come?]



  comments shares

 Like Comment Share

Download this template here:
redcross.org.nz/toolkit-templates4

Downloadable resources and links are at the end of this toolkit

SAUSAGE SIZZLE HEALTH & SAFETY

Keep the health and safety of yourself and others in mind throughout this activity. The best time to do this is while planning the event. Keeping privacy in mind, check whether there are any pre-existing conditions for team members that need some preparation or awareness, for example, asthma. Talk with the other volunteers about the things that could cause harm, and what steps you'll take to keep people safe.

1 Think about potential sources of harm, such as:

- Tripping and slipping hazards
WorkSafe guidance on managing slips, trips and falls ⁵
- Sharp objects
- Lifting/transporting heavy or awkward items
WorkSafe guidance on lifting, carrying, pushing and pulling ⁶
- Vehicle movements (e.g. if in a carpark)
- The environment - heat, cold, sun or rain
WorkSafe guidance on temperature at work ⁷
- Emergency situations such as extreme weather, a fire, earthquake or a medical emergency. Do you know where your evacuation area is, where to find first aid equipment and where the closest fire extinguishers are located?
- Injuries and illnesses – it's good practice to have a first aid kit on hand.
WorkSafe also has comprehensive guidance on managing risks at events ⁸

2 Dealing with abuse or aggression from the public

Very rarely, volunteers carrying out fundraising activities may experience negative behaviour from members of the public. If you experience this type of situation:

- Keep your own safety front of mind. You should immediately leave the activity and seek assistance from others if you feel unsafe at any point.
- If fearful for your or others safety, ask someone else to call the police - either **111** if the behaviour is **currently happening**, or **105** to report it **after the fact**.
- Direct any specific questions or challenges about New Zealand Red Cross to the website and let the person know there is lots of information there. You can say you are just fundraising for New Zealand Red Cross and that you do not have all the information they're after.

Downloadable resources and links are at the end of this toolkit

- Wherever possible, try to always have at least two volunteers on duty at your activity.

3 Hygiene and food safety

- There are strict health and safety rules for holding a fundraiser and handling/ serving food to the public. Learn more about Food Health and Safety
- **Ministry for Primary Industries guidance on fundraising, community, and social event food safety.**⁹
- When handling food, you will need to wear gloves and always use hand sanitiser where you cannot wash your hands. Make sure all surfaces are sanitised and wiped down before and after the event. Food will need to be in a fridge to be kept at an optimal temperature the entire day, when not out on tables. Even when on tables be conscious how long food has been out for. Ensure food is labelled and dietary information is clearly marked. Allergies are common, so you will need to ensure there is no cross contamination, and use different tongs, gloves and serving platters. Read more information about **food allergies and intolerances**¹⁰ from the Ministry for Primary Industries.

4 Familiarise yourself with the Food Act

You do not need to register under the Food Act if you are selling food:

- To fundraise less than 20 times a year
- Once in a calendar year at an event like a local fair
- Provided by members of sports or social clubs – where food is not the event's purpose.

5 Money handling

- When swapping shifts with other volunteers, please ensure they are aware of where the money is. Someone will need to always watch the collection bucket.
- When handling/ counting money ensure you do it in a non-crowded area with a buddy.
- When traveling with money ensure it is in an opaque non-identifiable bag and preferably travel with a buddy to deposit it.

Downloadable resources and links are at the end of this toolkit



SAUSAGE SIZZLE FUNDRAISER

Date:

Time:

Place:

Download Poster Template here:

redcross.org.nz/toolkit-templates ⁴

Downloadable resources and links are at the end of this toolkit

All proceeds go to New Zealand Red Cross

in its mission to help improve the lives of vulnerable people here in Aotearoa New Zealand and overseas.

LINKS AND RESOURCES

- 1 <https://www.redcross.org.nz/about-us/what-we-stand-for/red-cross-emblems/>
- 2 <https://www.mpi.govt.nz/dmsdocument/3714/direct>
- 3 <https://www.bunnings.co.nz/about-us/in-our-community>
- 4 <https://www.redcross.org.nz/get-involved/fundraise/planning-your-fundraising-event/fundraising-toolkit-templates>
- 5 <https://www.worksafe.govt.nz/topic-and-industry/slips-trips-falls/>
- 6 <https://www.worksafe.govt.nz/topic-and-industry/manual-handling/lifting-carrying-pushing-and-pulling-whats-the-problem/>
- 7 <https://www.worksafe.govt.nz/topic-and-industry/temperature-at-work/>
- 8 <https://www.worksafe.govt.nz/topic-and-industry/event-management/managing-risks-at-events/>
- 9 <https://www.mpi.govt.nz/food-safety-home/fundraising-community-and-social-event-food-safety/>
- 10 <https://www.mpi.govt.nz/food-safety-home/food-allergies-intolerances/>



How to:

RUN A MORNING TEA FUNDRAISER!



Run a morning tea fundraiser!

A morning tea with guests can be a great way to raise funds while connecting with your community.

- 1 Book your morning tea.** To get started, select a suitable date, time, and venue. Consider the availability of who you want to invite – you could host it over the weekend with friends and family or during a weekday with colleagues. Decide how you would like to run the event – will this be outdoors like a picnic or inside?

Top Tip: Make it more fun and exciting with a theme or plan it on a significant day, such as World Red Cross Red Crescent Day on 8 May, World Refugee Day on 20 June or National Volunteer Week in June.

- 2 Invite guests.** You can invite friends, whānau, colleagues, and anyone who may be interested. Track the number of confirmed attendees and dietary requirements. Let attendees know that this event is a koha | donation entry and what the event's purpose is.

- 3 Organise your supplies and equipment.** Find a handy checklist of all the equipment you may need below. You may like to ask your local supermarket or local supplier such as a cafe if they will donate food for your fundraiser using the email template below, by giving them a call or by popping in. A workplace may even be keen to sponsor your morning tea, you will just need to ask.



- 4 Read the health and safety guide.** Ensure your area is safe using the handy health and safety guide included in this toolkit. Everyone who will be handling food and serving it to the public will also need to read the food health and safety rules below and follow safe hygiene practices.
- 5 Email your attendees.** Once you have confirmed your RSVPs, a week before the event, contact those who are coming. Remind them that the event is a koha | donation entry, and you are raising funds for New Zealand Red Cross. Any other essential information you can provide would be helpful, such as if the event is themed or if they would need to dress up.
- 6 Set up.** Once you have the food, venue and guest list sorted out, it is time to launch the event. Set up and decorate your venue, greet people as they arrive, collect donations, and have fun!
- 7 At the end of the event.** Please leave the premises/ location clean and tidy. Count your funds, thank your team, and celebrate your successful morning tea fundraiser.

Equipment:

- Tongs x 2
- Tablecloth
- Cutlery
- Table/s
- Chairs or picnic rugs if hosted outside
- A few serving platters
- Decorations
- Red Cross posters/ information pamphlets
- Variety of food items
- Donation container/box or anything to hold money in with a lid

Ministry for Primary Industries fundraising food health and safety ¹

Downloadable resources and links are at the end of this toolkit

EMAIL TEMPLATE 1: INVITING ATTENDEES - FORMAL

This template is a guide, please feel free to adjust it to suit your purposes.

New Message — ↗ X

To

Subject

Hello *[Name]*,

My name is *[Name]*. We are hosting a charity morning tea fundraiser to raise vital funds for New Zealand Red Cross on *[Date]* at *[Location]* and would like to invite you to attend. *[There will be a theme, and we would like you to dress up....]*

All you would need to do is:

- Bring a donation
- Spread the word to your friends, family, and colleagues
- Let us know if you have any dietary restrictions

Please RSVP to this invitation by replying to this email and we will put you on our event attendees list. Please let us know by *[Date]* if you would like to come. We look forward to seeing you at our morning tea. 😊

[Sign off]

Send 🗑️ ▼

Download this template here:
redcross.org.nz/toolkit-templates²

Downloadable resources and links are at the end of this toolkit

EMAIL TEMPLATE 1: INVITING ATTENDEES - INFORMAL

This template is a guide, please feel free to adjust it to suit your purposes.

New Message — ↗ X

To

Subject

Hello *[Name]*,

I hope you have been well. I am emailing you to invite you to the charity morning tea fundraiser I am hosting to raise vital funds for New Zealand Red Cross.

The fundraiser will take place on *[Date]* at *[Location]* and we would be incredibly happy to have you attend. *[There will be a theme, and we would like you to dress up....]*

All you would need to do is:

- Bring a donation
- Spread the word to your friends, family, and colleagues
- Let us know if you have any dietary restrictions

Please RSVP to this invitation by replying to this email and we will put you on our event attendees list. Please let us know by *[Date]* if you would like to come. We look forward to seeing you at our morning tea. 😊

[Sign off]

Send 🗑️ ▼

Download this template here:
redcross.org.nz/toolkit-templates ²

Downloadable resources and links are at the end of this toolkit

EMAIL TEMPLATE 2: ASKING FOR FOOD DONATIONS

This template is a guide, please feel free to adjust it to suit your purposes.

New Message — ↗ X

To

Subject

Hello **[Name]**,

My name is **[Your name]**. I am writing to ask if **[organisation name]** would consider donating food for our fundraiser on **[date]**. We are hosting a charity morning tea fundraiser to raise vital funds for New Zealand Red Cross.

The money we raise from our morning tea will go towards:

- Training and equipping our Disaster Welfare and Support Teams, ensuring they are ready to respond across the country to help communities affected by emergency.
- Delivering over 700,000 nutritious meals a year to elderly and vulnerable members of our communities.
- Deploying our highly skilled International Delegates to work in areas of conflict and emergency around the world.
- Giving a warm Kiwi welcome to former refugees and help them settle into their new life here in Aotearoa New Zealand.

Thank you for your consideration and looking forward to hearing from you.

[Sign off]

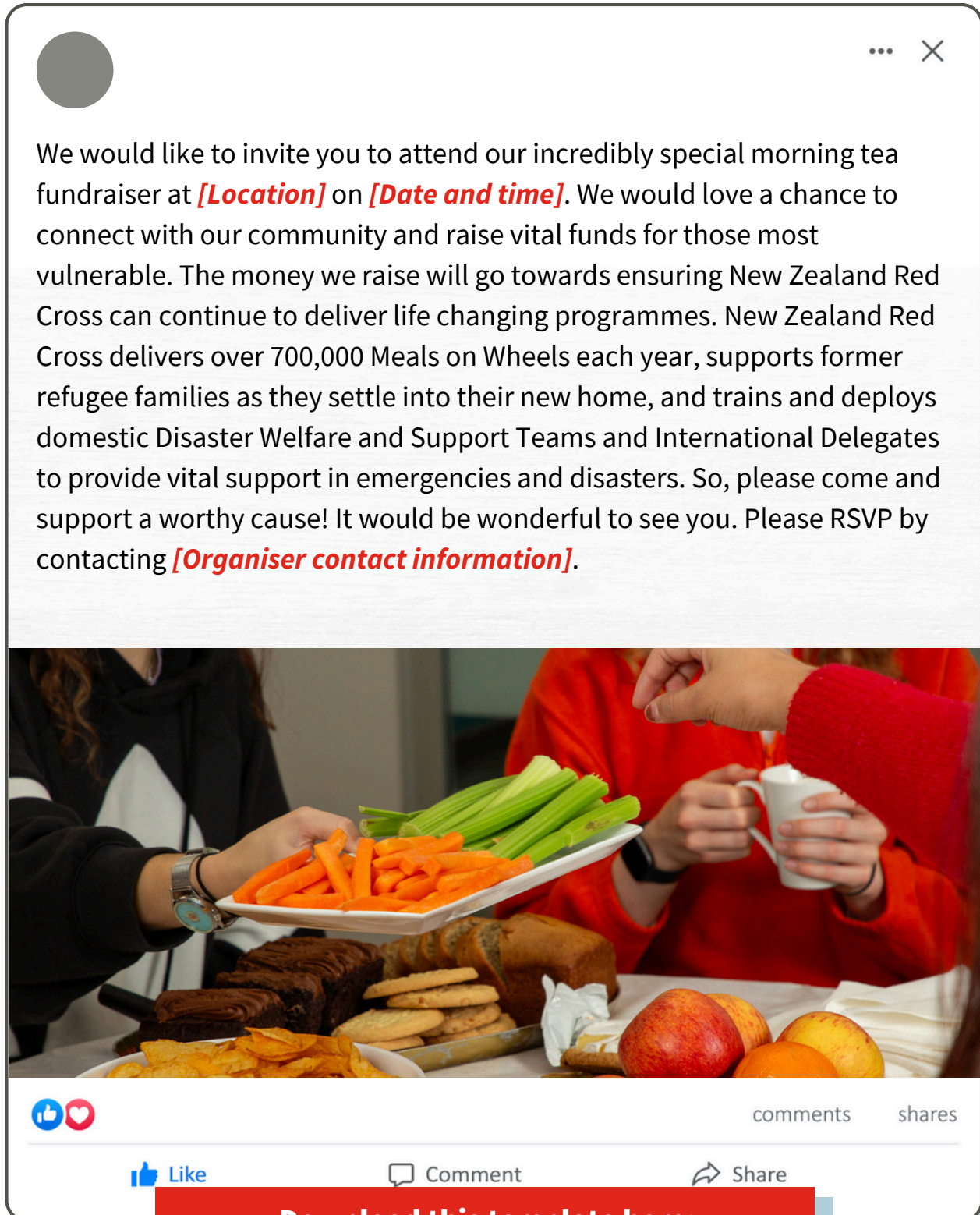
Send 🗑️ ▼

Download this template here:
redcross.org.nz/toolkit-templates/2

Downloadable resources and links are at the end of this toolkit

SOCIAL MEDIA POST TEMPLATE: LONG VERSION

This template is a guide, please feel free to adjust it to suit your purposes.



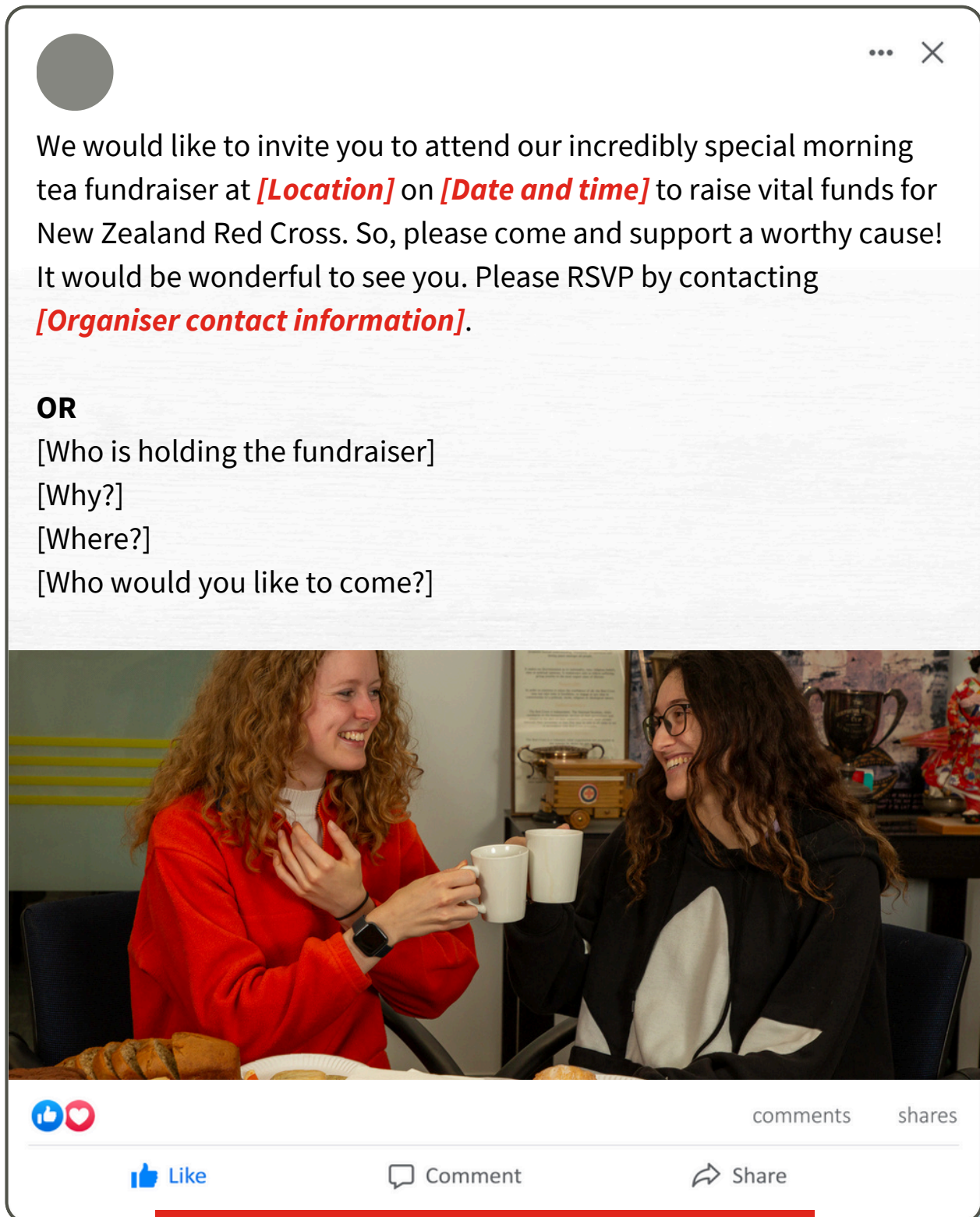
The image shows a social media post template for a morning tea fundraiser. At the top left is a grey circular profile picture placeholder. At the top right are three dots and a close 'X' icon. The main text of the post is: "We would like to invite you to attend our incredibly special morning tea fundraiser at **[Location]** on **[Date and time]**. We would love a chance to connect with our community and raise vital funds for those most vulnerable. The money we raise will go towards ensuring New Zealand Red Cross can continue to deliver life changing programmes. New Zealand Red Cross delivers over 700,000 Meals on Wheels each year, supports former refugee families as they settle into their new home, and trains and deploys domestic Disaster Welfare and Support Teams and International Delegates to provide vital support in emergencies and disasters. So, please come and support a worthy cause! It would be wonderful to see you. Please RSVP by contacting **[Organiser contact information]**." Below the text is a photograph of people at a table with a tray of carrots and celery, bread, and fruit. At the bottom of the post are icons for likes and hearts, and the text "comments" and "shares". Below the post are icons for "Like", "Comment", and "Share".


Download this template here:
redcross.org.nz/toolkit-templates2

Downloadable resources and links are at the end of this toolkit

SOCIAL MEDIA POST TEMPLATE: SHORTER VERSION

This template is a guide, please feel free to adjust it to suit your purposes.






 ... X




We would like to invite you to attend our incredibly special morning tea fundraiser at **[Location]** on **[Date and time]** to raise vital funds for New Zealand Red Cross. So, please come and support a worthy cause! It would be wonderful to see you. Please RSVP by contacting **[Organiser contact information]**.

OR

- [Who is holding the fundraiser]
- [Why?]
- [Where?]
- [Who would you like to come?]



  comments shares

 Like  Comment  Share

Download this template here:
redcross.org.nz/toolkit-templates2

Downloadable resources and links are at the end of this toolkit

MORNING TEA HEALTH & SAFETY

Keep the health and safety of yourself and others in mind throughout this activity. The best time to do this is while planning the event. Keeping privacy in mind, check whether there are any pre-existing conditions for team members that need some preparation or awareness, for example, asthma. Talk with the other volunteers about the things that could cause harm, and what steps you'll take to keep people safe.

1 Think about potential sources of harm, such as:

- Tripping and slipping hazards
WorkSafe guidance on managing slips, trips and falls³
- Sharp objects
- Lifting/transporting heavy or awkward items
WorkSafe guidance on lifting, carrying, pushing and pulling⁴
- Vehicle movements (e.g. if in a carpark)
- The environment - heat, cold, sun or rain
WorkSafe guidance on temperature at work⁵
- Emergency situations such as extreme weather, a fire, earthquake or a medical emergency. Do you know where your evacuation area is, where to find first aid equipment and where the closest fire extinguishers are located?
- Injuries and illnesses – it's good practice to have a first aid kit on hand.
WorkSafe also has comprehensive guidance on managing risks at events⁶

2 Dealing with abuse or aggression from the public

Very rarely, volunteers carrying out fundraising activities may experience negative behaviour from members of the public. If you experience this type of situation:

- Keep your own safety front of mind. You should immediately leave the activity and seek assistance from others if you feel unsafe at any point.
- If fearful for your or others safety, ask someone else to call the police - either **111** if the behaviour is **currently happening**, or **105** to report it **after the fact**.
- Direct any specific questions or challenges about New Zealand Red Cross to the website and let the person know there is lots of information there. You can say you are just fundraising for New Zealand Red Cross and that you do not have all the information they're after.

Downloadable resources and links are at the end of this toolkit

- Wherever possible, try to always have at least two volunteers on duty at your activity.

3 Hygiene and food safety

- There are strict health and safety rules for holding a fundraiser and handling/ serving food to the public. Learn more about Food Health and Safety
- **Ministry for Primary Industries guidance on fundraising, community, and social event food safety.** ⁷
- When handling food, you will need to wear gloves and always use hand sanitiser where you cannot wash your hands. Make sure all surfaces are sanitised and wiped down before and after the event. Food will need to be in a fridge to be kept at an optimal temperature the entire day, when not out on tables. Even when on tables be conscious how long food has been out for. Ensure food is labelled and dietary information is clearly marked. Allergies are common, so you will need to ensure there is no cross contamination, and use different tongs, gloves and serving platters. Read more information about **food allergies and intolerances** ⁸ from the Ministry for Primary Industries.

4 Familiarise yourself with the Food Act

You do not need to register under the Food Act if you are selling food:

- To fundraise less than 20 times a year
- Once in a calendar year at an event like a local fair
- Provided by members of sports or social clubs – where food is not the event's purpose.

5 Money handling

- When swapping shifts with other volunteers, please ensure they are aware of where the money is. Someone will need to always watch the collection bucket.
- When handling/ counting money ensure you do it in a non-crowded area with a buddy.
- When traveling with money ensure it is in an opaque non-identifiable bag and preferably travel with a buddy to deposit it.

Downloadable resources and links are at the end of this toolkit



MORNING TEA FUNDRAISER

Date:

Time:

Place:

Download Poster Template here:

redcross.org.nz/toolkit-templates²

Downloadable resources and links are at the end of this toolkit

All proceeds go to New Zealand Red Cross
in its mission to help improve the lives of vulnerable
people here in Aotearoa New Zealand and overseas.

LINKS AND RESOURCES

- 1 <https://www.mpi.govt.nz/food-business/starting-a-food-business/exemptions-from-the-food-act/fundraising-and-community-event-food-safety-rules/>
- 2 <https://www.redcross.org.nz/get-involved/fundraise/planning-your-fundraising-event/fundraising-toolkit-templates>
- 3 <https://www.worksafe.govt.nz/topic-and-industry/slips-trips-falls/>
- 4 <https://www.worksafe.govt.nz/topic-and-industry/manual-handling/lifting-carrying-pushing-and-pulling-whats-the-problem/>
- 5 <https://www.worksafe.govt.nz/topic-and-industry/temperature-at-work/>
- 6 <https://www.worksafe.govt.nz/topic-and-industry/event-management/managing-risks-at-events/>
- 7 <https://www.mpi.govt.nz/food-safety-home/fundraising-community-and-social-event-food-safety/>
- 8 <https://www.mpi.govt.nz/food-safety-home/food-allergies-intolerances/>



How to:

RUN A BAKE SALE FUNDRAISER!



Run a Bake Sale fundraiser!

A bake sale is a classic way to fundraise! Get a few sweet and savoury treats together and sell them at your local markets.

- 1 Book your bake sale.** First you will need to establish the date, time, and place you would like to host your bake sale fundraiser. You may want to find out when local markets are taking place in your community and hire a spot to sell your baked goods.

Top Tip #1: You could consider a theme for your bake sale. For example, if it is during Annual Appeal Month (March) you could offer all red baking!

- 2 Plan the baking.** Whether it is an individual or team baking effort, plan to bake a variety of items and avoid double-ups. Keep some dietary preferences and allergies in mind such as vegan and gluten-free, etc. and ensure the ingredients are listed so those who are selling the items know what is in the baking. Remember to follow all food preparation health and safety guidelines when preparing your baked goods!

- 3 Advertise your event.** Spread the word to your surrounding networks. Use the poster templates provided and put them up to advertise your event on local noticeboards, at libraries, workplaces, etc. Or if you would like to create your own, we request that you do not use the New Zealand Red Cross logo. If you would like more information on why there are rules around the use of the Red Cross emblem and our logo, please **visit the Red Cross website**.¹ You can also promote your bake sale to your community online. If you need some help with what to say, you can use the social media post template included in this toolkit.

- 4 Organise volunteers/your team for the day.** We recommend 1 or 2-hour shifts. Create a schedule using our simple template and contact your team members to fill



the shifts in. Be sure to give them plenty of notice and contact them ahead of the event to remind them of their shifts.

Top Tip #2: We recommend asking people for donations rather than pricing items; we have found this raises more money!

Downloadable resources and links are at the end of this toolkit

- 5 Organise your supplies and equipment.** Find a helpful list of supplies and equipment below. Also ensure you have a cash float of around \$40 in a variety of coins. Don't forget to print out your Red Cross posters and other helpful signage provided in this handy guide.
- 6 Read the health and safety guide.** Ensure your area is safe using the handy health and safety guide included in this toolkit. Everyone who will be handling food and serving it to the public will also need to read the food health and safety rules below and follow safe hygiene practices.
- 7 Set up.** On the day of the bake sale, ensure you have all the relevant information you need. This may include printed permission that you are allowed to fundraise on the premises, ingredients lists, decorations, and food labels for each baking item. Arrive early to set up and familiarise yourself with the area. Greet people as they walk past and have fun!
- 8 At the end of the event.** Please leave the premises/ location clean and tidy. Count your funds, thank your team, and celebrate your successful bake sale fundraiser!

Equipment:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Tongs x 2 | <input checked="" type="checkbox"/> Printed posters and posters stand (if available) |
| <input checked="" type="checkbox"/> Tablecloth | <input checked="" type="checkbox"/> Decorations such as streamers or balloons |
| <input checked="" type="checkbox"/> Table | <input checked="" type="checkbox"/> Donation Container/ box or anything to hold money in with a lid |
| <input checked="" type="checkbox"/> Serving platters | <input checked="" type="checkbox"/> Cash float (Variety of coins to make up \$40) |
| <input checked="" type="checkbox"/> Gloves | |
| <input checked="" type="checkbox"/> Cutlery (if needed) | |
| <input checked="" type="checkbox"/> Paper bags | |
| <input checked="" type="checkbox"/> Serviettes | |
| <input checked="" type="checkbox"/> Paper plates | |

Ministry for Primary Industries fundraising food health and safety²

Downloadable resources and links are at the end of this toolkit

EMAIL TEMPLATE 1: BOOKING A SPACE

This template is a guide, please feel free to adjust it to suit your purposes.

New Message — ↗ X

To

Subject

Hello **[Name]**,

My name is **[Your name]**. I am writing to you today to ask if you have any spots available at your market/event for a charity bake sale stall at **[location]** on **[date]** to raise funds for New Zealand Red Cross.

The money we raise from our bake sale will go towards:

- Training and equipping our Disaster Welfare and Support Teams, ensuring they are ready to respond across the country to help communities affected by emergency.
- Delivering over 700,000 nutritious meals a year to elderly and vulnerable members of our communities.
- Deploying our highly skilled International Delegates to work in areas of conflict and emergency around the world.
- Giving a warm Kiwi welcome to former refugees and help them settle into their new life here in Aotearoa New Zealand.

We would appreciate your support with our fundraising efforts!

I look forward to hearing from you.

[Sign off]

Send 🗑️ ▼

Download this template here:
redcross.org.nz/toolkit-templates³

Downloadable resources and links are at the end of this toolkit

EMAIL TEMPLATE 2: ASKING VOLUNTEERS TO BAKE

This template is a guide, please feel free to adjust it to suit your purposes.

New Message — ↗ X

To

Subject

Hello **[Name]**,

We are hosting a bake sale at **[location]** on **[date]** to fundraise for the work of New Zealand Red Cross – like emergency preparedness and response, Meals on Wheels, refugee settlement support and international relief. The most important part of a bake sale is the baking, and we need a few lovely volunteers to supply baked goods to sell.

If you would like to bake something, then reply to this email and include an ingredient list and any dietary information (e.g., gluten free, vegan, etc.)*

The baking will need to be dropped off at **[location]** on **[Date]**.

If you cannot drop off at the drop off point of **[Address]** then please let us know as it may be able to be picked up.

Thank you very much for your contribution to our fundraiser and we look forward to seeing what you bake!

[Sign off]

** Gluten is a protein found in certain grains, such as wheat, barley, rye, and triticale. Someone who is gluten free would avoid foods containing these.*

** A vegan is someone who does not eat any food derived from animals and who typically does not use or consume other animal products.*

Send 🗑️ ▼

Download this template here:

redcross.org.nz/toolkit-templates³

Downloadable resources and links are at the end of this toolkit

SOCIAL MEDIA POST TEMPLATE: LONG VERSION

This template is a guide, please feel free to adjust it to suit your purposes.



Fancy a sweet treat? Explore your local markets and help raise vital funds for an awesome humanitarian organisation! We will be at **[Location]** on **[Date and time]** selling amazing baked goods. The money we raise will go towards ensuring New Zealand Red Cross can continue to deliver its life changing programmes. New Zealand Red Cross delivers over 700,000 Meals on Wheels each year, supports former refugee families as they settle into their new home, and trains and deploys domestic Disaster Welfare and Support Teams and International Delegates. So, please come and support a worthy cause!

Like Comment Share

Download this template here:
redcross.org.nz/toolkit-templates³

Downloadable resources and links are at the end of this toolkit

SOCIAL MEDIA POST TEMPLATE: SHORTER VERSION

This template is a guide, please feel free to adjust it to suit your purposes.



We are holding a charity Bake Sale at **[Location name]** to help raise funds for New Zealand Red Cross. If you would like to come help support us and grab a delicious treat, then come along on **[Date]** at **[Time]**.

OR

[Who is holding the fundraiser]

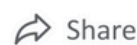
[Why?]

[Where?]

[Who would you like to come?]



comments shares



Download this template here:

redcross.org.nz/toolkit-templates³

Downloadable resources and links are at the end of this toolkit

BAKE SALE HEALTH & SAFETY

Keep the health and safety of yourself and others in mind throughout this activity. The best time to do this is while planning the event. Keeping privacy in mind, check whether there are any pre-existing conditions for team members that need some preparation or awareness, for example, asthma. Talk with the other volunteers about the things that could cause harm, and what steps you'll take to keep people safe.

1 Think about potential sources of harm, such as:

- Tripping and slipping hazards
WorkSafe guidance on managing slips, trips and falls⁴
- Sharp objects
- Lifting/transporting heavy or awkward items
WorkSafe guidance on lifting, carrying, pushing and pulling⁵
- Vehicle movements (e.g. if in a carpark)
- The environment - heat, cold, sun or rain
WorkSafe guidance on temperature at work⁶
- Emergency situations such as extreme weather, a fire, earthquake or a medical emergency. Do you know where your evacuation area is, where to find first aid equipment and where the closest fire extinguishers are located?
- Injuries and illnesses – it's good practice to have a first aid kit on hand.
WorkSafe also has comprehensive guidance on managing risks at events⁷

2 Dealing with abuse or aggression from the public

Very rarely, volunteers carrying out fundraising activities may experience negative behaviour from members of the public. If you experience this type of situation:

- Keep your own safety front of mind. You should immediately leave the activity and seek assistance from others if you feel unsafe at any point.
- If fearful for your or others safety, ask someone else to call the police - either **111** if the behaviour is **currently happening**, or **105** to report it **after the fact**.
- Direct any specific questions or challenges about New Zealand Red Cross to the website and let the person know there is lots of information there. You can say you are just fundraising for New Zealand Red Cross and that you do not have all the information they're after.

Downloadable resources and links are at the end of this toolkit

- Wherever possible, try to always have at least two volunteers on duty at your activity.

3 Hygiene and food safety

- There are strict health and safety rules for holding a fundraiser and handling/ serving food to the public. Learn more about Food Health and Safety
- **Ministry for Primary Industries guidance on fundraising, community, and social event food safety.** ⁸
- When handling food, you will need to wear gloves and always use hand sanitiser where you cannot wash your hands. Make sure all surfaces are sanitised and wiped down before and after the event. Food will need to be in a fridge to be kept at an optimal temperature the entire day, when not out on tables. Even when on tables be conscious how long food has been out for. Ensure food is labelled and dietary information is clearly marked. Allergies are common, so you will need to ensure there is no cross contamination, and use different tongs, gloves and serving platters. Read more information about **food allergies and intolerances** ⁹ from the Ministry for Primary Industries.

4 Familiarise yourself with the Food Act

You do not need to register under the Food Act if you are selling food:

- To fundraise less than 20 times a year
- Once in a calendar year at an event like a local fair
- Provided by members of sports or social clubs – where food is not the event's purpose.

5 Money handling

- When swapping shifts with other volunteers, please ensure they are aware of where the money is. Someone will need to always watch the collection bucket.
- When handling/ counting money ensure you do it in a non-crowded area with a buddy.
- When traveling with money ensure it is in an opaque non-identifiable bag and preferably travel with a buddy to deposit it.

Downloadable resources and links are at the end of this toolkit

RECIPE SUGGESTIONS

Check out these yummy recipes for inspiration:

[Chocolate Chip Cookie recipe from Buzzfeed](#)¹⁰

[Cinnamon Roll recipe from Ambitious Kitchen](#)¹¹

[Chai Sugar Cookie recipe from Taste of Home](#)¹²

[Lemon Bar recipe from All Recipes](#)¹³

[Cheese Muffin recipe from The Kitchn](#)¹⁴

[Quiche Lorraine recipe from NY Times](#)¹⁵



Downloadable resources and links are at the end of this toolkit



BAKE SALE FUNDRAISER

Date:

Time:

Place:

Download Poster Template here:

redcross.org.nz/toolkit-templates³

Downloadable resources and links are at the end of this toolkit

All proceeds go to New Zealand Red Cross

in its mission to help improve the lives of vulnerable people here in Aotearoa New Zealand and overseas.

LINKS AND RESOURCES

- 1 <https://www.redcross.org.nz/aboutus/what-we-stand-for/red-cross-emblems/>
- 2 <https://www.mpi.govt.nz/food-business/starting-a-food-business/exemptions-from-the-food-act/fundraising-and-community-event-food-safety-rules/>
- 3 <https://www.redcross.org.nz/get-involved/fundraise/planning-your-fundraising-event/fundraising-toolkit-templates>
- 4 <https://www.worksafe.govt.nz/topic-and-industry/slips-trips-falls/>
- 5 <https://www.worksafe.govt.nz/topic-and-industry/manual-handling/lifting-carrying-pushing-and-pulling-whats-the-problem/>
- 6 <https://www.worksafe.govt.nz/topic-and-industry/temperature-at-work/>
- 7 <https://www.worksafe.govt.nz/topic-and-industry/event-management/managing-risks-at-events/>
- 8 <https://www.mpi.govt.nz/food-safety-home/fundraising-community-and-social-event-food-safety/>
- 9 <https://www.mpi.govt.nz/food-safety-home/food-allergies-intolerances/>
- 10 <https://tasty.co/recipe/the-best-chewy-chocolate-chip-cookies>
- 11 <https://www.ambitiouskitchen.com/best-cinnamon-rolls/>
- 12 <https://www.tasteofhome.com/article/taylor-swift-chai-cookies/>
- 13 <https://www.allrecipes.com/recipe/232799/chef-johns-lemon-bars/>
- 14 <https://www.thekitchn.com/recipe-loaded-breakfast-muffins>
- 15 <https://cooking.nytimes.com/recipes/1018126-quiche-lorraine>



How to:

RUN A QUIZ NIGHT FUNDRAISER!



Run a quiz night fundraiser!

A quiz night is a fun social way to get people together and raise funds!

- 1 Book your quiz night.** Establish a date, time, and venue. Evenings work best for most people. Ensure you are planning for a day that does not clash with any major holidays or cultural events. Community venues or bars are a good place to host a quiz night. They may have a preexisting quiz that you can apply to host, where the proceeds are donated to the organisation that is hosting. (If you are hosting at a premises that serves alcohol, you must ensure your invitation, and any advertising says that the event is 18+). If you are hosting at a community centre, they may not allow alcohol or food. This will differ from place to place, so please double check beforehand. We have created a helpful email template below that you can use to book your venue.

Top Tip: If you are serving alcohol or you are hosting in a venue that serves alcohol, please ensure you drink responsibly and there is plenty of food and water available throughout the night.

- 2 Advertise your event.** You can use the poster templates below to promote your event. Put posters up in local public spaces like a library or campus (always ask for permission first) and print some out to hang around your venue. Make the most of your surrounding community – get friends, family and colleagues involved in spreading the word! Or if you would like to create your own, we request that you do not use the New Zealand Red Cross logo. If you would like more information on why there are rules around the use of the Red Cross emblem and our logo, please [visit the Red Cross website](#).¹ You can also promote your quiz to your community online, you can do so by using our helpful social media post template below.



Downloadable resources and links are at the end of this toolkit

- 3 How will you fundraise on the quiz night?** Charge a registration fee and ask attendees to consider bringing a donation on the night. A raffle is also an excellent way to increase fundraising at a quiz night (check out the raffle toolkit for legal requirements).
- 4 Create and send out a registration form.** Email and invite your friends, whānau, and colleagues to attend your quiz night. When emailing your attendees ask them for their team contact information, team name and team members' names. You will need to decide if you accept individuals or only fully completed teams. Mention the quiz start time and location at the beginning of the email to remind them. If you are charging registration fees, ensure you include a section in your email with your bank account number or ask them to reply to you if they are bringing cash on the night.
- 5 Prepare your quiz questions.** You may need to create quiz questions. Some venues, such as local bars, may already have questions prepared for use. Keep your audience in mind and try not to make the questions too difficult or too easy. We recommend 5-8 categories and about 10 questions in each category. Some popular categories include sports, music, general knowledge, food, history, pop culture etc. Consider theming your questions for a bit of fun. Find some inspiration for quiz questions from the [**Science of People website**](#).²
- 6 Select a great quizmaster.** Make sure to have a confident quizmaster who is happy to read out the questions and squeeze in a few jokes for good measure! They should also be promoting your raffle fundraiser if you are holding one throughout the night.
- 7 Organise volunteers/your team for the day.** You will need a team of 4-5 people greeting guests at the door, serving food and drinks (if you are not hosting at a community venue or bar), playing music (if allowed), roaming the quiz floor, answering questions, collecting registration fees and donations, checking for cheating, selling raffle tickets, collecting quiz papers after each round, tallying scores and checking answers.
- 8 Gather prizes for the winning team.** Contact local businesses with the handy email template below. Think food hampers, useful gadgets, kitchen equipment, vouchers, experiences, etc. Approach local companies to ask for prize donations. Record who you approach for prizes and what they give, so you have a reference list if this event is held again. Don't forget to thank your prize donors, if you would like an email template for this please find one included in this toolkit.

Downloadable resources and links are at the end of this toolkit

- 9 Organise your supplies and equipment.** You will need to organise chairs, tables, donation buckets, and hiring glassware. You will need different equipment based on where you are hosting. Please find a helpful checklist of all the equipment you will need below.
- 10 Read the health and safety guide.** Ensure your area is safe using the handy health and safety guide included in this toolkit. Everyone who will be handling food and serving it to the public will also need to read the food health and safety rules included below and follow safe hygiene practices.
- 11 Set up.** Arrive early and set up donation containers, decorations, tables, and chairs as needed and any decorations you may have if this is a themed event. Greet guests as they arrive, collect entry fees and donations, and have fun!
- 12 At the end of the event.** Please leave the premises/ location clean and tidy. Count your funds, thank your team, and celebrate your successful quiz night fundraiser!

Equipment:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Tables to seat 6 x 6 | <input checked="" type="checkbox"/> Printed posters |
| <input checked="" type="checkbox"/> Chairs x 36 | <input checked="" type="checkbox"/> Pens |
| <input checked="" type="checkbox"/> Donation container/ box or anything to hold money in with a lid | <input checked="" type="checkbox"/> Paper |
| <input checked="" type="checkbox"/> Decorations if themed - balloons, streamers, fun hats, table settings | <input checked="" type="checkbox"/> Whiteboard for scores |
| <input checked="" type="checkbox"/> Raffle tickets and prizes – if doing a raffle on the night of the quiz | <input checked="" type="checkbox"/> Whiteboard markers |
| | <input checked="" type="checkbox"/> A few printed copies of the quiz questions and answers |
| | <input checked="" type="checkbox"/> Microphone |

Ministry for Primary Industries fundraising food health and safety.³

Downloadable resources and links are at the end of this toolkit

EMAIL TEMPLATE 1: GATHERING PRIZES

This template is a guide, please feel free to adjust it to suit your purposes.

New Message — ↗ X

To

Subject

Kia ora **[Name]**,

My name is **[Name]**. I am writing today to ask if **[Business name]** would consider donating a prize for our local raffle fundraiser. We are hoping to confirm all prizes by **[Date]** and the raffle will be drawn on **[Date]**. We are fundraising to support the humanitarian work that New Zealand Red Cross does here in Aotearoa New Zealand and overseas.

The money we raise will go towards ensuring New Zealand Red Cross can continue to deliver life changing programmes. New Zealand Red Cross delivers over 700,000 Meals on Wheels each year, supports former refugee families as they settle into their new home, and trains and deploys domestic Disaster Welfare and Support Teams and International Delegates. We do hope it will be possible for you to donate an item for our raffle – we would appreciate your support.

Thank you for your consideration.

[Sign off]

Send 🗑️ ▼

Download this template here:

redcross.org.nz/toolkit-templates⁴

Downloadable resources and links are at the end of this toolkit

EMAIL TEMPLATE 2: THANKING SPONSORS

This template is a guide, please feel free to adjust it to suit your purposes.

New Message — ↗ X

To

Subject

Kia ora **[Name]**,

I am reaching out to you to thank you for your generous donation for our quiz night fundraiser for New Zealand Red Cross. Because of people like you, we can continue to raise vital funds for those in need in our communities and around the world. The work New Zealand Red Cross does would not be possible without fundraising and you have helped to make our event a huge success.

We were able to raise a total of **[\$ amount]**. This money will help to provide critical support in times of emergency, deliver warm meals for those who struggle to cook for themselves and support refugee families as they settle into their new lives in New Zealand.

Thank you again for the kindness you have shown and your support for a very worthy cause.

[Sign off]

Send 🗑️ ▼

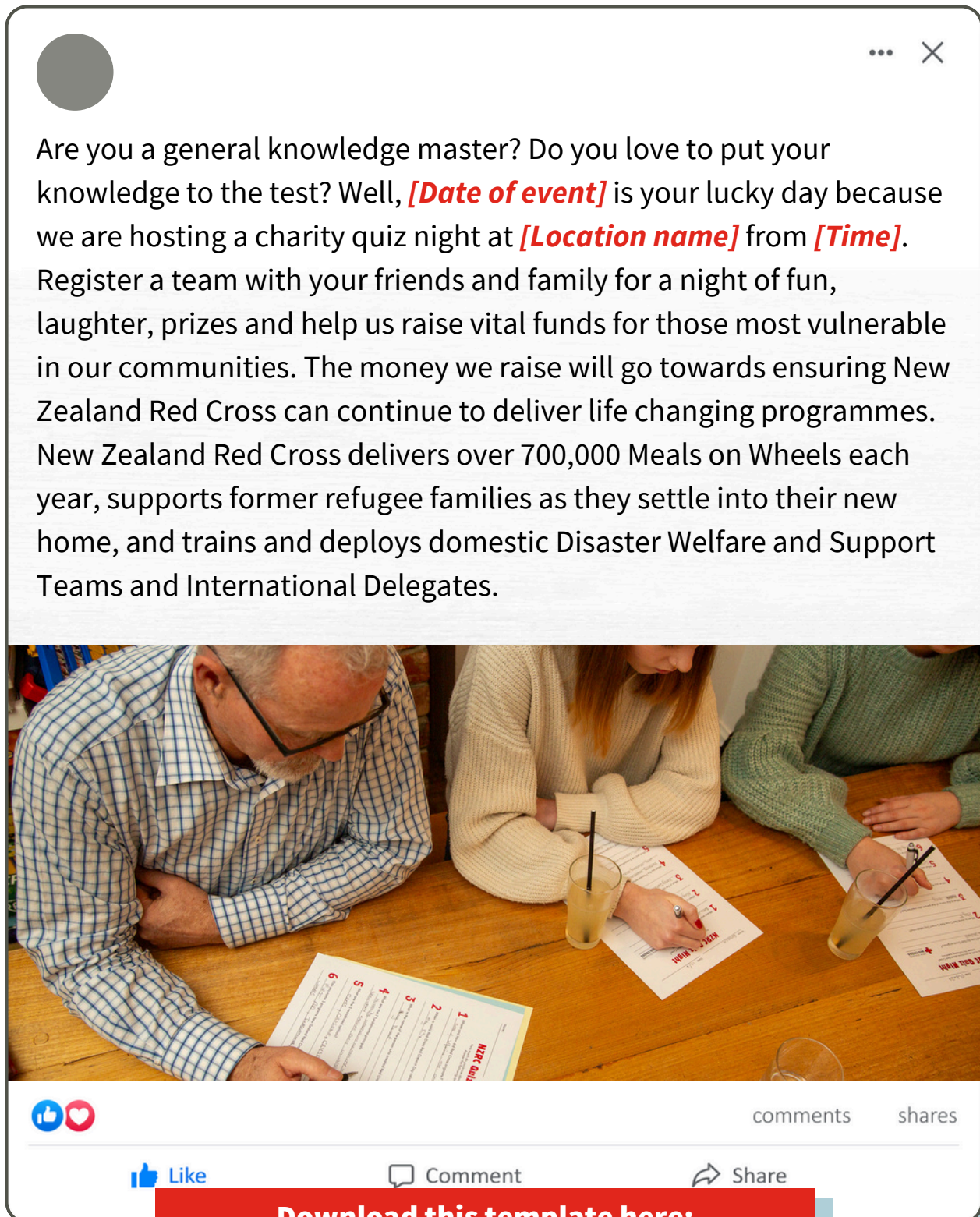
Download this template here:

redcross.org.nz/toolkit-templates⁴

Downloadable resources and links are at the end of this toolkit

SOCIAL MEDIA POST TEMPLATE: LONG VERSION

This template is a guide, please feel free to adjust it to suit your purposes.



Are you a general knowledge master? Do you love to put your knowledge to the test? Well, **[Date of event]** is your lucky day because we are hosting a charity quiz night at **[Location name]** from **[Time]**. Register a team with your friends and family for a night of fun, laughter, prizes and help us raise vital funds for those most vulnerable in our communities. The money we raise will go towards ensuring New Zealand Red Cross can continue to deliver life changing programmes. New Zealand Red Cross delivers over 700,000 Meals on Wheels each year, supports former refugee families as they settle into their new home, and trains and deploys domestic Disaster Welfare and Support Teams and International Delegates.

Download this template here:
redcross.org.nz/toolkit-templates ⁴

Downloadable resources and links are at the end of this toolkit

SOCIAL MEDIA POST TEMPLATE: SHORTER VERSION

This template is a guide, please feel free to adjust it to suit your purposes.



Are you a general knowledge master? Well, **[Date of event]** is your lucky day because we are hosting a charity quiz night at **[Location name]** from **[Time]** to support New Zealand Red Cross. Register a team with your friends and family for a night of fun, laughter, prizes and help us raise vital funds for those most vulnerable in our communities.

OR

[Who is holding the fundraiser]

[Why?]

[Where?]

[Who would you like to come?]



comments shares



Like



Comment



Share

Download this template here:

redcross.org.nz/toolkit-templates ⁴

Downloadable resources and links are at the end of this toolkit

QUIZ NIGHT HEALTH & SAFETY

Keep the health and safety of yourself and others in mind throughout this activity. The best time to do this is while planning the event. Keeping privacy in mind, check whether there are any pre-existing conditions for team members that need some preparation or awareness, for example, asthma. Talk with the other volunteers about the things that could cause harm, and what steps you'll take to keep people safe.

1 Think about potential sources of harm, such as:

- Tripping and slipping hazards
WorkSafe guidance on managing slips, trips and falls⁵
- Sharp objects
- Lifting/transporting heavy or awkward items
WorkSafe guidance on lifting, carrying, pushing and pulling⁶
- Vehicle movements (e.g. if in a carpark)
- The environment - heat, cold, sun or rain
WorkSafe guidance on temperature at work⁷
- Emergency situations such as extreme weather, a fire, earthquake or a medical emergency. Do you know where your evacuation area is, where to find first aid equipment and where the closest fire extinguishers are located?
- Injuries and illnesses – it's good practice to have a first aid kit on hand.
WorkSafe also has comprehensive guidance on managing risks at events⁸

2 Dealing with abuse or aggression from the public

Very rarely, volunteers carrying out fundraising activities may experience negative behaviour from members of the public. If you experience this type of situation:

- Keep your own safety front of mind. You should immediately leave the activity and seek assistance from others if you feel unsafe at any point.
- If fearful for your or others safety, ask someone else to call the police - either **111** if the behaviour is **currently happening**, or **105** to report it **after the fact**.
- Direct any specific questions or challenges about New Zealand Red Cross to the website and let the person know there is lots of information there. You can say you are just fundraising for New Zealand Red Cross and that you do not have all the information they're after.

Downloadable resources and links are at the end of this toolkit

- Wherever possible, try to always have at least two volunteers on duty at your activity.

3 Hygiene and food safety

- There are strict health and safety rules for holding a fundraiser and handling/ serving food to the public. Learn more about Food Health and Safety
- **Ministry for Primary Industries guidance on fundraising, community, and social event food safety.**⁹
- When handling food, you will need to wear gloves and always use hand sanitiser where you cannot wash your hands. Make sure all surfaces are sanitised and wiped down before and after the event. Food will need to be in a fridge to be kept at an optimal temperature the entire day, when not out on tables. Even when on tables be conscious how long food has been out for. Ensure food is labelled and dietary information is clearly marked. Allergies are common, so you will need to ensure there is no cross contamination, and use different tongs, gloves and serving platters. Read more information about **food allergies and intolerances**¹⁰ from the Ministry for Primary Industries.

4 Familiarise yourself with the Food Act

You do not need to register under the Food Act if you are selling food:

- To fundraise less than 20 times a year
- Once in a calendar year at an event like a local fair
- Provided by members of sports or social clubs – where food is not the event's purpose.

5 Money handling

- When swapping shifts with other volunteers, please ensure they are aware of where the money is. Someone will need to always watch the collection bucket.
- When handling/ counting money ensure you do it in a non-crowded area with a buddy.
- When traveling with money ensure it is in an opaque non-identifiable bag and preferably travel with a buddy to deposit it.

Downloadable resources and links are at the end of this toolkit



QUIZ NIGHT FUNDRAISER

Date:

Time:

Place:

Download Poster Template here:

redcross.org.nz/toolkit-templates⁴

Downloadable resources and links are at the end of this toolkit

All proceeds go to New Zealand Red Cross
in its mission to help improve the lives of vulnerable
people here in Aotearoa New Zealand and overseas.

LINKS AND RESOURCES

- 1 <https://www.redcross.org.nz/aboutus/what-we-stand-for/red-cross-emblems/>
- 2 <https://www.scienceofpeople.com/trivia-questions/>
- 3 <https://www.mpi.govt.nz/food-business/starting-a-food-business/exemptions-from-the-food-act/fundraising-and-community-event-food-safety-rules/>
- 4 <https://www.redcross.org.nz/get-involved/fundraise/planning-your-fundraising-event/fundraising-toolkit-templates>
- 5 <https://www.worksafe.govt.nz/topic-and-industry/slips-trips-falls/>
- 6 <https://www.worksafe.govt.nz/topic-and-industry/manual-handling/lifting-carrying-pushing-and-pulling-whats-the-problem/>
- 7 <https://www.worksafe.govt.nz/topic-and-industry/temperature-at-work/>
- 8 <https://www.worksafe.govt.nz/topic-and-industry/event-management/managing-risks-at-events/>
- 9 <https://www.mpi.govt.nz/food-safety-home/fundraising-community-and-social-event-food-safety/>
- 10 <https://www.mpi.govt.nz/food-safety-home/food-allergies-intolerances/>



How to:

RUN A RAFFLE FUNDRAISER!



**NEW ZEALAND
RED CROSS**
RĪPEKA WHERO AOTEAROA



Run a raffle fundraiser!

A raffle is an exciting and quick way to fundraise. Gather awesome prize items and sell your tickets! There are some important legalities you need to consider when running a raffle.

- 1 IMPORTANT: Raffle Legalities.** Familiarise yourself with the legal rulings around raffles. Raffles in New Zealand are considered gambling and MUST abide by the law. Please read all guidelines in this toolkit before gathering your raffle prizes. It's important to note that there is a legal \$5,000 limit for prizes and winnings earned, so please ensure this is not exceeded during your fundraiser.
- 2 Book your raffle.** First you need to establish a date, time, and venue (if you are holding it in conjunction with another event, you can skip this part). Allow around 2 months to source your prizes and 3 weeks for selling raffle tickets. The tickets should only be sold by authorised event organisers.
- 3 Brainstorm prize ideas.** Think food hampers, useful gadgets, kitchen equipment, vouchers, experiences, etc. It is illegal to raffle prizes such as firearms, liquor, or tobacco products. Please find the full list of prohibited prizes on the **DIA website**.¹ Approach local companies to ask for prize donations. Just ensure the total prize value does not exceed \$5000. Record who you approach for prizes and what they gave, so you have a reference list if this event is held again. If purchasing prizes, ensure you know the minimum number of tickets you will need to sell in order to cover costs.

Top Tip: you may hold a raffle with another fundraising event, such as a quiz night. This will help boost ticket sales.

Raffle legalities:

[NZ Police Housie, raffles and games of chance safety information](#) ²

[Department of Internal Affairs Raffle guidance](#) ³

All types of gambling:

[Department of Internal Affairs gambling factsheet](#) ⁴



Downloadable resources and links are at the end of this toolkit

- 4 Organise your supplies and equipment.** Please find a helpful list of all the equipment you will need included in this toolkit. If your event is themed, organise decorations for your venue. Print posters to put around or purchase streamers and balloons. You will also need to gather supplies to package the prizes. Will they be in hampers? Individually wrapped? Put in gift bags? You decide!
- 5 Read the health and safety guide.** Ensure your area is safe using the handy health and safety guide included in this toolkit. Everyone who will be handling food and serving it to the public will also need to read the food health and safety rules below and follow safe hygiene practices.
- 6 Time to sell raffle tickets.** You can purchase a ticket stub book from most \$2/ bargain shops or stationery stores in packs. You will need to decide how much you would like to sell each ticket for. Please note tickets must only be purchased in-person, even if you are promoting your event online. You will need a class 3 gambling license if you wish to sell tickets online or over the phone.
- 7 Advertise your event.** You can use the poster template and social media caption template provided for quick and easy advertising. Or if you would like to create your own, we request that you do not use the New Zealand Red Cross logo. If you would like more information on why there are rules around the use of the Red Cross emblem and our logo, please **visit the Red Cross website**.⁵ Email your friends, family and colleagues and let them know you are hosting a raffle and where to come and purchase the tickets in person. Package your items in hampers/ baskets and use photos of prizes to promote your event and excite those purchasing the tickets.
- 8 Thank your prize donors.** Thank those businesses that donated raffle prizes using the email helpful email template included in this toolkit.
- 9 Time to draw the winner.** Now that everyone has their tickets, and prizes have been purchased and wrapped, it is time to draw the winner. It is important to do this fairly as it is a game of chance. You could use **Google's random number generator**⁶ or physically mix up the tickets and pick out the winner. Please ensure you complete the draw in the presence of others, this provides a level of transparency, which is always important.
- 10 At the end of the event.** Count your funds, thank your team, and celebrate your successful raffle fundraiser.

Ministry for Primary Industries fundraising food health and safety⁷

Downloadable resources and links are at the end of this toolkit

RAFFLE FUNDRAISER LEGAL REQUIREMENTS

When running a raffle fundraiser there are strict legal requirements that apply to everybody. Please find some of these rules below and read through [the Department of Internal Affairs guidance](#).³ We strongly encourage you read through all articles linked from official New Zealand Government websites.

Gambling in New Zealand is regulated by the Gambling Act 2003.

Maximum prize value: Class 1 gambling. The first requirement you will need to remember when planning your raffle fundraiser is the total value of the prizes and the estimated value of earnings*. The **[Department of Internal Affairs factsheet](#)**³ states that the total value of prizes and earnings must not exceed \$500 if an individual is running the raffle. This is considered class 1 gambling and only one session (a session refers to the time the tickets are sold to the drawing of winners) can be held per day.

Class 2 gambling. If the total earnings are between \$500 - \$25,000 then the total value of prizes cannot exceed \$5,000. This is considered class 2 gambling. Class 2 is for Societies (Large business or group). If you are a large business or group running a raffle more than one session a day can, be held but all proceeds need to benefit the community and be used for an 'authorised purpose'. Please find a full list of **[authorised purposes on the Department of Internal Affairs website](#)**.⁸

Class 3 gambling. If the total value of prizes exceeds \$5,000 then this is considered class 3 gambling and will require a license. Class 1 and 2 do not require a license. Authorised Purpose: Proceeds must benefit your community, not an individual or business. For example, an 'Authorised Purpose' is fundraising to help/ benefit your community and not an individual.

Illegal prizes. It is illegal to raffle prizes such as firearms, liquor, or tobacco products. Check out the full list of **[prohibited prizes on the Department of Internal Affairs website](#)**.¹ There are no legal restrictions surrounding using cash as prizes as long as you stick to the dollar amount parameters above.

Selling tickets. Selling tickets online or over the phone requires a Class 3 license. You can still use social media to promote your raffle, but tickets must be sold in person if Class 1 or 2.

**Estimated value of earnings is the number of tickets sold times the cost of a single ticket.*

Downloadable resources and links are at the end of this toolkit

EMAIL TEMPLATE 1: GATHERING PRIZES

This template is a guide, please feel free to adjust it to suit your purposes.

New Message — ↗ X

To

Subject

Kia ora **[Name]**,

My name is **[Name]**, I am writing today to ask if **[Business name]** would consider donating a prize for our local raffle fundraiser. We are hoping to confirm all prizes by **[Date]** and the raffle will be drawn on **[Date]**.

We are fundraising locally to raise vital funds for the humanitarian work New Zealand Red Cross does here in Aotearoa New Zealand and overseas.

The money we raise will go towards ensuring New Zealand Red Cross can continue to deliver life changing programmes. New Zealand Red Cross delivers over 700,000 Meals on Wheels each year, supports former refugee families as they settle into their new home, and trains and deploys domestic Disaster Welfare and Support Teams and International Delegates.

We do hope it will be possible for you to donate an item for our raffle – we would appreciate your support.

Thank you for your consideration.

[Sign off]

Send 🗑️ ▼

Download this template here:

redcross.org.nz/toolkit-templates⁹

Downloadable resources and links are at the end of this toolkit

EMAIL TEMPLATE 2: THANKING SPONSORS

This template is a guide, please feel free to adjust it to suit your purposes.

New Message — ↗ X

To

Subject

Kia ora **[Name]**,

I am reaching out to you to thank you for your generous donation for our raffle fundraiser for New Zealand Red Cross. Because of people like you, we can continue to raise vital funds for those in need in our communities and around the world. The work New Zealand Red Cross does could not be possible without fundraising and you have helped to make our event a huge success.

We were able to raise a total of **[\$ amount]**. This money will help to provide critical support in times of emergency, deliver warm meals for those who struggle to cook for themselves and support refugee families as they settle into their new lives in New Zealand.

Thank you again for the kindness you have shown and your support for a very worthy cause.

[Sign off]

Send 🗑️ ▼

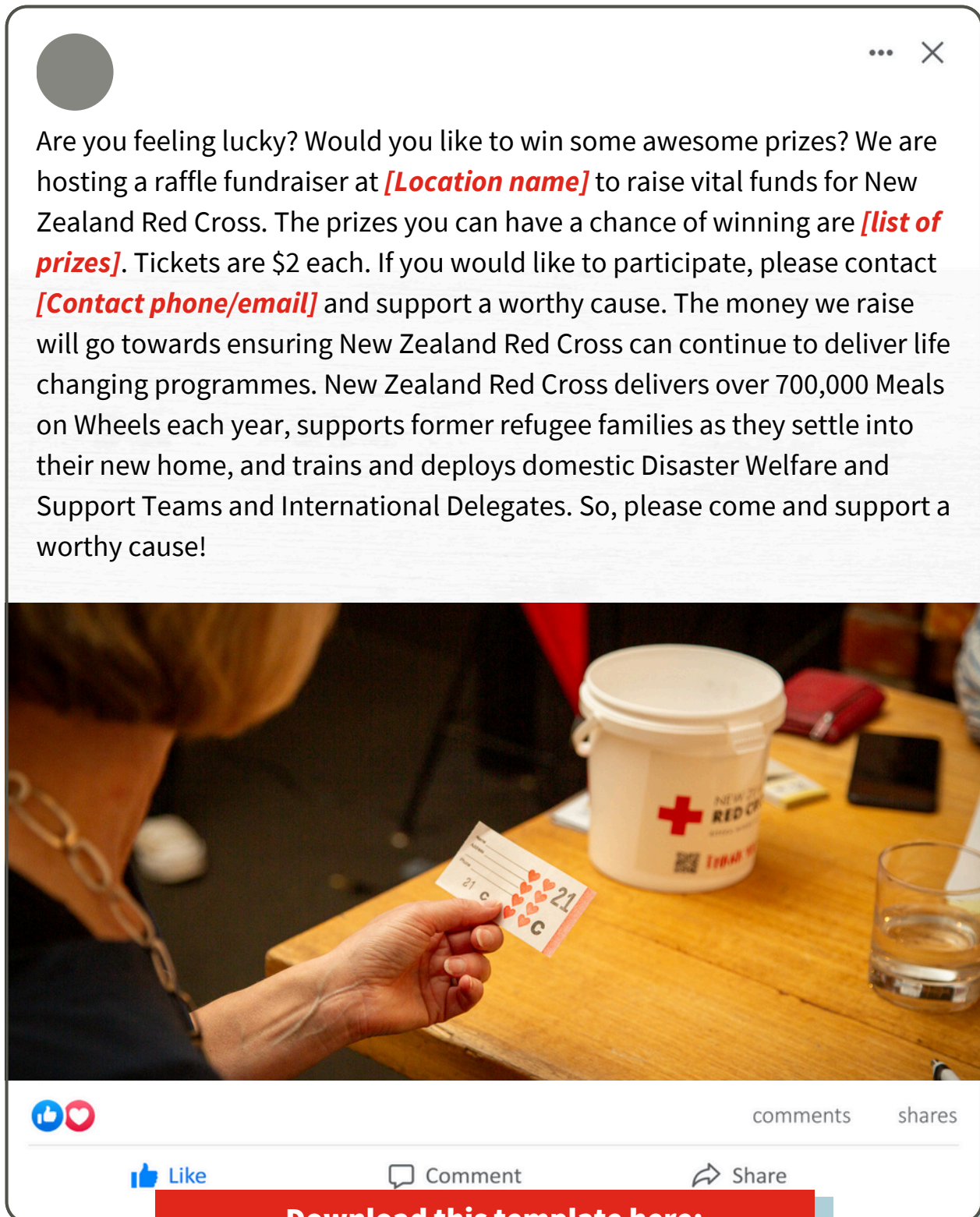
Download this template here:

redcross.org.nz/toolkit-templates⁹

Downloadable resources and links are at the end of this toolkit

SOCIAL MEDIA POST TEMPLATE: LONG VERSION

This template is a guide, please feel free to adjust it to suit your purposes.



Are you feeling lucky? Would you like to win some awesome prizes? We are hosting a raffle fundraiser at **[Location name]** to raise vital funds for New Zealand Red Cross. The prizes you can have a chance of winning are **[list of prizes]**. Tickets are \$2 each. If you would like to participate, please contact **[Contact phone/email]** and support a worthy cause. The money we raise will go towards ensuring New Zealand Red Cross can continue to deliver life changing programmes. New Zealand Red Cross delivers over 700,000 Meals on Wheels each year, supports former refugee families as they settle into their new home, and trains and deploys domestic Disaster Welfare and Support Teams and International Delegates. So, please come and support a worthy cause!

Download this template here:
redcross.org.nz/toolkit-templates 9

Downloadable resources and links are at the end of this toolkit

SOCIAL MEDIA POST TEMPLATE: SHORTER VERSION

This template is a guide, please feel free to adjust it to suit your purposes.



Are you feeling lucky? Would you like to win some awesome prizes? We are hosting a raffle fundraiser at **[Location name]** to raise vital funds for New Zealand Red Cross. The prizes you have a chance of winning are **[list of prizes]**. Tickets are \$2 each. If you would like to participate, please contact **[Contact phone/email]** and support a worthy cause.

OR

[Who is holding the fundraiser]

[Why?]

[Where?]

[Who would you like to come?]



comments shares



Download this template here:
redcross.org.nz/toolkit-templates ⁹

Downloadable resources and links are at the end of this toolkit

RAFFLE FUNDRAISER HEALTH & SAFETY

Keep the health and safety of yourself and others in mind throughout this activity. The best time to do this is while planning the event. Keeping privacy in mind, check whether there are any pre-existing conditions for team members that need some preparation or awareness, for example, asthma. Talk with the other volunteers about the things that could cause harm, and what steps you'll take to keep people safe.

1 Think about potential sources of harm, such as:

- Tripping and slipping hazards
WorkSafe guidance on managing slips, trips and falls¹⁰
- Sharp objects
- Lifting/transporting heavy or awkward items
WorkSafe guidance on lifting, carrying, pushing and pulling¹¹
- Vehicle movements (e.g. if in a carpark)
- The environment - heat, cold, sun or rain
WorkSafe guidance on temperature at work¹²
- Emergency situations such as extreme weather, a fire, earthquake or a medical emergency. Do you know where your evacuation area is, where to find first aid equipment and where the closest fire extinguishers are located?
- Injuries and illnesses – it's good practice to have a first aid kit on hand.
WorkSafe also has comprehensive guidance on managing risks at events¹³

2 Dealing with abuse or aggression from the public

Very rarely, volunteers carrying out fundraising activities may experience negative behaviour from members of the public. If you experience this type of situation:

- Keep your own safety front of mind. You should immediately leave the activity and seek assistance from others if you feel unsafe at any point.
- If fearful for your or others safety, ask someone else to call the police - either **111** if the behaviour is **currently happening**, or **105** to report it **after the fact**.
- Direct any specific questions or challenges about New Zealand Red Cross to the website and let the person know there is lots of information there. You can say you are just fundraising for New Zealand Red Cross and that you do not have all the information they're after.

- Wherever possible, try to always have at least two volunteers on duty at your activity.

3 Hygiene and food safety

- There are strict health and safety rules for holding a fundraiser and handling/ serving food to the public. Learn more about Food Health and Safety
- **Ministry for Primary Industries guidance on fundraising, community, and social event food safety.** ¹⁴
- When handling food, you will need to wear gloves and always use hand sanitiser where you cannot wash your hands. Make sure all surfaces are sanitised and wiped down before and after the event. Food will need to be in a fridge to be kept at an optimal temperature the entire day, when not out on tables. Even when on tables be conscious how long food has been out for. Ensure food is labelled and dietary information is clearly marked. Allergies are common, so you will need to ensure there is no cross contamination, and use different tongs, gloves and serving platters. Read more information about **food allergies and intolerances** ¹⁵ from the Ministry for Primary Industries.

4 Familiarise yourself with the Food Act

You do not need to register under the Food Act if you are selling food:

- To fundraise less than 20 times a year
- Once in a calendar year at an event like a local fair
- Provided by members of sports or social clubs – where food is not the event's purpose.

5 Money handling

- When swapping shifts with other volunteers, please ensure they are aware of where the money is. Someone will need to always watch the collection bucket.
- When handling/ counting money ensure you do it in a non-crowded area with a buddy.
- When traveling with money ensure it is in an opaque non-identifiable bag and preferably travel with a buddy to deposit it.

Downloadable resources and links are at the end of this toolkit



RAFFLE FUNDRAISER

Date:

Time:

Place:

Download Poster Template here:

redcross.org.nz/toolkit-templates⁹

Downloadable resources and links are at the end of this toolkit

All proceeds go to New Zealand Red Cross
in its mission to help improve the lives of vulnerable
people here in Aotearoa New Zealand and overseas.

LINKS AND RESOURCES

- 1 <https://www.dia.govt.nz/Services-Casino-and-Non-Casino-Gaming-The-Rules-for-Running-a-Gambling-Activity/#eight>
- 2 <https://www.police.govt.nz/advice-services/personal-and-community-safety/housie-and-raffles/housie-raffles-and-games-chance>
- 3 [https://www.dia.govt.nz/diawebsite.nsf/Files/Lotterygamerules04/\\$file/Guidance-for-running-a-raffle-lottery-English.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/Lotterygamerules04/$file/Guidance-for-running-a-raffle-lottery-English.pdf)
- 4 [https://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Services-Casino-and-Non-Casino-Gaming-Fact-Sheets-\(Gambling-Act-2003\)](https://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Services-Casino-and-Non-Casino-Gaming-Fact-Sheets-(Gambling-Act-2003))
- 5 <https://www.redcross.org.nz/aboutus/what-we-stand-for/red-cross-emblems/>
- 6 <https://www.google.co.nz/search?q=random+number+generator>
- 7 <https://www.mpi.govt.nz/food-business/starting-a-food-business/exemptions-from-the-food-act/fundraising-and-community-event-food-safety-rules/>
- 8 https://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Services-Casino-and-Non-Casino-Gaming-Examples-of-Authorised-Purposes?OpenDocument
- 9 <https://www.redcross.org.nz/get-involved/fundraise/planning-your-fundraising-event/fundraising-toolkit-templates>
- 10 <https://www.worksafe.govt.nz/topic-and-industry/slips-trips-falls/>
- 11 <https://www.worksafe.govt.nz/topic-and-industry/manual-handling/lifting-carrying-pushing-and-pulling-whats-the-problem/>
- 12 <https://www.worksafe.govt.nz/topic-and-industry/temperature-at-work/>
- 13 <https://www.worksafe.govt.nz/topic-and-industry/event-management/managing-risks-at-events/>
- 14 <https://www.mpi.govt.nz/food-safety-home/fundraising-community-and-social-event-food-safety/>
- 15 <https://www.mpi.govt.nz/food-safety-home/food-allergies-intolerances/>



How to:

RUN A STREET COLLECTION



NEW ZEALAND
RED CROSS
RĪPEKA WHERE AOTEAROA



RED CROSS ANNUAL APPEAL

What is the Red Cross Annual Appeal and how can you get involved?

Held annually in March, the Red Cross Annual Appeal is New Zealand Red Cross' largest fundraising campaign of the year. It helps us raise awareness, bring in vital funds to support people affected by emergency and conflict, and help vulnerable communities here at home, in the Pacific and around the world. As a charity, we rely on donations to make our humanitarian programmes possible. We reach thousands of people in need every year. Every dollar counts.

Across the country, Red Cross members, volunteers, and employees, as well as community groups, workplaces, and passionate individuals all get behind Red Cross fundraising efforts. People can fundraise for the Annual Appeal in a range of ways – any year-round fundraising events can be held during the appeal – and we also encourage local Street Collections during March.

Street Collections during the nationwide Annual Appeal campaign are an impactful way to grow the visibility of New Zealand Red Cross in the communities we support, while also raising much-needed funds.

You can use this guide to help you organise a successful street collection with your school or community group.

How does the Street Collection work?

Street Collection activities are locally led by collectors, with support from regional Red Cross employees. Local people know their communities best and can book suitable collection sites, organise collectors, and coordinate activities on the day of your collection. A site can be anything from a busy street corner (with council permission), outside a supermarket or inside a shopping mall. Always seek permission before collecting.

You can request a Street Collection fundraising pack that will have all of the necessary items you need to raise vital funds for New Zealand Red Cross by contacting getfundraising@redcross.org.nz.

- 1 Let our friendly Community Fundraising team know you are planning to participate.** Our Community Fundraising Team is here to support your fundraising to help you have a successful and fun event! They will also provide all the equipment you will need.
- 2 Book your collection site and identify high-traffic locations.** Find the busiest local malls, supermarkets, and streets that would be suitable at least a month prior to your collection. You could even ask your local Red Cross shop if you could collect from outside their stores. Consider peak foot traffic times in your chosen site areas, typically, the busiest collection times are between 10am-5pm but this will vary depending on the location. Think of what times people will be going to and from work/school or when people will be shopping.
- 3 Request permission to collect.** Call your desired site/s first to ask for permission to collect. If you want to collect on public streets, contact your local council to request permission. Follow up with an email for confirmation. You can follow our phone script and email template below for ease of planning.



“Hello! My name is *[your name from your school/community group]* and I am organising a collection to raise funds for New Zealand Red Cross’ Annual Appeal in March. Could I please speak to someone about booking a collection site at *[location]*”

Hello, yes you are speaking with *[their name or store name]*. How may I help you?

Do you have availability for us to collect donations on your premises on *[date, time period]*?”

Yes, you are welcome to. Could you send me an email with all of your information and dates please?

Questions to ask over the phone when booking

- Q: Where will we be able to collect?
- Q: Who am I speaking with? (Note the name of the person who confirmed your permission)
- Q: Who should we speak to when we arrive on the day?
- Q: Can I have a contact email address to follow up with confirmation?

Questions they may ask

Q: What are you raising money for?

A: The funds we raise will support New Zealand Red Cross’ humanitarian work including emergency response here and overseas, supporting former refugees, and delivering Meals on Wheels.

- 4 Send a confirmation email after your phone call.** It is good practice to confirm your booking in writing and provide a way that they can get hold of you in case any of the details were misheard in the phone conversation.
- 5 Print site confirmation.** Save the email and keep any paperwork stored away as confirmation of your booking – you may need to show this when you arrive for the collection. Some places (particularly shopping centres) have rules that you must abide by when collecting. For example, they may require you to have collectors at their centre the entire time they are open, meaning there cannot be gaps in your roster, and you will not be able to choose the time the site opens or closes. Print the rules out along with the confirmation email and keep them handy on the day of your collection.
- 6 Organise Collectors.** You will need to organise collectors to be rostered at your collection site for the duration of your collection. Collectors can be friends, family, colleagues, or community members. Children under 16 should be accompanied by an adult. You can use our easy online or printable template included in this toolkit (or your own) to create a roster ensuring all shifts are covered for the collection duration. Email your collectors and ask them to fill the roster in with the times they are available to fundraise. Collection sites typically run from 9am-5pm and the day is split into 1 or 2-hour shifts. Wherever possible, you should roster two collectors on each shift. Not only is this more enjoyable for the collectors, but it's also safer than having a collector working alone.
- 7 Organise your supplies and equipment.** Before the street collection, you will need to request one 'site collection bag' per site from our Community Fundraising team. We will send you all of the necessary fundraising equipment. This bag will be filled with all the items you will need for your collection day. You and your street collectors will also need to bring along some items of your own. Use the checklists below to ensure you have everything you will need ahead of the big day!

Top Tip: As soon as you receive the site collection bag, the collection organiser should put the lid on the collection bucket, and apply a 'security seal' sticker, which will also be included in the bag. This will prevent the bucket being tampered with. Make sure those who are in charge of the site signs their name and number on the seal!

Collection Organisers will need to bring with them on the day:

- ✓ A copy of the collector roster for the day
- ✓ A fully charged mobile phone
- ✓ Comfortable shoes
- ✓ Weather appropriate clothing
- ✓ Sun protection such as a hat and sunscreen (if needed)
- ✓ Site collection bag with all fundraising items for the street collectors
- ✓ Any other personal items, e.g., hand sanitiser, water, snacks, medications

Street Collectors will need to bring with them:

- ✓ A fully charged mobile phone
- ✓ Comfortable shoes
- ✓ Weather appropriate clothing
- ✓ Sun protection such as a hat and sunscreen (if needed)
- ✓ Any other personal items, e.g., Water, snacks, medications

What you'll find in the 'site collection bags':

- ✓ 2 x collection buckets with lids
- ✓ 4 x Security seals for collection
- ✓ 'Thank you' stickers
- ✓ 2x Deposit bags

If you have any questions, email our Community Fundraising Team at getfundraising@redcross.org.nz



EMAIL TEMPLATE 1: BOOKING A SITE

This template is a guide, please feel free to adjust it to suit your purposes.

New Message — ↗ X

To

Subject

Good afternoon *[Name]*,

[Thank you for taking my call earlier]

My name is *[Your Name]* and I am from *[Name of school, organisation or community group]*.

I am writing to confirm if you would kindly allow our collectors to collect donations at *[Site name]* during the Red Cross Annual Appeal on *[Day, date and time]*.

The funds we raise will support Red Cross' humanitarian work including emergency response here and overseas, supporting former refugees, and delivering Meals on Wheels. We really appreciate your support!

Please contact me if you require further details.

[Sign Off]

Send 🗑️ ▼

[Download this template here:](#)

redcross.org.nz/toolkit-templates ¹

Downloadable resources and links are at the end of this toolkit

EMAIL TEMPLATE 2: RECRUITING COLLECTORS

This template is a guide, please feel free to adjust it to suit your purposes.

New Message — ↗ X

To

Subject

Kia ora **[Name]**,

My name is **[Your Name]** and I am from **[Name of school, organisation or community group]**. **[Remove if you are emailing people, you already know]**.

I hope you are well. I am writing to ask if you could spare just 2 hours of your time on **[Date]** to collect vital funds for New Zealand Red Cross at **[Location]**. New Zealand Red Cross' annual Street Collection commences every year in March and this year **[Name of school, organisation or community group]** have decided to collect funds and run our own Street Collection.

The money we raise will go towards ensuring New Zealand Red Cross can continue to deliver their life changing programmes. They deliver over 700,000 Meals on Wheels each year, support former refugee families as they settle into their new home, and train domestic Disaster Welfare and Support Teams and International Delegates to assist in times of need.

If you would like to know more about the work New Zealand Red Cross does, then please click [here](#).

So, if you can spare time, we would love to have you. Please fill in the roster below with the times you will be available. Thank you!

[Sign Off]

Send 🗑️ ▼

[Download this template here:](#)

redcross.org.nz/toolkit-templates¹

Downloadable resources and links are at the end of this toolkit

ON STREET COLLECTION DAY

Collection Organiser responsibilities

A collection organiser is someone who is leading the fundraising activity and ensures the collection runs smoothly.

- 1 'Opening' and 'Closing' the collection site.** To 'open' the site, you will meet the first two street collectors at the start of their collection shift. You will greet them, give them their site collection bag, and brief them on what to do including health, safety and wellbeing information. To 'close' the site at the end of the day simply means collecting all of the site collection bags and its contents, including donations from the final street collectors. Please return all borrowed fundraising equipment back to us. You can either post your items or drop them off in person to the address below.

Attn: Community Fundraising, 69 Molesworth Street, Thorndon, Wellington, 6011.

- 2 Brief collectors.** We recommend greeting all collectors at the start of their shift and providing them with a short briefing. Your briefing may include an introduction, what is in the site bag, what to do with the money when collectors shifts are changing over, health, safety and wellbeing information, etc. You may also want to check-in on your collectors throughout the day – this could be a quick phone call, text or visit to the collection site!

- 3 Empty the collection buckets and bank the donations.** One of your most important responsibilities is ensuring donations are safely and securely deposited at an ASB bank. To find your nearest ASB branch, visit [the ASB website](#).²

Collection buckets should be emptied twice during your collection day. Once around lunchtime, and again at the end of the day.

- Swap the full collection bucket with an empty one. Take the full one somewhere private and open the collection bucket by breaking the security seal. Empty the contents of both collection buckets into one of the two ASB banking bags.

Downloadable resources and links are at the end of this toolkit

- Close the empty collection buckets and place a new security seal on them. Half of the security seal sticker should cover the lid and half cover the collection bucket to 'seal' it close. Sign your name and number on the security seal. If the seal is broken before it is returned then talk to your collectors, ask them if they know what happened and report the incident if necessary.
- Each site collection bag contains two banking bags. It does not matter which banking bag you use first.
- Each banking bag has a unique serial number. Tear off the lower portion of the cash bag, noting the time, date, and site from which the funds were collected.

For example:

| | |
|----------------------------------|---------------------------|
| Collection site | Westfield Mall, Riccarton |
| Collection date | Saturday 18 March |
| Morning/Afternoon | 9am to 1pm |
| Banking Bag Serial Number | #1166516 |



- Deposit the funds at an ASB Bank. There may be two options at your branch or local ATM. If you do not have an ASB branch near you then you are able to take the donations to your nearest Red Cross Shop or Red Cross service centre. To find your nearest ASB branch visit. **ASB Branch and ATM Locator**.²
- You will need to show the cashier at the ASB branch your photo ID to be able to deposit the banking bag. This can be a driver's license or passport.
- Or you could use the ASB ATM Bag deposit machine. Scan your cash bag barcode under the red light, and then follow the steps displayed by the ATM machine.

4 Be available all day. You will need to be available all day in case your collectors need any help at all, to answer any questions, to collect the money buckets, ensure the shift changeover is smooth and fill in any gaps in the roster schedule due to collector sickness or no-shows. There are some handy FAQs below for both Street Collectors and Site Organisers.

Downloadable resources and links are at the end of this toolkit

AFTER YOUR STREET COLLECTION DAY

1. **Report back your banking bag serial numbers.** Record the associated date, time, and collection site and send this information to our Community Fundraising team at getfundraising@redcross.org.nz.
2. **Return the site collection bag.** Post all of the items you have borrowed back to this address: 69 Molesworth Street, Thorndon, Wellington, 6011.
3. **Remember to thank those who helped you.** Send out a thank you message to everyone who helped organise the street collection and all the collectors.

Thank you for your incredible contribution to New Zealand Red Cross' largest fundraiser of the year!

It is thanks to your efforts that we can continue to improve the lives of vulnerable people across Aotearoa New Zealand, in the Pacific and around the world.

Thank you



STREET COLLECTOR ROSTER TEMPLATE

| Sites | Times | Collectors |
|---|-------------------------|---------------------|
| <i>Corner of Lambton Quay and Willis Street</i> | <i>9:00am - 11:00am</i> | <i>Katy Sheilds</i> |
| | <i>11:00am - 1:00pm</i> | <i>Sandy Smith</i> |
| | <i>1:00pm - 3:00pm</i> | <i>Peter Green</i> |
| | <i>3:00pm - 5:00pm</i> | <i>Chris Bear</i> |
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Community Fundraising Toolkit templates ¹

Downloadable resources and links are at the end of this toolkit



COLLECTOR FAQs

FAQs

Q: What time do I need to be at my collection site?

A: Please arrive 5 minutes before your allocated time slot so that a handover can be done from either your Collection Organiser or from one pair of collectors to another.

Q: Who do I report to when I arrive at my collection site?

A: You will go straight to your site and meet either your Collection Organiser or other collectors. They will have everything you need for your shift. If your Collection Organiser is running late, do not panic, they may just be coming from other nearby sites if more than one has been organised in your area.

Q: What do I need to bring with me on the day?

A: Please bring comfortable shoes as you will be standing during your shift, bring a water bottle, snacks, a jacket if you get cold and if you will be in the sun please wear and bring sunscreen and a hat.

Q: What do I do with the money when my shift is over?

A: Please ensure the money has been handed over to the next set of collectors coming in for their shift. Never leave the buckets unattended. Your Collection Organiser will come and collect the money twice during the day when they can.

Q: What do I do if I can't make my shift?

A: If you can't make your shift then please cancel by contacting your Collection Organiser 24 hours in advance.

Q: What happens if no one turns up at the end of my shift?

A: Please contact your Collection Organiser, their details should be provided to you.

Q: If someone asks me a question I can't answer, what do I do?

A: If you get asked a question you do not have the answer to, then please direct them to the New Zealand Red Cross website. We will also provide a sheet with some basic answers to simple questions in the site bag.

Q: What do I do if there is an attempted theft during my collection shift?

A: In the unlikely event someone tries to steal a collection bucket, it's important to keep your safety front of mind. If you feel threatened or in danger at any point, let the bucket go. **Do not chase the person, grab the bucket back or attempt to photograph them** as this could put you at more risk. Your safety is much more important than the donations.

Q: What do I do if I am verbally abused or threatened by a member of the public?

A: Direct any specific questions or challenges about New Zealand Red Cross to the website and let the person know there is lots of information there. You can let them know you are just fundraising for New Zealand Red Cross and that you do not have all the information they're after.

If you encounter abusive behaviour, move to a place where you feel safer, e.g. into a more public area with more people around, or somewhere you can put a barrier between yourself and the abusive person. Your safety is most important. If you feel in danger, ask someone to **call 111 immediately** or do this yourself if you are alone and have your phone on you.

When the person has left the scene, you should call your Collection Organiser for support. You're also encouraged to **call 105** to enter a police report.

Q: Can I pick up more than one shift?

A: Yes, you can pick up more than one shift. Please get in touch with your Collection Organiser to let them know of your availability for additional shifts.

Q: Can I collect if I am under 18?

A: Yes, you can collect if you are under 18. You will need parental permission and be accompanied by an adult during your shift. You can provide parental contact details directly to your Collection Organiser.

Q: How do I get involved next year?

A: Please keep an eye on the ‘fundraising calendar’³ on the New Zealand Red Cross website for any future events and find other volunteering opportunities on the website under the ‘get involved’ tab.



Downloadable resources and links are at the end of this toolkit



COLLECTION ORGANISER FAQs

What to do when the unexpected happens.

Q: Help, a street collector has not shown up for their shift!

A: First, try and contact the no-show. If you have no response, you can call the street collectors from the previous shift and ask if they can stay a little longer or, ask the street collector due to arrive for the next shift if they can arrive a little earlier. If this is not possible, and the other collector does not want to collect alone, you may need to cover the gap yourself. As a last resort, you could temporarily ‘close’ the site while there are no collectors available.

Q: How do I swap the full collection buckets over?

A: When a collection bucket is full at a site, you will need to go collect the money. Replace the full bucket with an empty one, remembering to put security seal stickers on each bucket with your name and phone number on it. Go somewhere private to empty the bucket into the ASB Deposit bag provided.

Q: Help, it will not stop raining!

A: Before the collection day, try and work out where the ‘driest’ place is that is close to your collection site. If the forecast is not looking good, make sure to remind your team of street collectors to bring a waterproof jacket or umbrella, layered clothing, and a dry set of clothes.

Be prepared to close the collection site if the health, safety and wellbeing of collectors is at risk due to the weather. Collectors should not be out collecting if exposed to extreme wet, cold, heat or wind. If the weather becomes dangerous, check they have a safe way to get home, or encourage them to shelter at the host site until conditions improve.

Q: Help! One of my collectors has been verbally abused or a theft has taken place!

A: If a volunteer calls you to report theft or abuse (and they're physically ok), check how they're doing and what assistance they need.

For example:

- Reassure them there's no obligation on them to stay and complete their shift. If they'd like to go home, support them to do this safely – they might need you to call someone to come pick them up.
- If they do want to stay, check if they need anything to feel safer, and check in again with them at the end of their shift.
- Help them complete a 105 police report after the event or offer to do this on their behalf if they've told you the details.

Glossary:

- **Red Cross Annual Appeal** – This is the month-long fundraising campaign that raises funds for New Zealand Red Cross' humanitarian work here in New Zealand and overseas.
- **Street Collectors** – Collectors who hold a donation bucket to collect donations from the public.
- **Site collection bag** – This is the bag which is situated at each collection site with all fundraising items needed.

Collector Briefing Guide:

- **Thank you!** We could not do it without your support. The money we raise today will help New Zealand Red Cross support thousands of people impacted by disaster and conflict, at home and overseas. If you need more information about how donations are used, please read our **FAQs**.
- **Do not ask for money or ‘shake the bucket.’** Offer a smile or greeting instead and remember to make eye contact.
- **Your health, safety and wellbeing is the most important thing while collecting.** Although unlikely, if someone tries to steal the collection bucket, let them. Your safety is more important than the donations. Please don't try to grab the bucket back, follow the person or take photos of them as this can escalate the situation and put you at risk.
- **If someone becomes abusive and/or aggressive, get yourself to a place of safety** (e.g. where there are more people to help, or by moving behind a barrier) and ask someone to call 111 if you feel in danger. If you're collecting alone, keep your phone on you or close-by so you can call for help if needed.
- [Add any specific health and safety information relevant to the site, e.g. traffic, weather (if area is exposed), stairs, where to safely store any belongings. The host site may also have information they need you to cover with your collectors re hazards and risks].
- **Remember to smile and have fun.** People will feel more welcome to approach you if you seem as though you are enjoying yourself. It is recommended you stand while fundraising for visibility purposes. Feel free to give out the thank you stickers that come in the site collection bag.



ANNUAL STREET COLLECTION

Date:

Time:

Place:

Download Poster Template here:

[Community Fundraising Toolkit templates](#) ¹

Downloadable resources and links are at the end of this toolkit

All proceeds go to New Zealand Red Cross
in its mission to help improve the lives of vulnerable
people here in Aotearoa New Zealand and overseas.

LINKS AND RESOURCES

- 1 <https://www.redcross.org.nz/get-involved/fundraise/planning-your-fundraising-event/fundraising-toolkit-templates>
- 2 <http://www.asb.co.nz/location>
- 3 <https://www.redcross.org.nz/get-involved/fundraise/fundraising-calendar>