

# Fundraising Tool Kit



**"...we want to support MOCA at any opportunity that we can. By hosting the Golf tournament, we are able to donate money to MOCA & raise awareness of ovarian cancer in our community."**

*Amanda O., Coordinator of Glenwood MOCA Open*



## Your passion is what drives MOCA

**T**hank you for your interest in supporting MOCA by hosting a fundraising event. This Fundraising Tool Kit holds the ideas and information you will need to put on a successful fundraising event to benefit MOCA.

## Different Types of Events & Parties

### ■ Office Friendly Events

Many offices allow their employees to support charitable organizations through the workplace. Does your company offer you that opportunity? Review the event & party ideas section to see if one will work for your company!




### ■ Home Parties or Events

Interested in hosting an event at your home or through a local establishment such as a restaurant, church or bowling alley? The event & party ideas are sure to get you thinking of the possibilities!








### ■ Team Fundraising Ideas

Participating in the Silent No More Walk/Run, MOCA Racing for a Cure, Calling All Angels, or other event where you are working with other people or family members to raise money? These ideas are a great place to start on the types of activities your team can do together!

*What type of event do you want to plan?*

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**Potluck Lunch or Breakfast**  
 Organize a potluck meal for your work, friends, or family. Charge between \$1.00 and \$5.00 for an all-you-can-eat, home cooked meal.
  
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**Dessert or Cocktail Fundraiser**  
 The company invites its best clients to a dessert or cocktail fundraising event. They ask each invitee to fill a table of 10 people. Each guest is treated to a buffet of desserts or appetizers, entertainment, and a speaker about MOCA. At the end of the evening, the guests are asked to make a donation in support of MOCA's cause
  
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**Bake Sales**  
 Bake Sales are always a favorite charity event fundraiser. Ask your co-workers to bake their favorite and have a sale at your office!



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**Make Change**  
 Use canisters or create collection jars and place at cash registers, in cafeterias, check out counters, desk tops, door entrances and bank teller windows. See which department can raise the most!
  
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**Office Olympics**  
 Create your own office games to include such contests as most creative voice mail, cleanest office, fastest typing, guess the number of steps from the copy room to the mailroom, etc. Each person donates money to participate in the Olympics.
  
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**MOCA Float**  
 Interested in being in a parade or having the MOCA Float at your city or company's next community event? The MOCA Float is available for your next gathering!
  
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**Corporate Fun Night**  
 This is an event that proves to be very successful. Do something fun outside of the office, such as a night of lawn bowling, contests, and other fun events at a local bar or restaurant.
  
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**Dress up, Dress Down, Era Theme Day**  
 People can dress up in a company approved dress up day. Ideas can run from a Blue Jeans day to suit & tie day to 50s, 60s, 70s, 80s dress-up day. Employees pay a fee for the opportunity to dress up!
  
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**Car Wash**  
 Great for the early spring and summer months in the company parking lot or at a designated spot.
  
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**Voicemail/Email**  
 Change your out of office message, email signature, or voicemail to direct a donation to your online fundraising site!

 **BBQ, Bonfire, or Picnic**

Hold a housewarming party, holiday BBQ or bonfire, family picnic or other at-home family friendly event to invite your friends & family to attend. Ask them to make a small donation for their attendance or hold a bake sale, potluck dinner or auction off grandma's famous cookie recipe to the top bidder!



 **Letter or Email Writing Campaign**

Use holiday card lists or your Facebook friends to solicit donations from friends and family. You can also set up an online fundraising page to ask friends and family to donate directly online. They receive a thank you letter and tax receipt in their email!

 **Home Party**

Many people host "Home Parties" for products that they sell (make-up, home decor, candles, spices, etc.). Ask your sales person to donate a portion of the proceeds from your home party to benefit MOCA.

 **Restaurant or Store Party**

Know a business owner? Bowling alley, bar, restaurant, gifts or other store? Ask them to donate a portion of the proceeds from sales for one day, a week, or even a month to benefit MOCA! Or ask them to host a party to raise awareness & dollars for ovarian cancer research!

 **Racing for a Cure**

Do you or someone you know participate in marathons, triatholons, duatholons, bike races, 5K's or other racing event? Encourage them to collect donations for their race! Create your own fundraising page at <http://moca.kintera.org/RacingForACure>

 **Church/Synagogue/Religious**

Invite your religious community to hold an event to help raise money for MOCA - a spaghetti dinner, carnival night, ice cream social or car wash.

 **Garage/Yard/Estate Sales**

Clean out your basement and ask your friends and family to contribute their items! Ask your neighbors to host on the same day, all to benefit MOCA!

 **Time to Plan!**

Have nothing but time on your hands? Want to go all out for MOCA? Plan a golf tournament, rock concert, running race or other fun event!



# Frequently Asked Questions

Here we try to answer your most frequently asked questions about fundraising, parties, advertising, and anything else we can think of!

## What's the process to plan an event? Does MOCA need to know?

Let MOCA know your plans! We encourage you to fill out a Third Party Fundraising Application if you are holding an event **NOT** related to an annual MOCA event (such as the Walk/Run) to let us know your plans and then we can provide you with MOCA awareness materials, a logo and other items you may need. Email [cbarrette@mnovarian.org](mailto:cbarrette@mnovarian.org) with details or fill out the application at <http://mnovarian.org/get-involved/special-events-projects>

## Can my company sponsor a MOCA event?

Of course! We love corporate support! Your company may want to support your team or special event. If you raise \$500, will they match it? You won't know until you ask! MOCA also has sponsorship opportunities for our annual events - email [cbarrette@mnovarian.org](mailto:cbarrette@mnovarian.org) for more info!

## How should I advertise my event?

Get the word out in your community - local newspaper, online community calendars, church bulletin, company email/intranet, Facebook, ask your company and area businesses to hang flyers in their doors, breakrooms, etc.

## Where do I turn in my donations?

You may mail or drop off donations to the MOCA Office. Please include a note with your contact information and a description of your event so we can contact you if we have any questions. Don't forget to ask your donors if their company offers matching gifts!

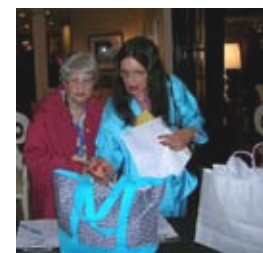
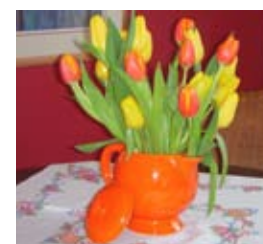
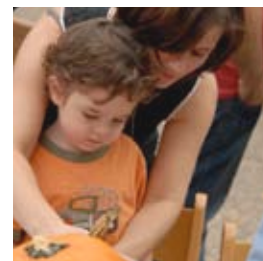
## I don't have a lot of time but I want to help - what can I do?

Consider signing up to participate in one of MOCA's annual events such as the Silent No More Walk/Run or Molly Cade Memorial Golf Tournament. Your attendance is essential in making MOCA Annual Events a success!

## Still have questions or need help with an idea?

If you still have more questions, need help with your online fundraising page, or other ideas, please email Courtney at [cbarrette@mnovarian.org](mailto:cbarrette@mnovarian.org) or call MOCA at 612-822-0500. We are here to help you achieve your fundraising goals!

**Don't forget to take photos and send them to MOCA! We love to see the wonderful events of our supporters!**



**The MOCA Float is available for you to use at your event!**

**For more more info & availability, email [cbarrette@mnovarian.org](mailto:cbarrette@mnovarian.org)**

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