

## ***Putting the FUN back in FUNdraising***

Special events can be a fun way to encourage state employees to participate in the campaign maybe without having money deducted from every paycheck. They can also encourage department camaraderie, and all of Montana benefits in the process.

**\*\*ATTENTION: Please run all events, competitions, giveaways, raffles, etc. by your department heads or appropriate “powers at be” as well as the applicable gambling laws before implementing.**

[https://leg.mt.gov/bills/mca/title\\_0230/chapter\\_0050/parts\\_index.html](https://leg.mt.gov/bills/mca/title_0230/chapter_0050/parts_index.html)

- Bake sale
- Department prize drawing
  - Similar to weekly, state-wide drawings but with a higher chance to win
  - Emily can supply a list of employees in your agency who have donated at any given time, by request.
- Raffle off/give away a designated parking space
- Chili cookoff
  - Fee to enter, staff members “vote” by donating money for the pot of the chili they like best. Pot of chili with most money, wins!
  - “Bowl and a roll” - \$5 all you can eat bowl of chili and a roll
- Game tournament
  - Wii games, card games, board games, corn hole, etc.
- Jar wars
  - Silver coins add to your team total, pennies subtract. Put silver coins in your own team jar, put pennies in the other team’s jar
- Inter-office competition to encourage giving
  - Guys vs Girls, HR vs. IT, MSU vs. MU fans, etc.
  - Winning “team” gets lunch provided (and possibly served?) by losing team
- Inter-office silent auction, raffle, or 50/50 as your policies allow
  - Silent auction could include donated personal items from employees that are still in good condition
- Raffle off/giveaway event tickets
- Dress Your Exec
  - Donation to vote, Exec with the most votes must pick one of 3 mystery bags that each contain a costume, then the Exec must wear that costume on Halloween.
  - The loser (Exec with the most votes) could also have to wear Cat or Griz gear
- Darts
  - Put a picture of an Exec on a dart board, and employees must pay for throws
- Pie your boss
  - Donation to vote, Exec with the most votes gets a pie in the face
- Flock your colleagues
  - Employees pay to flock their colleague’s office with Cat or Griz decorations, their colleague must then pay to have the flock moved to someone else
- Trivia night
  - Pay to play
- Bake cookies or give a little candy bar for anyone who donates
  - A warm, yummy gesture for all your generous colleagues (probably only realistic for smaller departments)
- Set a goal/incentive based on participation
  - % of employees who donate rather than the \$\$ amount

### **So, you held an event and raised the money, now what?**

1. All cash and checks should be combined and counted by the department coordinator.
2. An envelope summary sheet should be filled out (included below and also posted on the SECGC website) and attached to the outside of the sealed envelope that contains all the money.
  - a. Please note, you do not need to list every employee who donated through the event as special event money is not recorded by donor. Rather, the total sum from the event is entered into the system as a donation from the department as a whole.
  - b. If a donor giving \$25 or more would like their donation to be entered separately so it may included on a tax receipt, please denote that on the form. Donations under \$25 will not be entered separately.
3. Please note if the money should be donated to a specific nonprofit(s) or undesignated.
  - a. Undesignated donations are allocated to all participating nonprofits based on the percentage of the total donations they receive in the campaign. For example, if nonprofit x receives 3% of all donations in the SECGC, then nonprofit x will receive 3% of all undesignated money.
4. The money should then be delivered to the State Financial Services Division (room 255) on the second floor of the Mitchell building. There will be a labeled lock box to the right of the door. Emily will pick up all donations weekly.

As always, I am available to answer questions or help in any way I can! [SECGC@montanashares.org](mailto:SECGC@montanashares.org), 406-442-2218



