

# How to Host a Fundraiser, Collection, House Party or Project

## Fundraisers

Bake Sale  
Benefit Dinner  
Car Wash  
Garage Sale  
Gift Baskets  
Used Book Sale

## Hands-On Service Projects

Assemble Sundries Kits  
Do Repairs  
Paint a Room or House  
Prepare a Meal

## Collections/Drives

Canned Food Drive  
Shoe Drive  
Toy Collection  
Turkey Party  
Warm Coat Collection

**For Questions call  
Alice, 578-1830 x-14**



## Step 1: Get Started

Choose the way you'd like to help. You may decide to hold a Fundraiser, a Drive, or a Service Project. Can you include your Collection with another social event such as a Super Bowl Party or a Birthday?

## Step 2: Develop Your Plan

What is your goal? Do you need other people to help you organize and implement your idea? Who will you invite? Will you have "teams" compete with their results? For Service Projects, contact the appropriate Ministry Director (see Contact Us page). Set a date, time and location for your event.

## Step 3: Promote Your Event

How can you promote your activity – newsletters, posters, flyers? Do you need

to recruit more helpers? How can you make it fun or informative?

## Step 4: Do It!

If you are hosting a competition or pledge drive, keep track of hours, counts, and amounts? Checks can be made payable to "Redwood Gospel Mission". Cash donations can be consolidated into one cashier's check or personal check for the total amount. Be sure to provide some educational material for your participants so they can learn more about helping the poor.

## Step 5: Report and Recognize

Thank your helpers and participants with letters or certificates. Share your story with your friends and with us! Email a short narrative to [rgm@srmission.org](mailto:rgm@srmission.org) or mail it to PO BOX 493, Santa Rosa, CA 95402.

***Thank You for Helping the Homeless!***