

Tips on How to Plan a Philanthropy

1. **PLAN AHEAD!** Set a timeline of what you would like to get done each week. The most effective events have been planned well ahead of time.
2. **Choose your cause.** Decide what cause you would like to donate your earnings to. This may be personal to your chapter, or a cause that the national organization supports. When you choose who you would like to donate to, get in touch with the organization and begin communicating about what you would like to do.
3. **Educate your members.** Communicate to your members about your cause and who and where the money will be going to. Make sure your members buy into the event and the cause and are on the same page.
4. **Set a budget.** Remember the point of a philanthropy event is to make money for donation purposes. You will need work with the chapter treasurer or budget administrator to determine how much money will be able to be spent. Utilize the funds to the best of your ability.
5. **Reserve space.**
You can call 372-9000 (and then press 1) for room reservations. Get this done as early as possible as space does fill up!
**If you would like to reserve the Perry Field House, this is a different process. You will need to call 419.372.9900 to do so.
6. **Advertise.** Think about how to best advertise your event. While hanging up fliers may be helpful, step outside of just that. Go to organizational meetings. Send invitations.
7. **Consider getting co-sponsors.** Is there another organization that would want to help support your cause? Ask them to be a part of it. This may heighten attendance and word of mouth.
8. **Manage your risk.** If you are doing an event that may have risk involved (for example: relays, slip and slides, etc.), go to the BGSU Risk Management office's website: <http://www.bgsu.edu/offices/riskmgmt/> This website will have the link to a liability awareness form. *You will need to have every participant fill out this form on the day of your event.* Call the risk management office for more information. You may need to work with the Office of Environmental Health and Safety if your event has food or other health risks involved. Visit <http://www.bgsu.edu/offices/envhs/> for more information.
9. **Hold your event!**