



United Way
Elgin Middlesex

United Way Special Events Step by Step



Special Events

Toonie Toss	2
Airplane Toss	3
Bake Sale	4
Pie Throwing Contest	5
Chili Cook-Off	6
Potlucks	7
Poker Darts	8
Shoot Your Shot	9
Mini Golf Competition	10
Door Decorating	11
Bottle Drive	12
Yard Sale	13
Parking Spot Raffle	14
Dress Down Days	15
Trivia	16
Halloween Costume Contest	17
Silent Auction	18
Send a Coffee	19
Breakfast	20
Candy Grams	21
Run/Walk/Roll	22
Bingo	23
Office Olympics	24
Fall Fair	25
Snack Shack	26
Incentive Tickets	27
Time, Talent, Treasure	28
Gift Card/Wine Survivor	29
Classes	30
Merch	31
BBQ	32
Artisan Fairs	33
Wellness Days	34
Spin It to Win It	35
Quarter Auction	36

Weeklong Campaign Themes

Get Your Head in the Game	39
Aloha for a Cause	40
Back to School	41
Lights! Camera! Action!	42
Be a Superhero	43
Vegas Baby!	44
Teaming Up for the Community	45
Circus/Carnival/Mardi Gras	46
Olympics	47
Pirates	48

Toonie Toss

Fundraising Details

Decide how much each participant must donate to enter – for this event, \$2 per toss (a toonie) is a fun and fitting amount!

Step-by-Step

1. Gather materials

- a bucket, pail or large jar (the “target”)
- masking tape or chalk (to mark the tossing line)
- measuring tape (optional, for distance-based challenges)
- surface for tossing (flat and smooth is ideal)
- a supply of toonies (or have participants bring their own)

2. Set Up

- choose a safe, open area (indoors or outdoors)
- place the target (bucket/jar) at a set distance from the tossing line
- mark a clear tossing line that all participants must stand behind

3. Explain the Rules

- each toss costs \$2 (per toonie thrown)
- tosses must be made from behind the line
- no bouncing or rolling – coins must land directly in the container
- decide how to determine a winner: most toonies landed in the bucket, longest single successful

shot (optional challenge), closest to the bucket without going in (tie-breaker or alternate)

4. Start the Toss

- have participants line up and take turns tossing their toonies
- volunteers can help retrieve coins and track results

5. Measure Results

- count how many toonies each participant lands in the target
- (optional) use measuring tape to record distance if doing a long-toss variant

6. Determine the winner(s)

- most successful tosses
- longest successful toss
- closest to the target (if no one makes it in)

7. Award the winner(s)

- announce the results and thank everyone for participating

Prize Ideas

- a small trophy or medal
- \$10-\$25 gift card (coffee shop, local store, etc.)
- fun certificate (“Toonie Toss Champion”) & bragging rights

Airplane Toss

Fundraising Details

Decide how much each participant must donate to enter (ex. \$1, \$5, etc.)

Step-by-Step

1. Gather materials
 - sheets of paper (for building airplanes)
 - tape or marker (to mark the starting line)
 - a target (optional – for accuracy challenge)
 - measuring tape (for judging distance, if applicable)
2. Set up the area
 - choose a large open space (indoors or outdoors)
 - mark a clear starting line on the ground
 - place a target at a reasonable distance if accuracy is part of the challenge
3. Explain the rules
 - each person gets one sheet of paper and 10 minutes to fold their airplane
 - no outside materials allowed (unless specified)
 - all throws must start from behind the line
 - decide in advance if the winner will be chosen by distance, accuracy or both
4. Start the timer
 - give participants 10 minutes to build their airplanes
5. Toss the airplanes
 - one at a time, participants throw their airplanes from the starting line
6. Measure results
 - use a measuring tape to record how far each plane travels (if using distance)
 - check if any planes hit or land closest to the target (if using accuracy)
7. Determine the winner(s)
 - distance: longest flight wins
 - accuracy: closest to target wins
 - combination: consider scoring both elements to pick an overall winner
8. Award the winner(s)

Prize Ideas

Small trophy or medal

Gift card

Bragging rights

Donation in winner's name

Bake Sale

Fundraising Details

For simplicity, sell items by the plate rather than individually

\$5 – small plate

\$10 – large plate

Step-by-Step

1. Organize volunteers
 - form a small committee or invite all staff to participate
 - assign roles: set up, baking, serving, and payment collection
2. Request baked goods
 - ask committee members or staff to bring homemade baked goods
 - encourage labelling (ex. Gluten free, contains nuts or common allergens)
3. Set a Date, Time & Location
 - choose a time that works well for staff (ex. Lunch hour)
 - reserve a communal area or breakroom for the sale
4. Prepare materials:
 - large and small plates
 - serving utensils such as tongs, spatulas
 - payment method: cash float with change or TipTap
 - optional: tablecloths, signage, decorations, napkins
5. Set up the table
 - neatly display baked goods with clear labels
 - set pricing signs near plate options
 - keep a clean and food-safe environment
6. Run the sale
 - have volunteers serve or assist customers
 - track payments and manage cash or TipTaps
 - encourage staff to return if food is still available later in the day
7. Clean Up and Wrap Up
 - store or donate leftover items (if applicable)
 - tidy the area and return materials
 - count total funds raised and thank participants

Tips

- promote the event in advance via email or posters
- offer bundle deals at the end to reduce leftovers
- consider printing a thank you note or small sign for each table

Pie Throwing Competition

Fundraising Details

Standard Throw Fee: \$ ____ per pie

Executive “Pass the Pie” Fee: a higher amount (ex. \$ ____) allows executives to pass the pie to another person

Customize fees to suit your fundraising goals

Step-by-Step

1. Plan the event
 - choose a date, time and location (outdoor or well-protected indoor space)
 - decide if this is a standalone event or part of a larger fundraising day
2. Recruit volunteers and Executives
 - ask executives or managers to volunteer as pie targets
 - recruit helpers to manage the crowd, pies, and clean up
3. Gather materials
 - paper plates (1 per pie)
 - whipped cream
 - garbage bags (to use as protective smocks and floor coverings)
 - paper towels/wipes for clean up
 - payment method (cash box and/or TipTap)
4. Set up the Pie Zone
 - cover the floor and backdrop area with garbage bags or tarps
 - have a cleaning station ready (paper towels, water, etc.)
5. Explain the rules
 - each pie costs \$ ____ to throw
 - executives can pay a higher fee to pass the pie to another willing participant
 - all pies are whipped cream on paper plates (no real pie crusts)
6. Sell the pies
 - collect payment and keep a tally of participants
 - prepare pies just before each throw to keep them fresh
7. Let the Pie Toss begin
 - one by one, participants throw their pies at the executives
 - if an executive pays to pass, the pie is redirected – make it fun and surprising!
8. Clean up
 - dispose of unused materials and wipe down all surfaces
 - thank all participants and announce total funds raised

Tips

- play music and make announcements for a festive atmosphere
- use a mic to hype up the crowd and explain each “pass the pie” twist
- offer photo ops after each throw
- encourage staff to dress casually or bring extra clothes

Chili Cook-Off

Can be used for any food cooking competition

Fundraising Details

Each participant pays \$5-\$10 to taste and vote for their favourite chili

Step-by-Step

1. Plan the event

- choose a date, time and location with space for multiple food stations
- determine the price for participation (ex. \$5 for tasting, \$10 for unlimited)
- decide on a prize for the winner (ex. Gift card, trophy, bragging rights)

2. Recruit contestants

- invite 5 or more employees to cook and bring in their best chili
- confirm dietary info (ex. Spicy, vegetarian, contains allergens) for labeling

3. Gather materials

- payment method: cash box and/or TipTap
- tasting supplies: small cups, bowls or divided trays, spoons or forks, napkins
- serving utensils for each chili
- voting method: tickets and numbered buckets (one per contestant) or pen and paper ballots
- optional: tablecloths, decorations

4. Set up the event area

- assign each cook a table or station with a number
- place tasting and voting materials on tables
- create a centralized check-in/payment station

5. Explain the rules

- everyone pays to participate before tasting
- each participant tastes all entries and votes for their favourite
- only one vote per person allowed

6. Host the event

- open the tasting stations and encourage mingling
- keep food warm and labelled properly
- encourage contestants to chat about their chili (unless doing blind tasting)

7. Collect and count votes

- after everyone has voted, tally the results from the tickets or ballots
- announce winner and present the prize

8. Wrap up and thank participants

- thank all cooks and tasters for participating
- clean up the area and dispose of materials responsibly
- consider sharing photos or the winning recipe afterward

Tips

- label each chili with a number and description (ex. #3 – Spicy Beef & Bean)
- offer small bread rolls, cornbread or water alongside tastings
- promote the event in advance with emails or posters

Potlucks

Fundraising Details

Charge a flat rate per participant

ex. \$10 per plate or all you can eat

Step-by-Step

1. Plan the event

- choose a date, time and location (ex. Lunch hour in the breakroom)
- decide if there will be a theme (ex. International Foods, Comfort Food, BBQ)
- set a standard price for participating

2. Create a sign-up sheet

- use a physical sheet or shared digital document
- ask employees to sign up in advance and list the dish they plan to bring
- include categories to ensure variety: main dishes, sides, salads, desserts, drinks

3. Organize contributions

- if done regularly, consider a rotating schedule (ex. This month: Team A brings mains, Team B brings desserts)
- remind participants a few days in advance of their commitments

4. Gather materials

- payment method: cash box and/or TipTap
- plates and utensils
- serving utensils for each dish
- labels: paper and pens for identifying each dish (include allergy info if possible)
- optional: tablecloths, decorations, and hand sanitizer

5. Set up the space

- arrange tables for food and a separate area for dining
- label each dish clearly
- have payment collected at the entry or food line

6. Enjoy the potluck

- encourage staff to try a bit of everything
- take photos (with permission) and highlight unique dishes

7. Clean up and thank participants

- provide bins for trash, recycling and leftover
- thank everyone who brought food and participated
- consider giving small shout-outs or prizes for crowd favourites

Tips

- promote the event early through email, posters and announcements
- provide plug-ins or warmers for hot dishes if needed
- encourage inclusivity: those who can't cook may contribute with drinks, store-bought items or set up help

Poker Darts

Fundraising Details

Charge a flat rate per round

Ex. \$5 for 5 darts (adjust based on how many darts and rounds you want to offer)

Step-by-Step

1. Plan the event

- choose a date, time and location with enough space for safe dart throwing
- ensure you have a clear throwing area and safety measures are in place
- decide how many darts each person gets per entry

2. Prepare the Poker Dart board

- used a large cardboard surface like a refrigerator box or foam board
- attach a full deck of playing cards face out in a random layout
- make sure the cards are securely taped and spaced out enough to be hit individually

3. Gather materials

- deck(s) of playing cards
- darts (safe, weighted, and appropriate for your surface)
- large backdrop/board for mounting cards
- payment method: cash box or TipTaps
- paper and pens for recording hands
- optional: scoreboard or poker hands poster

4. Set the rules

- each player pays to throw a set number of darts
- the cards hit by the darts are recorded for that player's poker hand
- if a dart lands between cards or knocks a card off, a judge decides the result
- best 5-card poker hand wins

5. Run the competition

- players take turns throwing darts from a marked throwing line
- volunteers record which cards are hit after each turn
- players can try again by paying for additional rounds if allowed

6. Determine the winner

- after all entries are completed, compare hands
- award a prize to the person with the best poker hand
- consider small prizes for fun categories (ex. Most Creative Throw)

7. Clean up and thank participants

- take down the card board and dispose of cards or save for future use
- return all darts and supplies
- announce and celebrate winner(s) and thank everyone for participating

Tips

- use a second or third deck in case cards get damaged
- have a clear poker hand ranking sheet available
- decorate the area to make it feel like a casino game

Shoot Your Shot

Fundraising Details

Set a flat fee per round (ex. \$5 for 3 shots)

Additional rounds can be purchased for more attempts

Step-by-Step

1. Plan the event

- choose a date and time, preferably during lunch or a break period
- select an outdoor location (parking lot, field, or open area) with enough space for safety and set up

- decide on entry fee and number of shots per round

2. Get management buy-in

- ask higher level staff or executives to volunteer as the goalie
- emphasize the fun and team-building aspect – this is key to making the event a hit

3. Gather materials

- hockey net, sticks, and pucks or road hockey balls
- goalie gear or padding for safety
- chalk or tape to mark shooting lines
- payment method: cash box and/or TipTaps
- optional: music, scoreboard, prize signs

4. Set up the shooting area

- set up the net at one end of the space
- mark a clear shooting line (safe distance from the net)
- create a safe spectator area away from the shooting zone

5. Explain the rules

- participants pay to take their shots
- the goal is to score on the goalie (management in net)
- each shot is counted towards a collective total – if the group scores a set number of goals (ex. 50), the whole office wins a prize (ex. Pizza lunch, casual day)

6. Run the event

- track each goal scored
- encourage cheering and team spirit
- rotate shooters efficiently to keep things moving
- allow players to pay for multiple turns if they wish

7. Declare the results and thank everyone

- at the end of the event, tally the total number of goals scored
- announce whether the team hit the target goal count
- award any group prize and recognize standout participants (ex. Top scorer)
- thank goalie and participants

Tips

- offer prizes for goals scored, funniest shot or best save
- take pictures! It's a great moment for company culture

Mini Golf Competition

Fundraising Details

Each team member donates a set amount to participate (ex. \$5-\$10 each)

Step-by-Step

1. Plan the event
 - choose a date and time for the event day (when all holes will be completed and played)
 - set a submission deadline for when the mini golf holes must be finished
2. Form teams
 - invite employees to form small teams (2-5 people per team works well)
 - each team is responsible for designing and building one mini golf hole
3. Assign spaces
 - allocate a section of the office, hallway or meeting rooms for each team
 - ensure there's a clear path through the course for players to follow
4. Define the rules
 - set parameters for materials (ex. Must be office-safe, no permanent adhesive)
 - or leave the design rules open to encourage maximum creativity
 - determine the number of strokes allowed per hole and how scoring will work
5. Collect materials
 - teams bring or are provided with: craft supplies, cardboard, paper, tubes, tape, etc.
 - golf balls and putters
 - optional: awards, scorecards, themed decorations, costumes
6. Build the holes
 - teams create their mini golf holes by the set deadline
 - remind them to test functionality – each hole should be playable and fun
7. Run the competition
 - on event day, form a group (judges or general staff) to play through the course
 - each player keeps score as they complete all holes
8. Vote & award prizes
 - after all holes have been played, collect votes or judge
 - Most Creative Hole
 - Most Difficult Hole
 - Best Golf Outfit
 - optional: Best Team Spirit, Most Realistic Hole
9. Wrap up and clean up
 - have teams clean their stations after the event
 - thank all participants and volunteers
 - share photos or highlight reels to celebrate the creativity

Tips

- use recycled or office-safe materials to keep it simple and eco-friendly
- allow music or themes to enhance the fun

Door Decorating

Fundraising Details

Employees or teams pay a set fee to participate
(ex. \$5-\$10 per door)

Step-by-Step

1. Pick a theme or holiday
 - choose a holiday or seasonal theme (ex. Halloween, Winter Holidays, Valentine's Day)
 - select a date that gives enough time for planning and decorating
2. Announce the contest
 - send out an invitation or flyer explaining: theme, entry fee, judging criteria, decoration deadline
 - ask employees to register in advance (individually or as teams)
3. Set the timeframe
 - clearly communicate the start and end date for decorating
 - allow 1-2 weeks for teams to work on their doors
4. Gather or provide materials
 - participants can bring their own materials, or
 - provide basic decorating supplies: paper, tape, scissors, etc.
 - optional: create a "supply station" for shared use
5. Decorate the doors
 - each team decorates the outside of their office or workspace door
 - encourage creativity, teamwork, and use of the theme
6. Judging the doors
 - recruit a committee of employees or managers to act as judges
 - judging can be based on: creativity, use of theme, humour or originality, overall visual impact
 - consider letting employees vote for a "People's Choice" award
7. Announce winners & award prize
 - reveal winners in a team meeting, email or live event
 - prizes can include gift cards, trophies or fun certificates
8. Wrap up and celebrate
 - thank all participants and judges
 - take and share photos of the decorated doors

Tips

- make sure decorations are office-safe (no damage to doors or walls)
- encourage department wide participation for more engagement
- add fun bonus categories (ex. Most Festive, Best DIY, Funniest Door)

Bottle Drive

Fundraising Details

Collect empty bottles and cans from employees, family and friends

Return them to a local bottle depot for cash refunds and donate the total

Step-by-Step

1. Plan the drive
 - set a time and date for collecting bottles
2. Set up a drop off location
 - designate a central spot in the workplace where employees can leave bottle donations
 - ensure the area is clearly marked, clean and accessible
3. Promote the drive
 - send an internal email or post flyers explaining:
 - what items are accepted
 - where and when to drop off
 - that employees can also collect from friends, family and neighbours
 - offer friendly competition between departments or teams (optional)
4. Sort and organize donations
 - sort bottles by type to make return faster
 - bag or box items securely to avoid spills or breakage
5. Arrange transportation
 - use a vehicle to transport bottles to the depot
 - call ahead to your local bottle return center to let them know you're bringing a large load
6. Return bottles and collect funds
 - bring the sorted bottles to the depot
 - keep the receipt or total refund amount for tracking
7. Wrap up and say thanks
 - thank all employees who donated or helped with sorting and transport
 - share photos or highlight the impact of the donation

Tips

- involve volunteers to help sort and transport
- consider doing bottle drives seasonally for ongoing fundraising

Yard Sale

Fundraising Details

Sell donated items from staff, friends, family and board members

Step-by-Step

1. Plan the event

- choose a date, time and location (preferably outdoors or in a large indoor space)
- set a drop-off period for item donations (ex. 1-2 weeks before the sale)

2. Call for donations

- ask staff, family, friends, and board members to donate gently used items such as clothing, books, toys, home goods, etc.
- clearly communicate what items are accepted (and what is not)
- provide a central drop-off area at the workplace

3. Sort and price items

- form a yard sale committee to help with sorting and pricing
- use a simple pricing scheme (ex. Colour-coded tickets or price tags by table)
- organize items by category

4. Recruit volunteers

- ask staff to sign up for shifts to help run the sale (set up, cash handling, tidying tables, customer service)
- create a schedule to ensure full coverage of the day of the event

5. Set up the sale

- use tables, racks, and bins to display items clearly
- create signage for prices, categories, and donation information
- prepare a cash float and/or TipTap

6. Optional add-on

- if weather permits, add a BBQ with hot dogs, drinks and snacks for additional fundraising and foot traffic
- set a price per food item or offer combo deals

7. Host the yard sale

- open on time and greet customers
- keep the space clean and organized as the day goes on
- offer bundle discounts near the end of the day to move more items

8. Post sale wrap up

- count and record total funds raised
- thank volunteers and donors for their support
- donate leftover items to a local charity or thrift store

Tips

- promote the sale with posters, emails and community boards
- offer early bird access to staff or donors
- provide bags or boxes for customers
- consider playing music for a fun and welcoming atmosphere

Parking Spot Raffle

Fundraising Details

Sell raffle tickets for a chance to win exclusive access to a premium parking spot

Price tickets (ex. \$5 each or 5 for \$20)

Step-by-Step

1. Identify the spot
 - select a prime parking spot at your workplace that is highly desirable (close to the entrance, covered, etc.)
 - confirm management approval for use of the spot
2. Set raffle details
 - decide on a ticket price
 - set a start date, end date and draw date
 - determine how long the winner keeps the spot (ex. 6 months or 1 year)
3. Create and distribute tickets
 - use printed raffle tickets or a digital raffle platform
 - include space for name and contact info on each ticket
 - track sales and ticket numbers to ensure transparency
4. Promote the raffle
 - advertise via email, posters and staff meetings
 - highlight how exclusive the spot is
 - remind staff frequently before the draw deadline
5. Collect payments
 - accept cash or digital payments
 - keep funds secure and maintain a simple sale log
6. Draw the winner
 - on the draw date, randomly select a winning ticket
 - consider doing the draw live at a team meeting or over video for visibility
 - announce the winner through email or internal platform
7. Award the spot
 - create a sign or nameplate for the designated parking spot
 - inform building or facilities staff about the winner
 - communicate the time frame and rules for use to the winner
8. Wrap up and celebrate
 - thank all participants for supporting the fundraiser
 - publicly celebrate the winner

Tips

- offer bonus entries for bulk ticket purchases
- consider raffling multiple spots if available
- use this event annually or seasonally to build excitement

Dress Down Days

Fundraising Details

Employees pay a fee to dress casually on designated days

Common fee: \$2-\$5 per Dress Down Day or a flat rate for a series (ex. \$20 for the month)

Step-by-Step

1. Choose your days
 - pick a regular day of the week or select specific dates
 - set a timeframe (one month, quarter or the full campaign period)
2. Announce the program
 - let employees know the purpose
 - share the schedule, participation cost and how payments will be collected
 - promote through emails, posters and staff meetings
3. Collect fees
 - offer payment options (per day: \$5 every Friday or prepaid passed for a month: \$20 for the month)
 - accept cash or digital payments
4. Distribute stickers (optional)
 - provide "Dressed this way for United Way" stickers to the participants
 - stickers help identify who has paid and promote awareness of the fundraiser
5. Enjoy dress down days
 - encourage employees to participate and enjoy the relaxed dress code
 - post photos or shoutouts to keep energy up and recognize contributors
6. Track participation
 - keep a simple record of who participates and how much is raised
 - share progress and fundraising totals with the team
7. Wrap up and thank participants
 - at the end of the campaign, thank everyone for participating
 - highlight the total amount raised

Tips

- pair with other events for added fun
- offer themed Dress Down Days (ex. Sports jerseys, silly hats, pajama day)
- get leadership involved to set the tone

Trivia

Fundraising Details

Charge a participation fee for individuals or teams (ex. \$5-\$10 per person)

Step-by-Step

1. Choose format for platform
 - decide whether the event will be held in person, virtually or as a hybrid
 - for virtual events, choose a platform (ex. Zoom, MS Teams, Kahoot, Google Forms)
 - select a date and time that works well for most employees
2. Set entry fees and team structure
 - determine if players will register individually or in teams
 - set the entry fee and how payments will be collected
3. Promote the event
 - announce the trivia event through email, posters or internal chat
 - include: date/time, fee, how to register and pay, team size (if applicable), prize(s) for the winners
4. Create or source trivia questions
 - prepare a variety of questions in different categories (ex. Pop culture, history, sports, company trivia)
 - aim for 30-50 questions total
 - choose a host to read questions and keep score (or assign a moderator for virtual games)
5. Set up and run the event
 - in person: set up a room with a mic, projector or whiteboard, and tables for teams
 - virtual: ensure the quiz platform is tested in advance and links are sent to participants
 - clearly explain the rules at the start (how answers are submitted, scoring, etc.)
6. Keep score and announce winners
 - track scores by round or total
 - announce the winning individual or team and award prizes (gift cards, trophy, bragging rights)
7. Wrap up and celebrate
 - thank all participants and highlight how much was raised
 - share photos or leaderboard results via email or internal newsletter
 - encourage feedback if you'd like to run trivia again

Tips

- add themed rounds
- encourage team spirit with creative team names
- offer small prizes for best team name or funniest wrong answer
- use free or low-cost trivia platforms like Kahoot, Quizizz or Google Forms

Halloween Costume Contest

Fundraising Details

Fee to participate: \$ ____ per person

Step-by-Step

1. Plan the event

- choose a day near Halloween
- decide on voting categories: Best Individual Costume, Best Group Costume, Funniest Costume, Most Creative Costume
- decide on prizes (optional): gift cards, trophies, company swag, etc.

2. Promote the event

- use flyers, emails and intranet announcements
- include key info: date, time, fee, how to participate, prize info
- encourage team costumes and themed dress-up

3. Collect fees

- accept payments in advance or on the day: cash box and/or TipTap

4. Costume day

- participants dress up and enjoy the fun

5. Costume parade

- host a walk-through or hallway gathering to showcase the costumes
- take fun photos and play music to set the mood

6. Voting

- let all employees vote for their favourites
- use paper ballots or a digital form (ex. Google form with QR code)

7. Announce winners & thank participants

- tally the votes and reveal winners one set at a time
- hand out prizes and take winner photos
- thank all for participating and announce the amount raised

Tips

- start promotion early
- get leadership involved: when managers dress up, participation goes up!
- make it optional but welcoming
- provide costume guidelines
- create a photobooth

Silent Auction

Fundraising Details

Employees bid on donated prizes – highest bid wins

Step-by-Step

1. Plan the auction

- pick a date and set a clear start and end time for bidding
- choose a platform: in person using printed bid sheets or virtual/hybrid use an online auction tool or shared spreadsheet

- set rules: minimum bid amounts, minimum bid increments (ex. \$5 or \$10)

2. Collect auction items

- ask local businesses, vendors or staff to donate items or services
- common prize ideas: gift baskets, event tickets, electronics, “Lunch with the Boss” or extra PTO hours, branded merchandise or services

3. Create item displays

- provide a description and photo of each item
- include: item name, donor (if applicable), retail value, starting bid, minimum increment, item restrictions (if applicable)

4. Open bidding

- let participants place bid anonymously or with names
- keep bids open during a set window (ex. 1 day, 1 week)
- if virtual, provide a link and regular bid updates

5. Close the auction

- announce the deadline ahead of time
- at close, review all bids and determine the highest bidder per item and notify the winners

6. Collect payments

- provide clear payment options
- once paid, arrange for pickup or delivery of prizes

7. Announce winners & thank donors

- share a winner list (with consent)
- publicly thank prize donors and participants
- share how much was raised

Tips

- secure high-value items early to build excitement
- promote via email, posters and intranet
- create bidder competition with countdown reminders
- bundle smaller items to increase value

Send a Coffee

Fundraising Details

Employees pay \$10 to “send a coffee” to a coworker

The coworker receives a \$5 coffee gift card and the other \$5 is donated to the campaign

Great for a hybrid workplace or those with offices in multiple locations

Step-by-Step

1. Set up

- research which coffee shops’ gift cards to use
- decide on your collection method (ex. Email, online form, or Teams message)
- assign a committee member to manage the process

2. Promote the fundraiser

- share the concept via email, intranet or chat
 - “Send a coworker a virtual coffee for \$10 – half goes to charity, half buys their brew!”
- explain how to participate
 - send \$10 to [committee member’s name/payment handle], include the recipient’s

name and email

3. Collect payment and names

- participants send \$10 and a coworker’s name/email to committee member
- use a spreadsheet to track: sender’s name, recipient’s name/email, payment received, gift card

sent, donation logged

4. Send the coffee

- use an online gift card tool to send \$5 digital coffee gift cards to recipients
- include a short note like “You’ve been sent a virtual coffee by a coworker! Enjoy!”

5. Share results

- thank all those who purchased a coffee for a coworker
- share the results including: total coffees sent, total funds raised

Tips

- use a simple method to collect names and emails (ex. Google/Microsoft forms)
- encourage participants to send multiple coffees

Breakfast

Fundraising Details

Staff, committee members or volunteers cook and serve breakfast

Plates sold for a set price (ex. \$10/plate)

Step-by-Step

1. Plan the breakfast
 - choose a date and time
 - set a price per plate
 - decide on a menu (ex. Pancakes, sausages,
 - choose a location (office kitchen, meeting room, community center)
 - estimate how many attendees you'll serve
2. Organize volunteers
 - recruit staff or committee members to: cook, serve, handle payment, greet guests, clean up
 - schedule shifts as needed
3. Gather materials
 - buy or collect donated ingredients and supplies (plates, cutlery, serving utensils)
 - gather tables, serving stations and food prep areas
 - arrange decorations or signage (optional, but adds a nice touch)
4. Promote the event
 - announce the breakfast via email, posters or team channels
 - include: menu, price, location and time
5. Cook and serve
 - volunteer prepare and plate the meals
 - serve participants buffet style or pre-plated
 - keep hot foods warm and cold foods chilled
6. Collect payment
 - offer clear pricing and payment options (cash box and/or TipTap)
 - track total meals sold
7. Track profits
 - count total income and subtract cost of ingredients/supplies (if applicable)
 - keep records for transparency
8. Thank participants
 - send a thank you message to all who attended and volunteered
 - share total raised and include a few photos or fun highlights

Tips

- use a preorder form to estimate turnout
- offer to-go plates for convenience
- label allergens or dietary info clearly
- set up a coffee station for added value
- play music to create welcoming atmosphere

Candy Grams

Fundraising Details

Employees purchase a small treat to send to coworkers for a set price (typically \$2-\$5 each)

Each candy gram includes candy and a note from the sender

Step-by-Step

1. Choose the holiday and set the price
 - pick a holiday that fits the theme (Valentine's Day, Halloween, Easter, etc.)
 - set the price per candy gram
 - determine what's included
2. Set timeline
 - Week 1: promote and collect orders
 - Week 2: assemble candy grams
 - delivery day: hand out or make available for pick-up
3. Promote the event
 - send emails, create posters and post internally
 - include: holiday theme, price per candy gram, how/where to place an order, final date for orders
4. Collect orders
 - use a Google/Microsoft form or paper slips to collect: sender's name, recipient's name, message (optional)
 - accept payment via cash or internal systems
 - assign volunteers to track payments and names in a spreadsheet
5. Assemble candy grams
 - gather materials (candy, packaging, a way to label to/from)
 - organize and assemble candy grams, adding tags and notes to each one
6. Deliver the candy grams
 - deliver them to desks, mailboxes or designated pickup spots
 - you can also have a "Candy Gram Table" where recipients collect theirs
7. Track profits and say thank you
 - keep track of total income from sales and subtract costs (if any)
 - send an email to thank everyone for participating

Tips

- bundle larger orders with a discount (ex. 3 for \$10)
- offer anonymous options for fun or secret-admirer themes
- make extra grams to sell on delivery day
- use seasonal or festive packaging to boost appeal
- recruit enthusiastic volunteers

Run/Walk/Roll

Fundraising Details

Participants take part in a fun and inclusive physical event – walking, running or rolling along a set route
Collect pledges from family and friends

Step-by-Step

1. Plan the event

- choose a date, time and location for the event
- identify a safe and accessible route, ideally using local trails or park paths
- ensure the route is suitable for all fitness and mobility levels

2. Set up pledge forms

- create or request pledge forms (speak with your United Way staff partner)
- forms must include: event details (date, location, route), space for donor name, address

amount and payment type, clear note that original forms must be returned for tax receipt eligibility

3. Promote participation

- invite friends and family to sponsor participants
- share event details through email, posters, or internal channel
- highlight that it's a fun, non-competitive event open to all

4. Collect pledges

- each participant gathers pledges using the form
- donors fill in their full contact details and donation amounts for tax receipt purposes
- encourage participants to set personal or team goals

5. Event day logistics

- have a clearly marked meeting point for all participants
- provide: welcome instructions, route overview, safety reminders
- keep the mood light, supportive and team-focused
- optionally offer water/snacks and take group photos
- thank everyone for participating

6. Return forms

- after the event, connect with your United Way staff partner to arrange pick up/drop off of forms and money
- set a clear internal deadline for form collection

Tips

- choose a loop route with entry/exit flexibility
- encourage team costumes, matching shirts, or signs to boost spirit
- set up a “cheer station” or music for motivation
- offer virtual participation for remote employees
- celebrate top fundraisers or best team spirit at the end

Bingo

Fundraising Details

Employees buy bingo cards for a set price and play over several days

Each day, bingo numbers are sent by email and the first person to call out Bingo wins a prize

*** lottery license is required**

Step-by-Step

1. Obtain a lottery license
 - contact the appropriate municipal or provincial authority to secure a lottery license
 - make sure your bingo rules comply with all regulations for charitable gaming
 - connect with your United Way staff partner for assistance
2. Set pricing and prizes
 - decide on the cost per card (ex. \$2-\$5 each)
 - choose the number and types of prizes
 - determine how many winners there will be (ex. 1st place only, or top 3)
3. Prepare and sell bingo cards
 - create or print bingo cards (manually or using a generator)
 - sell them to employees in advance of the game's start
 - track sales and who holds cards
4. Promote the game
 - announce the start and end dates
 - explain how numbers will be sent
 - clarify how to claim a win (ex. "Reply to this email with your winning card")
5. Start the game
 - begin sending one or more bingo numbers via email daily
 - keep a record of all numbers called
 - make it engaging: add trivia, jokes or themed messages
6. Confirm the winner
 - when someone replies Bingo, verify their card against the numbers called
 - announce the winner and deliver their prize
 - optionally, continue the game for second or third place prizes
7. Wrap up and report
 - thank all participants and highlight funds raised
 - if applicable, send results to the licensing body as required (connect with your United Way staff partner for assistance)

Tips

- keep the game short and exciting
- use themed bingo cards (ex. Office phrases, holidays)
- offer tiered prizes to keep engagement high
- send reminder emails with fun updates or "almost there" encouragement

Office Olympics

Fundraising Details

Teams pay a flat fee to join and compete in challenges daily – usually fun, fast-paced “Minute to Win It” style games

Points are earned daily, and the top team wins glory

Step-by-Step

1. Set team fee and registration
 - charge a flat fee per team (ex. \$25-\$50)
 - set a team size limit (ex. 4-6 people)
 - have teams register ahead of time with a fun team name
2. Plan the schedule
 - host games during lunch hours or breaks to maximize participation
 - plan 4-5 games across the week (1 per day)
 - choose quick and simple activities that allow all teams to compete in under 10 minutes
 - examples: Stack Attack (cups), Cookie Face (move a cookie from forehead to mouth), Paper Toss, Balloon Pop Relay, Office Chair Race (if space allows)
3. Promote the game
 - announce the dates, times and general rules
 - share teasers for games to build excitement
 - encourage departments to dress in team colours or themed outfits
4. Run daily events
 - set up and run each game efficiently
 - keep time or score for each team
 - announce winners for each day and update the leaderboard
 - use a large scoreboard to track team points publicly
5. Scoring system
 - assign points by placement: 1st place = 5 points, 2nd place = 3 points, 3rd place = 1 point, participation = 1 point
 - update scores daily to keep teams engaged
6. Celebrate the winners
 - on the final day, tally scores and announce gold, silver and bronze winners
 - offer bragging rights, medals or small prizes to top teams
 - send a thank you to all participants and highlight total funds raised

Tips

- choose games that are low-cost, high-fun and quick to reset
- have a consistent host or emcee to build hype
- include a photo station for fun team pictures
- offer bonus points for team spirit or costume creativity
- keep energy up with music and commentary during events

Fall Fair

Fundraising Details

A festive fair-style event where employees purchase tickets to play quick, fun games and optionally browse info booths or handmade goods for sale

Step-by-Step

1. Set ticket price and game costs
 - sell tickets at a flat rate (ex. \$1 per ticket, \$5 for 6)
 - assign a ticket value per game (ex. 1-2 tickets per play)
 - have cash or TipTap option available to make purchasing easy
2. Plan games and activities
 - choose fast-paced, easy-to-set-up games such as: Stack the Cups, Marshmallow Toss, Noodle Pick-Up, Ping Pong Bounce, Ring Toss
 - games should take under 60 seconds and be repeatable
3. Recruit volunteers
 - ask committee members or volunteers to run the game stations
 - each person should be able to explain the game, time keep and reset the game
4. Set up the space
 - design your fair layout with clear signage and festive decoration
 - optional additions: handmade item table (ex. Crafts, cards, baked goods), information booths related to United Way
5. Promote the event
 - use emails, posters and digital channels to share: date/time/location, ticket pricing, game sneak peeks, any special attractions (ex. Prizes or raffle)
6. Host the fair
 - welcome participants, sell tickets, and encourage everyone to try multiple games
 - make it social with music, photos or a snack table
 - have a clear plan for cleanup and end of day wrap up
7. (Optional) Offer prizes
 - provide small prizes or raffle entries for: Most games played, best single-game score, random draw among participants

Tips

- keep games short and simple to reduce wait times
- encourage team participation with a “group game” or challenge round
- offer ticket bundles to boost sales
- use festive décor to set the tone
- share photos afterwards to build excitement for next year

Snack Shack

Fundraising Details

Self-serve snack station filled with individually packaged treats available for purchase

Great for high-traffic office areas, easy to set up, low effort to maintain and perfect for daily passive fundraising

Step-by-Step

1. Source snacks

- purchase bulk snacks (ex. Granola bars, chips, chocolate, gum) from a wholesaler like Costco
- choose items with a long self life and broad appeal

2. Set pricing

- price each item slightly higher than the purchase cost to allow for a profit (ex. Buy at \$0.50, sell at \$1)
- keep pricing simple – round numbers help (ex. Everything \$1 or \$2)

3. Set up the station

- place a snack cart, basket or bin in a high-traffic area like a break room or near a coffee station
- include a clear price list and honour system instructions
- add signage to explain that proceeds towards the campaign

4. Collect payment

- provide a container for cash or coins
- optionally include a digital payment method
- assign a committee member to monitor and restock regularly

5. Promote the Snack Shack

- send an email to staff when it's launched
- post small signs nearby or on bulletin boards reminding staff it's available and what it supports
- keep it visually appealing with occasional themed treats (ex. Halloween candy, Valentines sweets)

6. Maintain and refresh

- restock on a regular schedule based on demand
- rotate snack options to keep interest high
- periodically share updates on how much has been raised

Tips

- use clear containers and pricing to reduce confusion
- start with a variety and adjust based on what sells best
- place near high-traffic or shared spaces for visibility
- make it feel personal; use a note that says "Every snack supports United Way Elgin Middlesex"

Incentive Tickets

Fundraising Details

Employees who commit to payroll deductions towards the campaign earn incentive tickets that they can use to win prizes through fun activities like raffles and mini games

Step-by-Step

1. Set donation levels and ticket values
 - assign tickets based on donation commitment
 - for example: \$5/bi-weekly = 10 tickets, \$10/bi-weekly = 20 tickets, \$1200/year = 100 tickets
 - include ticket breakdowns on promotional materials
2. Distribute tickets
 - after employees confirm their payroll deduction, provide physical or digital tickets
 - include instructions on how and when tickets can be used
3. Choose ticket redemption activities
 - some popular options include
 - Balloon Pop
 - write prizes on slips of paper, insert into balloons, inflate and display
 - set a price (ex. 10 tickets = 1 pop)
 - pop in a separate room to avoid loud noises in shared spaces
 - Raffle Draw
 - set up various prize categories
 - employees drop their tickets into labelled containers to enter
 - draw winners at the end of the campaign or at a special event
 - Prize Table Exchange
 - let employees exchange tickets for guaranteed small prizes (like a carnival booth)
4. Promote the incentive campaign
 - announce how the ticket system works alongside your payroll deduction drive
 - highlight prizes, game options, and how to redeem tickets
 - use posters, emails, and internal channels to keep awareness high
5. Run prize activities
 - set dates/times when balloon popping, raffles or exchange can take place
 - ensure a committee member is present to supervise activities and verify ticket use
 - make it fun and celebratory
6. Follow up
 - thank participants and announce winners
 - share how much was raised through payroll deductions

Tips

- offer a variety of prize types to keep everyone interested
- clearly explain how to earn and use tickets at every stage
- host a “pop & win” event with music and snacks to add excitement

Time, Talent, Treasure

Fundraising Details

Employees donate their time, talents or treasures ranging from homemade goods to helpful services (ex. Home baking, photography, babysitting or tutoring) where other employees bid on these contributions in a silent auction

Step-by-Step

1. Collect donations of time and talent
 - ask employees to offer something they're skilled at or passionate about
 - collect clear descriptions of each donations (what's included, how/when it will be delivered)
2. Set up the auctions
 - choose your format
 - in person: printed bid sheets near items or description
 - online: use a digital bidding platform
 - display each item/service with a title, description, and starting bid
3. Set auction details
 - decide the start and end time for bidding
 - encourage friendly competition with reminders during the auction window
 - allow proxy bids if using paper forms (someone bids on behalf of someone else)
4. Promote the auction
 - use email, posters and internal channels to highlight standout items and how to bid
 - share teasers like "Sneak Peek: fresh pies and electrical work up for grabs!"
5. Close the auction and announce winners
 - once bidding ends, notify the highest bidders and collect their payment
 - share instructions on how/when they will receive their item or service
6. Coordinate fulfillment
 - help donors and winners connect directly to arrange delivery of goods or services
 - follow up to ensure everyone is satisfied and prizes are delivered smoothly

Tips

- highlight the personal touch – people love winning something handmade or helpful
- include a mix of practical services and creative goods to appeal to a range of bidders
- share photos or examples of donated items if possible
- offer recognition or thank you shoutouts to donors

Gift Card/Wine Survivor

Fundraising Details

\$10 gift card + \$10 entry fee

OR \$10 gift card + \$15 entry fee (includes one-time immunity)

Step-by-Step

1. Announce the game
 - send a workplace wide email to explain the game
 - clearly state rules, cost, deadlines, and the prize
 - emphasize it's fun, optional and supports team spirit
2. Collect entries
 - each participant submits their buy-in
 - track all entries in a spreadsheet, noting who bought immunity
3. Finalize participants
 - set an entry deadline
 - confirm number of players
 - determine how many people to eliminate per round based on how many "tribal councils" (elimination days) you'll have
4. Schedule the game
 - choose daily or weekly eliminations
 - decide on the number of tribal councils
 - create a schedule that fits the number of participants and rounds
5. Eliminate players
 - use an online name wheel or draw names from a hat
 - eliminate participants randomly unless they have immunity
 - announce eliminated names via email after each round
6. Immunity rules
 - immunity is used only once per participant
 - if someone with immunity is selected for elimination, they are skipped and their immunity is considered used
 - easier to manage if immunity is only offered at time of entry
7. Communicate updates
 - send a brief, fun email after each elimination: who was eliminated, remaining participants, when the next tribal council is
8. Final round
 - eliminate names until only one person remains who then wins all the gift cards
9. Optional support
 - your United Way staff partner can help track participants, assist with facilitation and provide communication templates

Tips

- keep it simple and stay organized
- build suspense and stick to the schedule

Classes

Fundraising Details

Host classes taught by employees or volunteers – such as painting, cooking, fitness or crafts

Participants pay a per-person fee to attend, and can be held in person or virtually depending on the activity

Step-by-Step

1. Choose the class type
 - find an employee willing to lead a class based on a hobby or talent
 - decide whether the class will be in-person or online
 - confirm the class date, time and duration
2. Set the price
 - determine a fee per participant based on: materials needed, class length and complexity, and fundraising target
 - typical fees range from \$10-\$30 per person
3. Plan the logistics
 - book a room (in person) or set up a video call
 - list any materials needed (if in person – provide the materials, if virtual – email a materials list in advance)
 - set a registration deadline for planning purposes
4. Promote the class
 - send an email or flyer with: class name and short description, date/time/location or virtual link, fee and how to register/pay, materials needed (if any)
 - use a sign up sheet or online form to track participants and payments
5. Host the class
 - arrive early to set up (if in person)
 - start with a warm welcome and overview
 - focus on making it fun and interactive for all skill levels
6. Follow up
 - send a thank you message to all participants
 - share photos

Tips

- pick a popular theme
- keep it simple: aim for projects or lessons that can be completed in 60-90 minutes
- limit class sizes to keep it manageable
- add incentives: consider a prize draw or giveaway to boost participation

Merch

Fundraising Details

Sell branded merchandise with a portion of each sale going to the campaign

Work with a screen-printing company for presales to avoid upfront costs, or sell old merchandise at a discount and donate 100% of proceeds

Step-by-Step

1. Decide on your merch strategy
 - Option 1: new merch
 - partner with a screen printing company to design and print custom items
 - arrange a presale model
 - a percentage of each sale is donated to the campaign
 - Option 2: old/extra company merch
 - gather leftover or outdated branded items
 - sell them at a discounted price with 100% of sales going to the campaign
2. Design and select items
 - work with the vendor to select: items (hats, shirts, mugs, totes, ect.), colours/sizes and pricing
3. Plan the sales period
 - choose your sales dates and plan a short, focused campaign (1-2 weeks)
 - use presales to eliminate inventory risk – only print what's ordered
4. Promote the merch
 - send emails and post around the office with: product images and descriptions, price and how much goes to the campaign, deadline for ordering
 - include a direct link to order
5. Collect orders and payments
 - if presale: collect payment upfront via cash, e-transfer or online checkout, and submit totals to the screen printer after the sales
 - if old merch: set up pop-up table or online sign up to handle transactions onsite
6. Distribute the merch
 - once orders arrive, sort items by name or department and arrange pick up/delivery
 - for old merch, deliver on the spot when purchased

Tips

- use presales to avoid costs and inventory management
- highlight the impact: share how much from each purchase goes to the cause
- keep designs simple and appealing: people love versatile, wearable merch
- limit the sale window to encourage quick action
- offer incentives like a free item raffle for buyers or departments with the most orders

BBQ

Fundraising Details

To maximize profits, aim to get food donated or purchased at a discount

Use presale tickets or registration to help estimate attendance and control costs

Step-by-Step

1. Plan the event details

- Choose a date, time and location (ex. Parking lot, break area, local park)
- decide if it's staff only or open to the public
- determine what's on the menu (common items: hot dogs, burgers, veggie options, chips,

drinks)

2. Source the food and supplies

- request food donations from local vendors, grocery stores or suppliers; even partial donations help reduce the costs

- if buying food, set a budget based on projected attendance
- supplies checklist: BBQ/grill, propane or charcoal, plates, napkins, forks, serving utensils, condiments, coolers, gloves, sanitizer

3. Set pricing

- choose food prices that are fair and allow for fundraising profit
 - ex. Combo meal for \$5-\$10 (burger + drink + chips)
- offer discounts for presale purchases or bulk orders (optional)

4. Promote BBQ

- create a flyer or send out emails with: date/time/location, what's being served and price, how to buy tickets or register

- promote widely: internal emails, posters, intranet, social media if public

5. Sell presale tickets or register attendees

- use presale tickets to estimate how much food to purchase
- set a deadline to finalize quantities in advance
- collect payment

6. Set up and host the event

- arrive early to prep the area and begin cooking

- have volunteers on hand to: grill food, serve meals, manage tickets and collect walk-up payments

- provide shaded areas or seating if possible

7. Clean up and celebrate

- ensure waste is cleaned up and grill is safely shut down
- thank everyone who donated, volunteered, or attended
- share how much was raised and the impact on your campaign

Tips

- partner with a vendor early to increase chances of donated food or discounts
- offer variety to boost inclusivity
- create a festive atmosphere with music, decorations or prize draws
- have backup volunteers in case of absences or big turnout

Artisan Fairs

Fundraising Details

Invite local makers to sell goods with each vendor paying a table fee (\$30-\$40)

Encourage donations at the door

A great public-facing event

Step-by-Step

1. Secure a venue

- choose a large space that can accommodate multiple vendors and foot traffic (ex. Gymnasium, hall, cafeteria, community center)

- ensure there's access to tables, chairs, electricity, and parking

2. Choose the date and time

- select a weekend or evening close to a holiday or pay day for best attendance

- plan for 4-6 weeks of lead time for promotion and vendor recruitment

3. Recruit vendors

- reach out to local artisans, crafters, and small businesses

- charge a table fee of \$30-\$40 per vendor

- offer incentives like high foot traffic, raffle promotion and optional advertising on event materials

- confirm each vendor's space needs and any special requirements (ex. Power)

4. Plan for food sales (optional)

- if then venue allows, consider offering food or baked goods for sale

- can be run by volunteers or a local partner, with proceeds going to the campaign

5. Promote the event

- use heavy promotion to draw a crowd: posters/flyers in workplace and community, emails/newsletters, social media and local event listings

- include: event date/time/location, entry details (free/donation encouraged), vendor list

previews and raffle information

6. Encourage door donations

- instead of a fixed entrance fee, request donations at the door

- to encourage giving, offer raffle entries to those who donate (ex. \$5 = 1 entry) and collect prizes from vendors or local sponsors to build appealing prize bundles

7. Day of event logistics

- arrive early to: mark vendor table spaces, set up welcome/donation table and raffle drop-off, arrange signage, music and any additional attractions

- have volunteers help with: vendor check-in, donation/raffle table, food table or traffic flow

8. Wrap up and celebrate

- draw and announce raffle winners at the end of the day

- thank all vendors, donors and attendees

Tips

- plan early and give vendors enough notice

- limit vendor duplication for variety

- promote donations by highlighting where the funds go

Wellness Days

Fundraising Details

Offer employees the opportunity to take a designated Wellness Day off work in exchange for a set donation (ex. \$60)

Employees get a paid day off without using vacation time

Best suited for smaller organizations and requires management approval and thoughtful scheduling

Step-by-Step

1. Get leadership approval
 - present the idea to upper management or HR
 - outline: the charitable purpose, date flexibility and staffing impact, and that participants still receive full pay for the day off
2. Choose the Wellness Day dates
 - pick 1-3 predetermined dates throughout the year
 - ideal dates: Fridays before long weekends, low-traffic days or historically common vacation days
 - ensure departments can manage coverage or operate with lighter staffing on those days
3. Set the donation fee
 - decide on the donation amount per day off (ex. \$60)
 - make it meaningful but affordable, having all funds go directly to the campaign
4. Establish participation guidelines
 - create clear rules
 - must get supervisor approval at least 2 weeks in advance
 - must submit payment at least 1 week before the selected date
 - participants cannot use vacation time for this day, it's treated as a paid special day off
 - provide a form or checklist to ensure consistency in sign-up and approval
5. Promote the program
 - announce in meetings, emails and posters: what Wellness Days are, how they benefit both the employee and the campaign, how to sign up and get approval, and payment methods and deadlines
6. Collect payment and track participation
 - accept payment via e-transfer or cash
 - maintain a list of participants, approval status and payment confirmation
 - share reminders of upcoming deadlines
7. Recognize and report
 - thank participants and supervisors for supporting the campaign
 - share the total amount raised and encourage more people to join the next round

Tips

- choose dates wisely to avoid operational disruption
- communicate clearly: timelines, expectations and who to contact

Spin It to Win It

Fundraising Details

Prizes donated by local businesses or assembled affordably and employees purchase entries on a spinning prize wheel for a set price (ex. \$3/entry)

The event is hosted live online, making it ideal for hybrid or remote workplaces

Step-by-Step

1. Form a planning committee
 - assign tasks to a small group of volunteers: prize collection, ticket tracking and entry setup, Zoom hosting, communication and promotion
2. Secure prizes
 - reach out to local businesses for prize donations
 - supplement with a few purchased items if needed
 - group donations into attractive prize packages (aim for 3-5)
3. Set the rules
 - each spot on the wheel = \$3
 - unlimited spots per person per wheel
 - each prize package will have its own spin session with entries tracked per prize
4. Promote and sell spots
 - announce the event with: date/time of the live Zoom spin, entry cost and prize previews, deadline for buying entries
 - accept payments via e-transfer or cash (connect with your United Way staff partner to help with hosting an event online)
5. Track and prepare entries
 - the night before the event: use an online wheel generator, enter each person's name as many times as entries purchased, and create a separate wheel for each prize package
6. Host the live Zoom event
 - share your screen to display the prize wheel
 - assign committee members to: host and MC the event, talk through spins and share United Way impact stories or trivia while the wheel spins, and build energy and engagement throughout the call
 - spin the wheel until one name remains – the winner of the prize package
7. Deliver prizes
 - arrange for delivery or pick up for winners
 - send a follow up thank you message to all participants

Tips

- start early collecting prizes – donations take time to secure
- make prize packages appealing: group smaller items into themes (ex. Movie Night, Local Eats)
- use visuals in promotions to drive interest and sales
- keep the Zoom call lively with music, hosts or campaign messages during spins
- test your tech ahead of time to avoid glitches on the day of the event

Quarter Auction

Fundraising Details

Participants bid on items using quarters and numbered paddles

Items to bid on created or donated by staff or provided by vendors

Paddle fees, quarter bids and additional sales contribute to the campaign

Step-by-Step

1. For an event committee
 - assign team leads for: prize collection and coordination, ticketing and paddle prep, venue and logistics, marketing and promotion, volunteers (buckets, quarter sales, item displays)
2. Decide on auction format
 - choose one or mix both:
 - Company Got Talent auction: staff donate gift baskets, handmade items (art, crafts, baked goods), services (dog walking, car washes, etc.)
 - Vendor-Based auction: invite vendors to auction their items, with a percentage of sales donated to the campaign
3. Secure a venue
 - ensure space for seated participants, auction tables or displays, a check-in station and snack/beverage area
 - confirm tables, chairs, sound system and permits if needed
4. Prepare the materials
 - numbered paddles with matching numbered chips taped to them
 - bidding buckets or cups at each table
 - rolls of quarters for sale
 - items/prizes grouped by value and assigned a bid level (1-4 quarters)
5. Sell tickets and promote
 - paddles sold at \$5 each (no max – more paddles = more chances)
 - promote via posters, emails/newsletters, social media
 - offer advance paddle sales and rolls of quarters
6. Set up the event
 - display auction items attractively
 - check in table: sell paddles and quarters, volunteers collect chips from paddles with corresponding numbers
7. Host the auction
 - emcee announced the item and its bid level
 - participants: drop quarters into the bucket for each paddle they bid with and hold up the paddles they're bidding with
 - chip is drawn from the bucket with chips representing all paddle numbers
 - if the number is on a paddle being held up, that person wins
 - if not, it's a no-bid and another chip is drawn
 - volunteers collect quarters that were bid between rounds
8. Optional: sell food and drinks
 - if the venue allows, add a snack bar, beverages or baked goods
 - helps keep attendees engaged and adds more fundraising potential

9. Wrap up

- thank all attendees, staff and vendors

Tips

- have plenty of rolls of quarters for quick sale
- emphasize fun over competition
- start the night with lower value items and build excitement toward bigger prizes
- use a slideshow or live display to highlight each prize as it's auctioned
- engage an enthusiastic emcee to keep the energy high and instructions clear

Weeklong Campaign Theme Outlines

Get Your Head in the Game

Theme Concept

Using sports, games and team-based language to create energy and engagement all week. Think jerseys, brackets, trivia, leaderboards, and daily “matches” that tie into your fundraising goals

Day 1 – Campaign Kickoff: Pep Rally Day

Goal: launch the campaign, explain the theme, set the tone, and rally team spirit

Activities: In person or virtual Kickoff Rally

- welcome from leadership
- reveal campaign incentives (daily prizes, team goals, etc.)
- encourage teams or departments to “draft” into mini teams for the week
- Jersey day: staff wear favourite team jerseys
- launch a pledge challenge: encourage donations to start flowing
- announce the leaderboard where departments or teams will earn points

Day 2 – Trivia Tuesday: Test Your Team’s Skills

Goal: fundraise through entry fees and build camaraderie

Activities: host a lunch-hour game show or online trivia contest (\$5 per person entry)

- themes: sports, pop culture, company history, etc.
- 50/50 draw or raffle tickets sold throughout the day
- points on the leaderboard for trivia winners

Day 3 – Wellness Wednesday: Stay in the Game

Goal: focus on physical and mental wellness with a giving component

Activities:

- mini step challenge (entry \$5): log stops or activity minutes for a prize
- guided stretch or meditation class (virtual or in-person)
- optional: smoothie or healthy snack sale
- encourage donations tied to personal health goals

Day 4 – Throwback Thursday: Old School Games

Goal: build excitement through fun, nostalgic games

Activities: (\$3-\$5 entry fee)

- board game tournament
- cornhole or Office Olympics
- team points awarded for winners

Day 5 – Fan Friday: Wrap-Up Celebration

Goal: celebrate wins, recognize participants and finish strong

Event:

- final prize draws: much have donated to be eligible
- team awards: highest fundraising team, best spirit, best costume, trivia champs
- announce total funds raised
- serve snacks or host a Tailgate Lunch BBQ or potluck
- play upbeat music and thank all participants

Aloha for a Cause

Theme Concept

Summertime/Hawaiian, with a tagline idea of “Fun in the Sun, Giving from the Heart”

Day 1 – Kickoff Luau: Aloha Monday

Goal: start the week with energy, team spirit and a clear campaign message

Activities: Mini Luau Kickoff Party (in person or virtual)

- wear Hawaiian shirts
- serve mocktails or tropical snacks
- launch campaign with a welcome message from leadership and a short video from United Way
- leis for Donations: everyone who donates get a lei to wear all week
- Hawaiian shirt contest: \$2 entry, vote on the most vibrant shirt

Day 2 – Tiki Trivia Tuesday

Goal: engage minds and raise funds through fun competition

Activities: beach themed trivia contest (online or in lunchroom)

- entry: \$5 per person, play in teams or solo
- topics: tropical geography, music, movies, summer facts
- prizes for top scorers
- ice cream bar: sell frozen treats or popsicles for \$2-\$3

Day 3 – Wellness Wednesday: Take it Easy

Goal: focus on health, self-care, and calm, with a donation angle

Activities:

- guided meditation or beach yoga (suggested donation: \$5)
- walk the island step challenge: track steps for a prize
- offer hydration stations or fruit-infused water
- smoothie sale or tropical fruit stand

Day 4 – Tropical Throwdown Thursday

Goal: add fun, games and fundraising competition

Activities:

- limbo contest, coconut bowling, or water balloon toss: entry \$2-\$5, prizes or team points for winners
- tiki toss raffle: donate to enter, spin or toss for a prize
- Hawaiian themed lunch or food truck on site

Day 5 – Flamingo Friday: Campaign Wrap Up Party

Goal: celebrate the week's success, thank participants and wrap up fundraising

Activities: Flamingo Friday Finale

- wear pink, florals or beachwear
- host a raffle draw or door prize giveaway
- announce winners of all contests and total raised
- “Beach Bash” lunch or potluck with summer music and decorations
- short message of thanks from leadership

Back to School

Theme Concept

Transform your workplace into a nostalgic school setting – complete with themed days, “classroom” competitions and plenty of fun.

Day 1 – Kickoff Assembly

Goal: launch the week with excitement and education about the cause

Activities: Back to School Kickoff Assembly

- staff dress in school spirit wear
- “morning announcements” style intro from leadership
- overview of week’s events and fundraising goals
- play upbeat school bell or classic school theme songs
- supply drive + donation combo: bring school supplies for donation and/or contribute funds
- class photo booth: \$2 photo session with props (chalkboards, backpacks, graduation caps)

Day 2 – Test Your Knowledge Tuesday

Goal: raise money through games and brainy fun

Activities: Spelling Bee or Pop Quiz challenge

- \$5 entry, with silly prizes like Best in Class ribbons
- sell “Honour roll” stickers or badges for \$2 to display in workplaces

Day 3 – Wellness Wednesday: Recess Edition

Goal: encourage mental and physical wellness with a schoolyard twist

Activities:

- recess games tournament: dodgeball, hopscotch, 4-square, etc., \$3 per game or \$10 unlimited play bracelet
- guided midday or mindfulness break
- healthy “cafeteria-style” lunch for purchase
- “apple a day” station with fruit and snacks

Day 4 – Throwback Thursday: Elementary Edition

Goal: tap into nostalgia while raising money

Activities:

- art show or craft contest: \$5 entry, staff submit or display kid-style art
- book fair bake sale: themed bake sale with books, bookmarks, and book-shaped treats
- best dressed student contest: \$2 to enter, come in pigtails, suspenders, backpacks, etc.
- set up a donation station styled like a classroom “book drop”

Day 5 – Graduation Celebration

Goal: wrap up the week with a final push and celebration

Activities:

- Graduation Party
 - cap off the week with treats, music and a slideshow of the week’s highlights
 - host a mini “commencement ceremony” to thank donors and top participants
- Recognition Awards
 - top fundraiser (Valedictorian), best team spirit (Class President), best costume, etc.

Lights! Camera! Action!

Theme Concept

Hollywood/Movies/Red Carpet

“Shine bright for a cause”

Day 1- Red Carpet Kickoff

Goal: launch the week with Hollywood flair and excitement

Activities:

- red carpet entrance: staff arrive to music, photos and paparazzi
- opening ceremony: leadership welcome with movie trailer-style campaign video
- dress code: glam it up or wear movie-themed costumes
- Guess the Movie Quotes challenge: \$2 entry

Day 2 – Trivia Tuesday: Hollywood Edition

Goal: engage with movie lovers and raise funds

Activities:

- classic movie trivia contest (\$5 entry)
- movie candy sale (\$2-\$3 per item)
- “Name that Soundtrack” mini game

Day 3 – Walk of Fame Wednesday

Goal: recognize donors and participants while encouraging new ones

Activities:

- Walk of Fame with donor stars posted on walls or hallway
- Star Performer shout-outs for standout participants
- midweek prize draw for anyone who has donated so far

Day 4 – Throwback Thursday: Movie Nostalgia

Goal: tap into memories with retro movie themes

Activities:

- 80s/90s movie dress-up day
- retro movie screening with popcorn (\$5 entry or \$10 VIP combo)
- raffle or silent auction of themed baskets (action, rom-com, sci-fi, etc.)

Day 5 – Final Feature Friday: Awards Wrap-Up

Goal: end on a high note with celebration and recognition

Activities:

- Oscar-style awards ceremony (best dressed, most generous, etc.)
- announce fundraising total
- draw grand prize raffle winner
- leadership closing messages
- Hollywood happy hour or pizza lunch

Optional Daily Add-Ons

- Box Office thermometer to track donations
- ongoing costume contest voting

Be a Superhero

Theme Concept

Everyone has the power to be a hero. Through themed activities, costume fun and impactful messaging, staff will feel empowered to step up and support.

Day 1 – Hero Headquarters Kickoff

Goal: launch the campaign with energy and a strong message of impact

Activities:

- kickoff breakfast or coffee bar with superhero-themed treats
- welcome speech from leadership sharing the “superpower” of United Way
- costume contest: dress as your favourite superhero (or make your own)
- hero name generator station: create your superhero alias for fun badges
- donation station launch with goal tracker (thermometer or “Power Meter”)

Day 2 – Trivia of Justice

Goal: boost midweek energy and donations with friendly competition

Activities:

- Superhero & United Way trivia (\$5 entry fee)
- mini raffle for all participants
- hero workout break: 10 minute stretch or movement session

Day 3 – Hero Workshop: Acts of Good

Goal: focus on everyday heroism and impact

Activities:

- real life hero wall: employees write about a personal hero or someone they admire
- mid week giving challenge: \$10 = name on wall + entry into a prize draw
- staff spotlight: highlight team members making a difference at work or in the community

Day 4 – Villain Showdown

Goal: lighthearted fun while continuing to push for donations

Activities:

- beat the villain challenge: each department is a team; race to beat a fundraising goal
- dunk the villain: dunk tank or pie-in-the-face for brave volunteers (more engagement by having managers/leadership be the targets)
- escape room style lunch activity with team challenges

Day 5 – Hall of Heroes Wrap-Up

Goal: celebrate successes, recognize participants and do a final donation push

Activities:

- awards ceremony: best costume, most generous, team MVP, etc.
- final fundraising total reveal
- raffle draws and prize giveaways
- thank you message from leadership
- superhero snack bar or pizza lunch to close out the week

Vegas Baby!

Theme Concept:

Centered around the fun of casino nights, glitzy shows and high-roller generosity. Employees “bet” on making a difference and have fun with daily games, raffles, and showtime moments while raising money for a great cause.

Day 1 – High Roller Kickoff

Goal: launch the campaign in Vegas style and introduce activities for the week

Activities:

- Vegas breakfast buffet (or coffee car with themed treats)
- red carpet entrance with music and fake paparazzo
- launch message from leadership with campaign video
- “pick a card” donation game: employees pay \$5 to draw a card, certain cards win prizes
- decorate your workspace like a Vegas hotel/casino

Day 2 – Casino Game Day

Goal: build momentum with games and light-hearted competition

Activities:

- lunchtime casino lounge with games: blackjack, poker, roulette (\$5-\$10 buy-in for chips)
- prize draws based on chips won, “cash out” at the end of lunch
- costume day: dress as your best Vegas version (Elvis, tourist, etc.)

Day 3 – Lucky in Love with United Way

Goals: focus on storytelling and the heart behind the campaign

Activities:

- “Love your Community” wall: staff post why they support United Way
- \$10 Date Night raffle: winner gets gift cards for a dinner/movie combo
- midweek giving math: donations doubled up to a certain amount (if possible)

Day 4 – Vegas Variety Show

Goal: highlight talent and entertainment while pushing final donations

Activities:

- staff talent show or lip sync battle (\$5 entry fee or vote with donations)
- silent auction with show-themed baskets (spa, concert night, movie night)
- snack cart or Vegas-themed treat sale (popcorn, candy, mocktails)

Day 5 – Jackpot Wrap-Up Party

Goal: celebrate the week, announce winners and share totals raised

Activities:

- Vegas-style lunch or happy hour with mocktail bar and music
- grand prize from raffle and thank you messages

Optional Daily Add-Ons

- jackpot meter to track total donations
- card of the day: hidden playing cards around the office with surprise treats or tasks

Teaming Up for the Community

Theme Concept

Inspired by the power of teamwork, this campaign unites coworkers through team-themed challenges, friendly competition, and community-focused fun.

Day 1 – Kickoff Huddle

Goal: start strong by introducing the campaign and getting teams excited

Activities:

- morning huddle: leadership welcome and campaign launch
- staff are assigned “teams”: departments, colours, random draw
- team jersey/colours day: rep your group proudly
- team flag decorating contest
- team pledge challenge: each team commits to a fundraising goal

Day 2 – Game Day Challenge

Goal: promote friendly competition and active participation

Activities:

- team-based Minute to Win It style games (\$2-\$5 to participate)
- office scavenger hunt or trivia contest
- snack shack open for sales to fuel your team

Day 3 – Coaches & Champions Day

Goal: highlight leadership and community heroes

Activities:

- “Coache’s Corner” emails or posters with messages from managers about why they support

United Way

- employee spotlight stories about volunteerism or giving
- donation match hour: all donations doubled for one hour
- team spirit costume day

Day 4 – Team Trivia Throwdown

Goal: engage minds and build momentum as the week winds down

Activities:

- lunchtime trivia competition (team-based or individual entry, \$5)
- popcorn and movie themed prize basket raffle
- surprise MVP awards announced for participation and leadership

Day 5 – Championship Celebration

Goal: celebrate team success and wrap up with energy

Activities:

- final scoreboard reveal: see which team raised the most
- pizza party or potluck lunch (suggested \$10 donation)
- closing remarks
- grand prize raffle draw

Circus/Carnival/Mardi Gras

Theme Concept

This campaign is all about fun, flair and fundraising where employees will enjoy themed days full of games, food, prizes and challenges – all while supporting their community

Day 1 – Big Top Kickoff

Goal: launch the campaign with flair and excitement

Activities:

- carnival entrance with music, balloons and popcorn
- leadership opening remarks
- dress-up theme: stripes, suspenders, clown noses, or Mardi Gras colours
- “Guess how many” jar game (\$2 entry)
- carnival swag pack raffle (entry with donation)

Day 2 – Carnival Challenge Day

Goal: engage employees in classic games for a cause

Activities:

- midday carnival booths (ring toss, duck pond, bean bag toss - \$1/game)
- cotton candy and lemonade stand
- win a prize every time table
- donation station with “Ticket Tracker” display

Day 3 – Mardi Gras Madness

Goal: celebrate the spirit of Mardi Gras while raising money

Activities:

- Mardi Gras mask contest (DIY or bought - \$5 to enter)
- King Cake bake sale (or themed dessert table)
- hidden “baby” prizes in select baked goods

Day 4 – Clown Around for a Cause

Goal: use humour and performance to bring joy and participation

Activities:

- clown dress-up day or wacky tacky outfit contest
- pie-in-the-face fundraiser: nominate leadership, pay to play
- “Juggle Your Skills” talent show (\$5 donation to enter)

Day 5 – Grand Finale & Parade of Giving

Goal: wrap up the campaign with celebration and final results

Activities:

- parade of giving: final lap around the office with music and decorations
- raffle draws and prize announcements
- awards ceremony
- carnival lunch (hot dogs, chips, drink - \$10 suggested donation)
- reveal final donation total with confetti or balloon pop

Olympics

Theme Concept

Inspired by the Olympic spirit of excellence, teamwork and global impact, this campaign encourages departments or teams to compete in games, challenges and fundraising events.

Day 1 – Opening Ceremonies

Goal: set the tone, inspire participation and kick things off in style

Activities:

- parade of teams: each team walks in wearing matching colours, flags or accessories
- torch relay: symbolic passing of a paper torch through the office
- opening message from leadership
- Olympic Oath (pledge to participate and support United Way)
- “Guess the Country” flag game (\$2 entry)

Day 2 – Track & Field Challenge Day

Goal: host fun, active challenges with donation-based entry

Activities:

- paper airplane toss
- rubber band archery
- office chair relay (time trials)
- \$2 per event, or \$5 for a “team pass” for all games
- leaderboard tracking medals

Day 3 – Brain Games & Puzzle Pentathlon

Goal: include everyone with mental challenges and trivia

Activities:

- team trivia showdown (\$5 entry)
- crossword/work search races
- Olympic history quiz
- puzzle exchange: bring a puzzle and swap (optional donation)

Day 4 – International Food Festival

Goal: celebrate global unity and raise funds through food

Activities:

- staff bring dishes from different cultures (\$10 suggested donation)
- flag decorations and recipe cards for each dish
- cultural dress day or team spirit wear

Day 5 – Podium Day & Closing Ceremonies

Goal: celebrate achievements and reveal fundraising impact

Activities:

- team medal ceremony: tally team scores and award medals
- “Spirit of the Game” award for most engaged participant
- closing remarks and reveal of final total
- Olympic Rings cookie tray or donut party

Pirates

Theme Concept

Departments or teams become pirate crews, earning gold (donations) and completing fun challenges in search of the ultimate treasure – helping our community.

Day 1 – Launch the Ship (Kickoff Day)

Goal: start the week with excitement and introduce the pirate campaign

Activities:

- pirate costume or hat day
- kickoff message from “Captain” (leadership or Campaign Champion)
- treasure map reveal: overview of the weeks events and goals
- pirate name generator station

Day 2 – Treasure Hunt Tuesday

Goal: promote giving through interactive treasure-themed events

Activities:

- hidden treasure coins placed around the office, each worth small prizes or raffle entries
- “buy a clue” for \$1 to help find bigger prizes
- staff donate to build their crew’s treasure chest (track donations visually)

Day 3 – Grub & Grog Day (Food Fundraiser)

Goal: raise funds through a themed lunch and treats

Activities:

- pirate ship café: staff lunch with a hearty fare (\$10/plate)
- grog station (mocktails, lemonade, iced tea for \$2)
- sea shanty lip sync battle (donate to enter or vote for winners)

Day 4 – Puzzle the Plank Challenge

Goal: engage minds with team problem-solving and contests

Activities:

- pirate trivia contest (\$5 entry)
- riddle solving and map decoding (race to complete for prizes)
- costume contest for best dressed crew

Day 5 – Buried Treasure & Closing Ceremonies

Goal: wrap up with a celebration and recognize top contributors

Activities:

- gold medal ceremony: award top fundraising crew
- reveal how much “gold” (money) was raised
- raffle draw for grand prize
- captain’s toast: closing message and appreciation
- pirate party or treat bar with “loot bags”