Garage/Yard Sale

Lemon-Aid Stand

Bake Sale
Welcome

Thank you for coordinating a **FUNdraiser** on behalf of Dravet Syndrome Foundation (DSF). As an event coordinator, you play a very important role in the success of DSF by raising both funds and awareness for Dravet syndrome and related childhood epilepsies.

I am here to support your efforts every step of the way. Please feel free to contact me for help at any point during the planning and execution of your fundraiser. It is my job to make this fundraiser easy, fun, and rewarding for you.

Sincerely,

*Mary Anne Meskis*
Program Director
maryanne.m@dravetfoundation.org

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About Dravet Syndrome Foundation

The mission of Dravet Syndrome Foundation (DSF) is to aggressively raise research funds for Dravet syndrome and related epilepsies, while providing support to affected individuals and their families. In accordance with our mission, DSF focuses its work and funding in four areas: Research Grant Awards; Annual Research Roundtable; Patient Registry; and Patient Assistance Grants.

DSF is a nonprofit organization founded in Connecticut in 2009 by a group of parents with the purpose of expediting research to find a cure and better treatments for their afflicted children. Since its inception, the DSF has awarded over $1M in Dravet-specific research grants.

To learn more about Dravet syndrome or our foundation and its programs, visit our website:

[www.dravetfoundation.org](http://www.dravetfoundation.org)
What are FUNdraisers?

*FUNdraisers* are simple and fun events that allow you to raise awareness of Dravet syndrome and related intractable childhood epilepsies in your community, while also raising important funding for the programs of DSF.

Review the different *FUNdraisers* on our website, select the one that appeals to you, then complete and submit your coordinator application. Once approved, you will receive your fundraising kit and event templates. Then, start to promote your event and let the fun begin! Once your event is over, just return your post-event documents and the funds raised.

DSF is dependent upon the support we receive from our families, friends, and supporters. Without fundraising, our programs and research support simply would not exist. Thank you for helping us to *Raise Hope and Change Lives Through Research*!

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**What your kit includes:**

This handbook includes helpful hints to make your *FUNdraiser* a great success! You will also receive a coordinator kit for your event that includes the following:

**Garage Sale Kit**
- Event banner
- Event templates
- DSF Brochures
- DSF Pens
- DSF Balloons
- DSF Bracelets for volunteers
- DSF Pins for volunteers

**Lemon-Aid for Dravet Kit**
- Event Banner
- Event templates
- DSF Brochures
- DSF Balloons
- DSF Shirts for volunteers
- DSF Bracelets for volunteers
- DSF pins for volunteers

**Bake Sale for Dravet Kit**
- Event Banner
- Event Templates
- DSF Brochures
- DSF Balloons
- DSF Stickers for packaged bake goods
- DSF Bracelets for volunteers
- DSF Pins for volunteers

Make sure to send in a blurb and photos of your event so that we can feature it on our site, *Making A Difference for Dravet!*
Pointers to Make your FUNdraiser a Success!

**Plan your event** – Make a list of the supplies you will need and start making a list of things to do. Try to get as many people involved as possible – they can help you plan, donate to the event and reach out to their friends to attend your event.

**Make a supply list** – Decide what supplies you need for your event. Formulate a plan for how supplies will be donated or bought and who is responsible for the supplies on the day of the event.

**Recruit volunteers** – You may want help with donations, set-up/clean-up, and the event itself. This is a great way to include friends and family.

**Establish volunteer responsibilities** - Base these roles and responsibilities on your volunteers’ skill levels and availability. For example, if you have volunteers who are very creative, ask them to create promotional signage or event decorations.

**Set your fundraising goal**—Think about how much you would like to raise at your event. Consider additional ways to raise money at your event, such as an auction or raffle.

**Promote your event** – Personalize and print the flyers and signs in your template kit. Then with the help of your volunteers, distribute them around town.

**Utilize a fundraising page** – You can raise additional funds and promote your event online by establishing a DSF Fundraising Page for your event. This is also a great way for family and friends to donate if they are unable to attend.

**Use social media** – Make sure to use Facebook and Twitter to advertise your event. DSF will also promote your event on our social media channels.

**Accept donations by check** – Let your donors know they can donate by check at your event. Make sure to use your “Checks Payable to DSF” sign that you will find in your template kit.

**Hold your event** – Hold your event on the date planned. Make sure to display your DSF banner and other signage and decorations. Decorate with the materials we send you, print out downloads from your template kit, or make your own decorations.

**Send in your donations** – Once your event is over, follow the directions in your post-event packet, then send everything back in the pre-paid mailing envelope we supply.

**Thank your supporters** – DSF will thank all donors who donate online or by check and for whom we have contact information. However, a personal “thank you” from you to your donors and event participants is always nice. We’ve included a sample thank-you letter in your template kit.

**Congratulations yourself!** – You should be proud of yourself for raising awareness of Dravet syndrome and related epilepsies in your community while helping to fund the important programs of DSF!