

# The SPCA Serving Erie County's Official Kids Fundraising Manual



**SPCA SERVING  
ERIE COUNTY**

**SINCE 1867**

Developed and written for the SPCA Serving Erie County.

**Thank you for your interest in running a fundraiser for the SPCA Serving Erie County. The SPCA is so excited that you are volunteering to help the animals!**

*But, before we get started, here are a few things you should know:*

I'm Kara Lee, Event Coordinator at the SPCA, and I am here to help you! Please contact me at 716-629-3506 or at [karal@spcaec.com](mailto:karal@spcaec.com) if you have any questions.

You need a supervising adult(s), who will be responsible for overseeing your event. This person needs to be over the age of 18.

If you would like other people to know about your event, we would be happy put it on our Web site calendar, located at [YourSPCA.org](http://YourSPCA.org). Thousands of people visit our Web site, and will learn about your event! Please send me your event information at least two months in advance so that I can post it.

Because there are other SPCAs in our area, we want people to know that you are helping our SPCA. When you refer to us on event fliers or posters, please call the SPCA, "The SPCA Serving Erie County." It's our official name and we're very proud that you chose us! If you'd like a copy of our logo, I'd be happy to E-mail it to you.

If you would like to borrow a large vinyl SPCA banner, please complete the form at the end of this packet and note that you'd like to borrow the banner. Sometimes there are several events taking place at the same time and a banner may not be available.

The SPCA has so many things going on that we can not provide staff or volunteers to help you run your event.

**If you are interested in having an SPCA representative come to your school to give a presentation, or if you would like to receive an SPCA tour, please talk with the SPCA's Humane Education department at 716-629-3538.** Because the SPCA has many organizations interested in presentations, we ask that you schedule your presentation at least two months in advance. There are nominal fees for presentations and tours.

In addition, because so many generous people are doing the same thing as you - helping the SPCA by organizing and holding a special event - the SPCA can not post fliers or other information about your event in the shelter. Also, the SPCA can not place information about your event in the adoption packets. The shelter would be over-run with event fliers! We hope you understand.

The SPCA can not loan out any animals to you. Just like when you take your pet to the veterinarian's office, some pets don't mind traveling and other pets hate it! We want to make sure that all of the animals at the SPCA are happy, so we don't allow the animals to leave the SPCA until they are adopted.

The SPCA has a lot of important things going on to help our animals receive the care they need, and to eventually find loving homes. We have a calendar in place to tell us when we need to tell TV and radio stations and newspapers about what is going on here at the SPCA. Because that calendar is set far in advance and we rely on it to help our animals in the best way possible, our news releases are confirmed and we are unable to release announcements of community fund raisers and events to stations and papers.

Unfortunately, due to insurance concerns, your event can not take place on SPCA grounds.

**Lastly, the SPCA must insist that you NOT go door-to-door asking for donations, even if it is in your own neighborhood. We do not want anyone getting hurt.**

The SPCA wants you to have fun and to know how much your help means to us! Thank you for helping the animals! And, remember, I'm here to help you, so if you have any questions, please call or send me an E-mail.



## **Need some ideas about what you could do to help the animals at the SPCA Serving Erie County? Check these out!**

1. Using the SPCA's Always Needed Wish List (found on page 5), hold a pet supply drive at your school or with your friends and family.
2. Instead of gifts for your birthday or other special events, ask for donations or items on the SPCA's Always Needed Wish List (found on page 5).
3. In the summer, stay cool and sell lemonade at a lemonade stand or at a sporting event, like your little sister's soccer game.
4. In the winter, stay warm and sell hot chocolate at a sporting event, like your little brother's hockey game.
5. Hold a garage sale and donate the proceeds to the SPCA.
6. Earn some money for the SPCA by helping your parents out by doing extra chores around the house.
7. Hold a neighborhood can drive. Collect beverage cans and bottles from your neighbors and turn them in for the refund. Donate the refund money to the SPCA.
8. For one month, at the end of each day, empty the change that mysteriously accumulates in your pockets or backpack and donate it to the SPCA. Ask your friends and family to do the same. You'll be surprised at how much change you'll have in one month!
9. Hold an animal movie night with your friends and family. Pick a movie like "Air Bud," "The Cat in the Hat," "Lady and the Tramp" or any other movie that has animals as the main characters. Ask your friends to bring cat or dog toys to the festivities. Let them know that you will donate the toys to the SPCA.
10. Hold a towel drive at your school. The SPCA can always use towels, and quite often, people are looking for ways to get rid of their old towels.

## The SPCA's Always Needed Wish List

- Bathroom cleaner and glass cleaner
- Blankets (no comforters or electric blankets, please)
- Bleach
- Cat beds (small fleece)
- Cat toys
- Hand sanitizer
- Newspaper
- Paper towels
- Pillowcases
- Plastic pet carriers (medium size)
- Postage stamps
- Powdered laundry detergent (Arm & Hammer powder laundry detergent is preferred)
- Stuffed animals (6" or larger)
- Towels



*Please note: If you are planning a wish list drive, the SPCA is unable to pick up the donations.*

Our full Wish List can be found at [YourSPCA.org](http://YourSPCA.org)

## No-Sew Cat Fleece Cat Beds

*We noticed a lot of kids love making these beds for the cats in the SPCA's care. Here are the directions for this quick and easy project!*

Items you'll need:

- Two pieces of fleece fabric (1/3 yard each)
- Fabric scissors
- 4" x 4" piece of paper

Take your two pieces of fleece and put one piece on top of the other, lining up the edges so they are even.

Trim off any extra around the edges of your fleece. Remember, you need to try to cut straight, but it doesn't have to be.

Take your piece of 4" x 4" paper and lay it on the corner of your blanket. Then cut out the corner through both layers. Do this on all four corners.

Now you are ready to cut your pieces of fringe. Cut 4" into both fleeces at 1" wide. Proceed to cut 1" intervals on all four sides.

Starting on one side and using one piece of fringe from each piece of fleece, tie using basic hand knots. Tie these knots on every piece of fringe around the entire blanket.

You're done! You've made a cute and cuddly blanket for the kitties!



## It's Always Important to Say Thank You!



It is very important to thank everyone involved in your special event. You should thank your helpers, donors, and the principal at the school where the event took place.

It may seem like a time-consuming task, but, in the end, it is worth it! If you send a short note thanking people for their time and donations, they may be more willing to help you again with a future event.

The letters below are examples of letters that you can use. All you need to do is re-write the letter by filling in the missing information where indicated and print it.

If you are allowed to use the letterhead stationery for your school, after-school group, or community organization, it's nice to print your letters on this stationery for a more professional look. If you are not allowed to use their stationery, just create your own!

### Sample Thank You Letter for Donors

*Date*

*First Name Last Name*

*Street Address*

*City, State Zip Code*

Dear (*First Name Last Name*),

On behalf of the staff, volunteers and students of (*your school or group name*), I wanted to write and thank you for your generous donation of (*type of donation*). Your donation will be given to the SPCA Serving Erie County.

Your contribution will help offset the cost of caring for the thousands of animals that the SPCA assists each year.

Thanks to your donation, the (*event name*) was a great success.

Sincerely,

\_\_\_\_\_  
(*Your name*)

\_\_\_\_\_  
(*Name of supervising adult*)

*Thank You Letters Continued . . .*

## Thank You Letter for Your Helpers

*Date*

*First Name Last Name*

*Address*

*City, State Zip Code*

Dear (*First Name Last Name*),

On behalf of the students of (*your school or group name*), I am writing to thank you for helping us with our (*type of donation drive*) drive. The donations we collected will be given to the SPCA Serving Erie County.

Your volunteer work was greatly appreciated, and I could not have presented such a successful event without your help.

I hope you will be able to join us at our next event.

Sincerely,

\_\_\_\_\_  
(*Your name*)

\_\_\_\_\_  
(*Name of supervising adult*)



Please fill this form out completely if you would like to hold a special event to benefit the SPCA.

**Yes! I want to help the SPCA Serving Erie County and run my own fundraising event!**

Name of group or individual(s) planning the event \_\_\_\_\_

Age(s) of child(ren) participating \_\_\_\_\_

Name of supervising adult(s) (18 years or older) in charge of event \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Name of event \_\_\_\_\_

Date and time of event \_\_\_\_\_

Please describe the event and the fundraising components \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Application Page 2***

If possible, would you like to have a representative from the SPCA present at your event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what role will the representative play? (Please note that representatives are only available to answer questions about the SPCA and not to help run the event.)

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**By checking this box, I promise that during this fundraiser, event organizers, including myself, my friends, my parents, and anyone else helping me, will NOT go door-to-door asking for donations.**

Would you like to use the SPCA's logo in any of your promotional materials?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what address can I E-mail it to? \_\_\_\_\_

**Child(ren):** I have read and understood the guidelines for holding a fundraiser for the SPCA Serving Erie County. I promise to work hard and do my very best.

Print name \_\_\_\_\_

**Supervising Adult(s):** I have read and understood the accompanying guidelines. I hereby agree to abide by the aforementioned guidelines and provide all requested information in the manner described.

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return completed and signed contract to:**

SPCA Serving Erie County  
c/o Kara Lee  
205 Ensminger Road  
Tonawanda, NY 14150