

FIRST® Fundraising Toolkit

Section 8 – FIRST Team Fundraising Examples

(FRC 1816 – Open House Fundraiser)

BASIC TEAM INFORMATION

| | |
|---|--|
| FIRST program, team number & name | Edina Robotics FIRST Team 1816 – The Green Machine |
| Rookie year | 2006 |
| Location (City, State) | Edina, MN |
| Type of area (urban, suburban, rural) | Suburban |
| Number of events attended in 2013 (Regional/District/Champs) | 2 Regionals, Championship, MSHSL State Championship |
| Number of students on the team | 36 |
| Number of Mentors on the team | 16 |
| Range of money fundraised by the team each year | \$5,000 - \$9,999 |

GENERAL FUNDRAISER INFORMATION

Name of fundraiser: Open House Fundraiser

Short description (3-5 sentences): The Team hosts an Open House at the home of one of its team members. The purpose is to invite as guests (including potential sponsors) that would not normally attend a FIRST Robotics Event. The Team creates and posts a “Wish List” of items that fall outside its regular budget and invites guests to “purchase” these items on the team’s behalf. The current year robot makes an appearance. The team stages demos and talks about FIRST and Team 1816.

Total amount of money raised: Team 1816 raises \$3,000 to \$5,000 at this event

Number of students & Mentors/parents needed to run the fundraiser: This is a team “All-Call,” whereby all mentors, students and parents are invited to participate. The minimum would be 10 students + 5 mentors/adult volunteers.

PREPARATION & SET-UP INFORMATION

List of materials & costs needed for preparation & set-up (identify any materials the team was able to have donated): At this event, all items are donated -- Printing services, food, beverages. Bring your robot and all associated pit/signage.

| Material | Single Material Cost | Number of Materials Needed | Multi-Item Cost |
|-------------------------|----------------------|----------------------------|-----------------|
| Easel/Wish List display | Donated | | |
| Appetizers/Beverages | donated | | |
| | | | |
| | | | |

No cost to team.

Total cost to run event: _____

Advertisement needed for the event: Social Media/Website & targeted email invites

Amount of time needed for preparation & set-up: Planning begins 6 weeks ahead of the event with location identified, guest list created.

Number of students & Mentors/parents needed for preparation & set-up: The parents of the team member holding the event have taken care of the set-up.

Additional comments on set-up: Create a separate area for guests to make their 'purchases.' The team will want to create a receipt and make sure to capture the donor's information for thank yous and other follow-up. Literature about FIRST and a team giveaway item are appropriate items as a on-the-spot thank you.

TAKE-DOWN/WRAP-UP INFORMATION

Amount of time needed for take-down/wrap-up: About 2 hours

Number of students and Mentors/parents needed for take-down/wrap-up: Everyone stays to help teardown/clear up/pack away the robot.

Additional comments on take-down/wrap-up:

FINANCIAL INFORMATION

Total money raised at fundraiser: \$3000 to \$5000

Total team cost for fundraiser: 0

Net fundraiser income: \$3000 to \$5000

ADDITIONAL INFORMATION

Comments: It's not just a fundraiser – it's a team social! At the 2013 Open House, we also sold the FIRST e-watt LED Light Bulbs. We did not sell these in 2014, we have sold through our inventory.

Tips & best practices: Invite a range of guests, everyone from neighbors to companies that you've been trying to get into to see. Some donors find it more relaxing to make a connect with your team at a social event.

Pictures & descriptions:



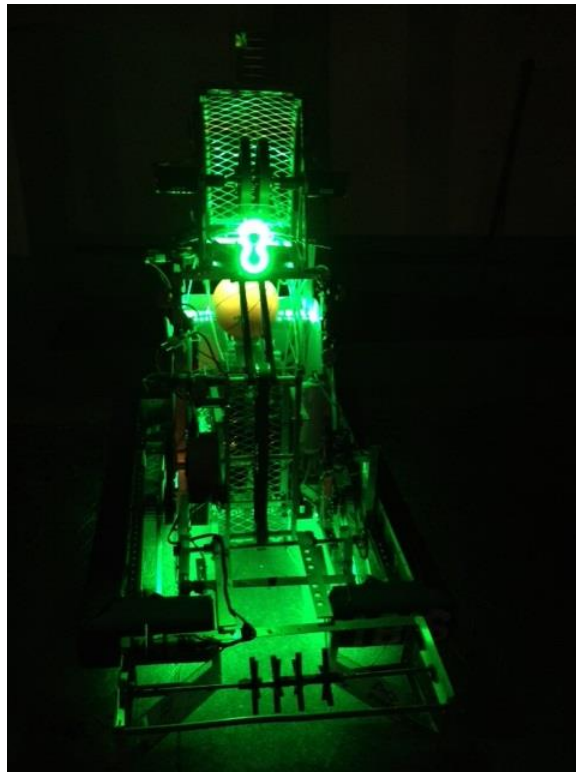
(Guests standing by Wish List Board)



(Guests next to LED Board)



(Setting up Team Banners outside the 'house' for the Open House)



(2013 Robot at House Party)



(2013 House Party Guest Making a Donation)



(2013 House Party Zephyr and Admirer)