

Welcome to Girlguiding Anglia's...

Girlguiding Anglia
×
easyfundraising



Start up star



Additional resources

Income planning worksheet

Income Source	Quantity	Price Each	Subtotal	Notes
Tickets				
Adult tickets	_____	£_____	£_____	
Child tickets	_____	£_____	£_____	
Family tickets	_____	£_____	£_____	
Refreshments				
Hot drinks	_____	£_____	£_____	
Cold drinks	_____	£_____	£_____	
Cakes/snacks	_____	£_____	£_____	
Activities				
Raffle tickets	_____	£_____	£_____	
Game entries	_____	£_____	£_____	
Craft sales	_____	£_____	£_____	
Photo booth	_____	£_____	£_____	
Other				
_____	_____	£_____	£_____	
_____	_____	£_____	£_____	
TOTAL INCOME			£_____	

Expense planning worksheet

Expense Category	Item	Cost	Notes
Venue			
	Hire fee	£_____	
	Deposit	£_____	
	Utilities	£_____	
Food & Drink			
	Ingredients	£_____	
	Paper goods	£_____	
	Serving items	£_____	
Prizes & Materials			
	Raffle prizes	£_____	
	Game prizes	£_____	
	Craft materials	£_____	
Marketing			
	Printing	£_____	
	Decorations	£_____	
	Signage	£_____	
Equipment			
	Hire costs	£_____	
	Batteries	£_____	
	Other supplies	£_____	
Contingency			
	Emergency fund	£_____	10% of total

Profit calculation

Financial summary

Total expected income: £ _ _ _

Total expected expenses: £ _ _ _

Expected profit: £ _ _ _

Targets

Minimum target (break even): £ _ _ _

Realistic target: £ _ _ _

Stretch target: £ _ _ _

Actual results (to be completed after event)

Actual income: £ _ _ _

Actual expenses: £ _ _ _

Actual profits: £ _ _ _

Target achievement: _ _ _ % of realistic target

Job card template

Team:

Team members:

Team leader:

Adult support:

Before the event checklist:

Day before event:

On the night responsibilities:

- Setup (arrive __ minutes early)

During events:

Cleanup:

Job card template

Equipment and materials needed:

Contact information:

Team leader mobile:

Adult support mobile:

Emergency contact:

Problem solving guide:

If we run out of stock

If equipment doesn't work

If we need help

Event day checklist

Pre-Event Setup (2 hours before)

Venue preparation: - ☐ Unlock venue, lights and heating on - ☐ Check emergency exits are clear - ☐ Set up tables and chairs - ☐ Test all electrical equipment - ☐ Put up directional signage

Equipment setup: - ☐ Sound system tested and working - ☐ Microphone tested - ☐ Extension leads positioned safely - ☐ First aid kit accessible - ☐ Emergency contact numbers displayed

Team Setup (1 hour before)

Welcome team: - ☐ Ticket sales area set up - ☐ Cash float prepared and counted - ☐ Information materials displayed - ☐ easyfundraising materials positioned - ☐ Guest list/booking system ready

Activity teams: - ☐ Main event area set up - ☐ All games tested and ready - ☐ Prizes organized and displayed - ☐ Scorecards and equipment ready - ☐ Backup materials accessible

Refreshment team: - ☐ Food and drinks displayed - ☐ Serving equipment ready - ☐ Price lists clearly visible - ☐ Cash float prepared - ☐ Hand sanitizer available

Final Checks (30 minutes before)

Safety and security: - ☐ All areas safe and accessible - ☐ Emergency procedures reviewed - ☐ Adult helpers briefed - ☐ Contact numbers shared - ☐ Photography permissions confirmed

Team readiness: - ☐ All Guides in position - ☐ Roles and responsibilities clear - ☐ Backup plans reviewed - ☐ Positive energy and enthusiasm!

Event day checklist

During Event Monitoring

Regular checks (every 30 minutes): - ☐ All teams functioning well - ☐ Equipment working properly - ☐ Adequate supplies remaining - ☐ Guest satisfaction levels - ☐ Any issues requiring attention

Post-Event Procedures

Immediate tasks: - ☐ Thank all guests and helpers - ☐ Count money with two adults present - ☐ Secure all cash immediately - ☐ Pack equipment safely - ☐ Clean venue thoroughly - ☐ Return keys and lock up

Follow-up tasks (within 48 hours): - ☐ Bank all money - ☐ Return borrowed equipment - ☐ Send thank you messages - ☐ Complete incident reports if needed - ☐ Plan reflection session

Registration process

Step-by-step setup:

1. Visit website: Go to easyfundraising.org.uk/girlguidinganglia
2. Create account: Use unit email address if possible
3. Complete profile: Add unit details and description
4. Customize page: Add photos and information about your unit
5. Share link: Distribute your unique unit link to supporters

Table card template



KEEP SUPPORTING OUR GUIDES ALL YEAR ROUND!



What is easyfundraising?

Shop online through easyfundraising and retailers donate to our unit at no extra cost to you.

How does it work?

1. Sign up at easyfundraising.org.uk/girlguiding-anglia
2. Shop through the website or app
3. Retailers donate a percentage to our unit
4. We fund more great Guiding activities!

Over 7,000 retailers take part including:

Tesco • Amazon • John Lewis • Argos • M&S • ASDA

Questions? Ask any of our leaders tonight.

Poster template

SUPPORT [UNIT NAME] WHILE YOU SHOP!



Shop online as normal



Retailers donate to us



No extra cost to you



Funds keep growing all year

SIGN UP TODAY:

easyfundraising.org.uk/girlguiding-anglia

If just 25 families raise £40 each per year,
that's £1,000 for our unit activities!

Ask our leaders for more information

Announcement script variations

30-second version (standard)

"Before we finish tonight, I'd like to tell you about a brilliant way you can keep supporting our unit all year round — and it won't cost you a penny extra! It's called easyfundraising. When you shop online, just go through easyfundraising first and retailers donate to our unit. If 25 families each raise £40 a year, that's £1,000 for activities and equipment. There are information cards on your tables, or sign up at easyfundraising.org.uk/girlguiding-anglia. Thank you!"

60-second version (detailed)

"I hope you've enjoyed tonight's [event name]! Before you go, I want to share something that could help our unit raise even more money throughout the year, at absolutely no cost to you. It's called easyfundraising, and it's incredibly simple. Instead of going directly to websites like Amazon, Tesco, or John Lewis, you go through the easyfundraising website first. You shop exactly as normal, pay exactly the same prices, but the retailer makes a small donation to our unit. Over 7,000 retailers participate, and if just 25 of our families raised £40 each over a year — that's less than £1 a week — we'd have an extra £1,000 for camps, activities, and equipment. There are information cards on every table with our unit's link, or you can sign up right now at easyfundraising.org.uk/girlguiding-anglia. Thank you so much for supporting us tonight and hopefully for many years to come!"

Youth-led version

"Hi everyone! I'm [name] and I wanted to tell you about something really cool that could help our unit. It's called easyfundraising, and basically, when your parents shop online, they can help raise money for us without spending any extra money. They just have to go through a special website first, and then the shops give us a donation. It's like magic money for our unit! My mum uses it and she's already raised £15 just from her normal shopping. There are cards on your tables that explain how to do it, and it would be amazing if you could help us. Thanks!"

Risk assessment template

1. Venue and Environment

Risk	Likelihood	Severity	Mitigation	Responsible Person
Slips/trips from wet floors	Medium	Medium	Non-slip mats, warning signs, immediate cleanup	Venue team
Blocked emergency exits	Low	High	Regular checks, clear signage, staff awareness	Safety officer
Inadequate lighting	Low	Medium	Test all lights, have backup lighting available	Setup team
Poor ventilation	Medium	Low	Open windows/doors, monitor temperature	Venue team

2. Equipment and Activities

Risk	Likelihood	Severity	Mitigation	Responsible Person
Electrical equipment failure	Medium	Medium	PAT testing, backup equipment, qualified operator	Technical team
Microphone feedback	High	Low	Sound check, volume limits, operator training	MC/announcer
Game equipment breakage	Medium	Low	Quality check, backup games, safe storage	Games team
Hot drinks spillage	High	Medium	Secure serving area, warning signs, first aid ready	Refreshment team

Risk assessment template

3. Money and Security

Risk	Likelihood	Severity	Mitigation	Responsible Person
Cash theft	Low	High	Secure storage, two-person counting, regular banking	Treasurer
Incorrect change given	Medium	Low	Training, simple pricing, adequate float	Sales team
Dispute over payments	Low	Medium	Clear pricing, receipts available, manager present	Team leaders

4. Food Safety and Allergies

Risk	Likelihood	Severity	Mitigation	Responsible Person
Allergic reactions	Low	High	Ingredient lists, allergy warnings, first aid trained	Food team
Food poisoning	Low	High	Fresh ingredients, proper storage, hygiene procedures	Food team
Cross-contamination	Medium	Medium	Separate utensils, clear labeling, hand washing	Food team

Risk assessment template

5. Safeguarding and Child Protection

Risk	Likelihood	Severity	Mitigation	Responsible Person
Inappropriate adult contact	Low	High	DBS checks, supervision ratios, clear policies	All adults
Child goes missing	Low	High	Registration system, exit monitoring, clear procedures	Welcome team
Behavioral issues	Medium	Low	Clear expectations, adult support, removal procedures	Leaders

6. Medical Emergencies

Risk	Likelihood	Severity	Mitigation	Responsible Person
Minor injuries	Medium	Low	First aid kit, trained first aider, incident recording	First aider
Serious medical emergency	Low	High	Emergency procedures, contact details, clear access	All adults
Pre-existing medical conditions	Low	Medium	Medical information collected, medication available	Leaders

Poster template



[EVENT NAME]



Hosted by [UNIT NAME]



Date: [DAY, DATE]



Time: [START TIME] - [END TIME]



Venue: [VENUE NAME AND ADDRESS]



Tickets: £[PRICE] per person

What's included:

- ✓ [MAIN ACTIVITY]
- ✓ Refreshments
- ✓ Raffle with great prizes
- ✓ Fun **for** all the family!



All proceeds support our Guide unit activities



Support us all year round:

easyfundraising.org.uk/girlguiding-anglia



Tickets: [CONTACT DETAILS]



Email: [EMAIL ADDRESS]

Don't miss **out** - book your tickets today!

Ticket template

Event name:

Unit name:

Date:

Time:

Venue:

Admit one: £

Includes:

Keep supporting us:

easyfundraising.org.uk/girlguiding-anglia

Ticket No:

Facebook post template

Join us **for** [EVENT NAME] - an evening of [ACTIVITY TYPE] fun!

Our Guides have been working hard to organize this fantastic event to raise money **for** unit activities, camps, and equipment.

 When: [DATE] at [TIME]
 Where: [VENUE]
 Tickets: £[PRICE] (includes refreshments and raffle entry)

What to expect:

- [MAIN ACTIVITY DESCRIPTION]
- Delicious refreshments
- Raffle with fantastic prizes
- Friendly, welcoming atmosphere
- Support **for** a great cause

Suitable **for** all ages - bring the whole family!

Tickets available [HOW TO BUY].

Plus, find **out** how you can support us all year round through easyfundraising - shop online and retailers donate to our unit at no extra cost to you!

#[UNITNAME] #CommunityFun #Fundraising #[EVENTTYPE]

Instagram post template

🎉 [EVENT NAME] is coming! 🎉

Our amazing Guides are hosting [ACTIVITY TYPE] on [DATE] to raise funds for unit activities.

🌟 What: [EVENT TYPE]
📅 When: [DATE] at [TIME]
📍 Where: [VENUE]
🎫 Tickets: £[PRICE]

Includes refreshments, raffle & loads of fun! Perfect for families.

DM us for tickets or [CONTACT METHOD]

💻 Support us year-round: easyfundraising.org.uk/girlguiding-anglia

#[UNITNAME] #CommunityEvent #Fundraising #[LOCATION] #FamilyFun

Reflection sheet

My Start Up Star Journey

My name: ____ *Our event was:* __ *Date of event:* ____

What I Learned

One new skill I developed:

Something I'm proud of:

One thing I'd change next time:

How I can use these skills elsewhere (school/home/Guides):

Our Success

Final total raised: £_ Our profit target was: £_ Did we meet our target? Yes / No / Exceeded it!

The best part of our event was:

Our team worked well when:

I felt most confident when:

Looking Forward

I could help other Guides by:

Reflection sheet

In the future, I might:

If we did another event, I would:

My Badge Achievement

I earned my Start Up Star badge on: __ *Presented by:* _____ What this badge means to me:

Case study 1

Case study 1: Quiz Night

Assumptions: 40 attendees; low/no venue cost; donated prizes; volunteer refreshment baking.

Income/Cost	Amount	Notes
Tickets (40 × £2)	£80	Sold in advance/door
Raffle	£70	Books pre-torn, 5 for £1
Refreshments	£70	Tea/coffee £1; cakes £1
Total Income	£220	
Costs	£0–£20	If prizes/ingredients donated
Estimated profit	£200–£220	Income minus costs

Success factors: - Simple format that most people enjoy - Low setup costs with donated prizes - Multiple income streams (tickets, raffle, refreshments) - Suitable for wide age range

Potential challenges: - Need confident quiz master - Require good variety of questions - Can be slow if poorly managed - Some people don't enjoy competitive activities

Case study 2

Case study 2: Bingo Night

Assumptions: 30 families; donated prizes; printed bingo cards; low-cost venue.

Income/Cost	Amount	Notes
Cards (120 sold $\times$ £1)	£120	4 rounds; £1 per card
Refreshments	£80	Snacks/drinks
Guess-the-jar	£50	50p per guess
Total Income	£250	
Costs	£20–£40	Prizes/printing
Estimated profit	£210–£230	Income minus costs

Success factors: - Easy to understand and participate - Good for mixed age groups - Multiple small prizes keep everyone engaged - Simple to organize and run

Potential challenges: - Can become repetitive - Need clear number calling - Requires good prize variety - Some find it less exciting than other activities

Case study 3

Case study 3: Games Fair

Assumptions: 50 attendees; multiple simple games; mix of donated and purchased prizes.

Income/Cost	Amount	Notes
Game tickets (200 × 50p)	£100	Various games
Refreshments	£60	Simple snacks
Craft sales	£40	Handmade items
Photo booth	£30	£1 per photo
Total Income	£230	
Costs	£40–£60	Some prizes, materials
Estimated profit	£170–£190	Income minus costs

Success factors: - Appeals to children and families - Multiple activities keep people engaged - Good for developing various skills - Flexible format

Potential challenges: - More complex setup required - Need multiple volunteers - Higher preparation time - Weather dependent if outdoors

Profit scenarios game

Materials: Scenario cards, calculators

Create different business scenarios for teams to solve:

- Scenario 1 Hot Dog Stand

Hot dogs cost 60p each to make – You sell them for £1.50 each – You sell 40 hot dogs – What's your profit? Answer: $(£1.50 - £0.60) \times 40 = £36$

- Scenario 2 Cake Sale

You spend £15 on ingredients – You make 30 cakes – You sell them for £1 each – You sell 25 cakes – What's your profit? Answer: $(25 \times £1) - £15 = £10$

- Scenario 3 Raffle

You get prizes donated (cost = £0) – You sell 200 tickets at 50p each – What's your profit? Answer: $200 \times £0.50 = £100$

Learning points: – Higher prices mean more profit per item – But higher prices might mean fewer sales – Getting donations reduces costs and increases profit – Not everything you make will sell

Bingo calling

Bingo night specific guidance

Number calling: Clear pronunciation, appropriate pace

Card checking: Verify wins quickly and accurately

Prize distribution: Fair and organized system

Audience engagement: Keep non-winners interested

Technical management: Handle equipment smoothly

Bingo caller energy tips:

- Use traditional bingo calls where appropriate ("Two little ducks, 22")
- Acknowledge near-misses to maintain engagement
- Vary the pace to build excitement
- Celebrate winners enthusiastically
- Keep the atmosphere light and fun