



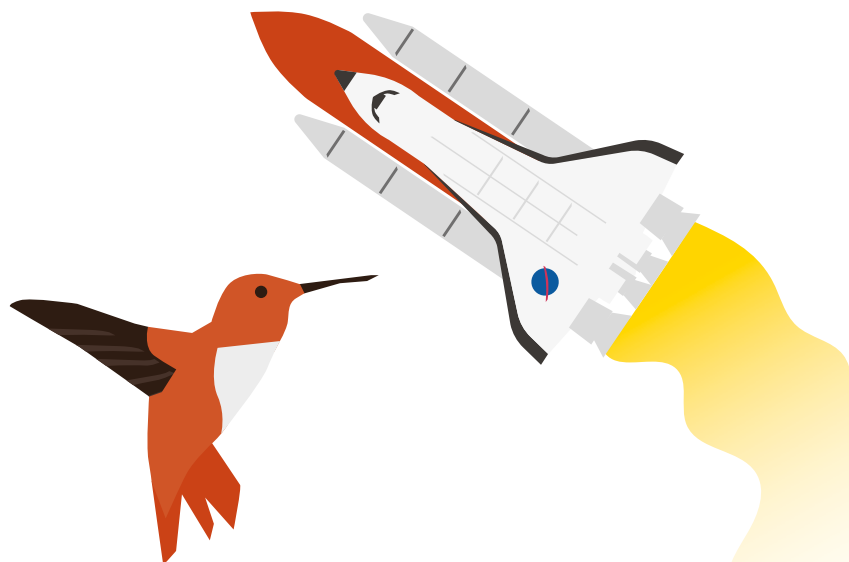
Fundraising guide

Hello there! This guide contains everything you need to know about fundraising for the Big Quiz Night. If you're unsure where to start, read on – we'll share lots of handy tips, helpful hints and easy-to-follow practical advice to help make it all a breeze.

Thank you for fundraising for Tearfund

Thanks to the incredible generosity of fundraisers like you, more people will be equipped to lift themselves out of poverty for good.

We hope you find this pack useful and full of handy tips to help make your *Big Quiz Night* the best it can be. Team Tearfund are on hand to support you along the way, so please feel free to get in touch if you still have questions.



How we work, what we do

Tearfund works with more than 3.3 million of the world's most marginalised people to help lead them out of poverty, for good. We help people meet urgent needs: food, clean water, safety. Then together, we help them build skills, livelihoods and stronger communities.

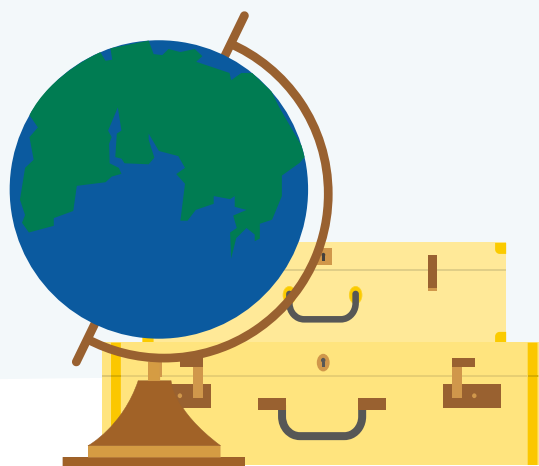
We do this by walking alongside people, equipping them as they take control of their own lives and move beyond everyday survival to build a better future for themselves and their families.



Transforming Communities one quiz at a time: how you can make a difference

The money your quiz raises will support our Transforming Communities programme, helping local churches around the world lead their communities out of extreme poverty and into a sustainable future.

By taking part in the *Big Quiz Night*, you can be one of the 600 churches signing up to help bring an end to extreme poverty.



JustGiving

The easiest way to fundraise, and which helps Tearfund keep our admin costs as low as possible, is by **setting up a JustGiving page**.

This is an online page where people can easily donate to your quiz night. Every pound raised from the *Big Quiz Night* will come straight to Tearfund through JustGiving – there's no extra admin involved! You can set up your JustGiving page by heading to justgiving.com/campaign/bigquiz

Once on the page, head to the right-hand side and select the button labelled 'Start fundraising'.

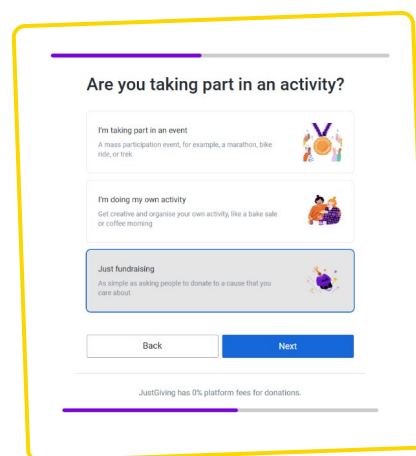
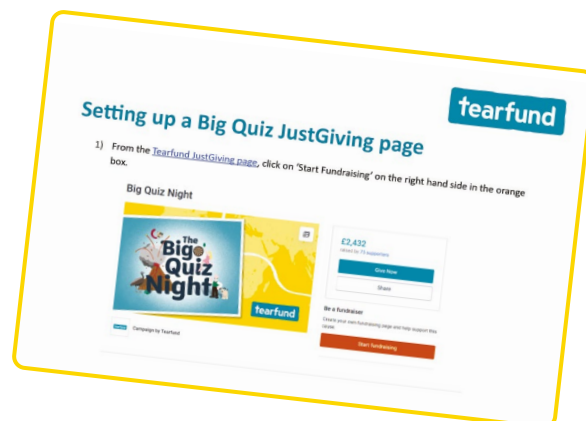
Fill out the short form, and it will then ask you to log in to your account if you are not already logged in (if you do not have a JustGiving account already you will need to create an account before you can set up a page).

On the next page, fill in all the criteria and then click the 'Create your page' button.

Top tip: If you ask for a voluntary entry donation, this is eligible for Gift Aid. However, if you have a set ticket price, this will not be eligible for Gift Aid.

To edit your JustGiving page, there is a button at the top which says 'Edit my page'.

You will be able to edit your picture and story. We encourage you to write an extract about who you are and why you are taking part in the *Big Quiz Night* this year. Remember, you will need to be logged in to your JustGiving account in order to access this.



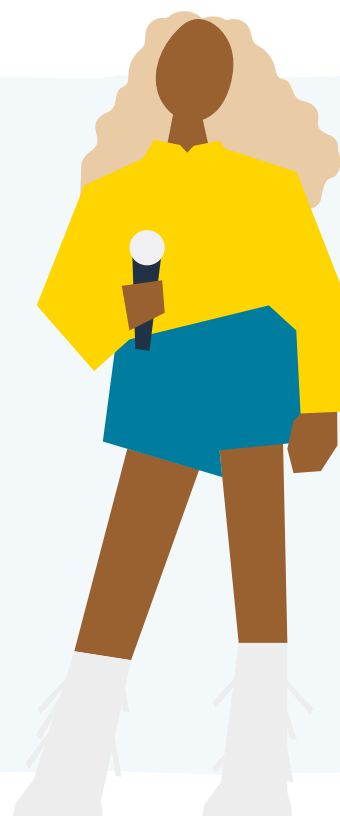
Set up your JustGiving QR code

A QR code is a small black and white barcode. When anyone scans it with the camera on their phone, it will direct them straight to your JustGiving page – making it even easier for your quizzers to donate.

To create your QR code:

1. **Log in to your JustGiving account** and go to your page.
2. Click '**Edit your page**' in the top-left corner.
3. Click on the '**Share**' tab on the left.
4. Select the **QR symbol** (the last symbol on the right, next to the envelope email symbol).

Top tip: Make sure to share your QR code as well as the link to your JustGiving page on all of your promotional material and throughout your *Big Quiz Night*. If you need help with this, just get in touch!



Additional fundraising on the night

To help you raise even more money on the night, here are some fundraising ideas – tried and tested by previous *Big Quiz Night* hosts.



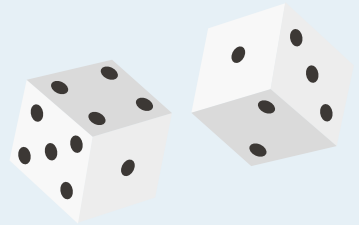
Put on a movie

Before half-time, show our inspiring fundraising film and then ask people to donate generously (through your JustGiving page). This will help your guests understand why their support is vital and how their donations will help transform the lives of people trapped in poverty.



Phone a friend

If there's a question that's really tricky, quizzers can phone a friend for help. But, here's the catch: to do so they will have to make a donation!



The joker card

Quizzers can play this card to double their points on a round of their choice – but they'll have to donate to use it.



Sold!

How about holding a promise auction during the break? Have your quizzers bid for something that someone has offered to do. For example, people could promise to drop off a cooked meal, do a food shop, perform a short play, iron a basket of clothes etc.



On your marks, get set, bake!

Cake never fails. Why not hold a bake sale? Have some yummy treats to sell before and after the quiz, or even hold your very own bake-off.



Fun for everyone

During half-time or at the end while the scores are being counted, why not add in some entertainment. How about a poetry reading? A dance-off? Or go old school and play pass the parcel? Encourage people to donate if they would like to get involved. *Big Quiz Night* guests are usually a mix of ages – from 12 to 112 – so this is a great way to get everyone in on the action.

How to pay in your donations

Paying in your *Big Quiz Night* donations to Tearfund is quick and simple.

JustGiving takes care of everything and sends all the money straight to Tearfund on your behalf. This is the most cost-effective way for us to process your donations.

See the JustGiving section on page three for more information. Alternatively, you can pay in your money using the methods below:



Online

Online via our *Big Quiz Night* donation form. Go to our website tearfund.org/bigquiz and follow the instructions.

Click here to pay in your donations.



Bank transfer

Tearfund's account details are below.

Please note: in order to accurately record your fundraising, you will need to either call or email us to let us know of your bank transfer and its reference to your *Big Quiz Night*. Please quote your church reference number and 'BQN' with the bank transfer.

Account number: 53803058
Sort code: 20-00-00
Account name: Tearfund

*Please call or email us if you are not sure of your church reference number

Cheque

Send in any cheques, payable to Tearfund, to: **Tearfund, 100 Church Road, Teddington, TW11 8QE.**

Please include the name of your church and your church reference number. To help raise even more money, Gift Aid forms (located in our Resources page) can be printed off and completed by the taxpayers at your *Big Quiz Night*. Please send these back to us along with any cheques and indicate the amount each individual has given so that we can claim the Gift Aid.

If you need any help paying in your donations, please email info@tearfund.org or call 020 3906 3390 – we'd be more than happy to help.

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tearfund.org/quiz

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