



Niemann-Pick Disease Awareness

Recipes for Success

National Niemann-Pick Disease Foundation

920-563-0930 nnpdf@nnpdf.org www.nnpdf.org



Recipe for Success

Things to Remember

Many times when you are setting up your fundraiser you may be required to obtain a **Certificate of Liability**. There are special conditions to obtain this certificate and a form to fill out.

You may also be asked to provide the **NNPDF 501 (c) (3)** letter to show that we are tax exempt.

When receiving in-kind donations you may also be required to provide a **W-9**. The NNPDF office can fill that out and return that to you. In-kind receipts for donor tax purposes are also available.

In Canada? We can also provide you with Canadian Charitable Status just email the NNPDF Office.

The Central Office can also mail all event thank you letters & receipts to contributors for donor tax purposes.

All of the above forms can be provided to you if the proceeds from your fundraiser are being sent to the NNPDF Office.

Contact Help: NNPDF Central Office at nnpdf@nnpdf.org



Recipe for Success

How to get Sponsors

What you will need:

- List of all businesses you, friends, and family frequent. List places of work and organizations you are involved with.
- NNPFD Brochures on NPD
- Letter of request that states what you are raising funds for, what your personal connection is to NPD, what you are requesting and how it will be used.
- If raising funds for the NNPFD contact the office for a copy of our 501 (c) (3)

Begin by itemizing all the estimated costs for your event. Once you have your total cost, decide the best way to collect sponsors. For example, if you only need a couple hundred dollars, maybe you just need to find one big sponsor. If you need \$1000 maybe you could find 10 sponsors to give \$100 each. If you are planning a big event like a golf tournament, you may have expenses that go over \$1000. In situations like this, you may want to create a sponsor tier. (\$1000 to be a Gold Sponsor, \$500 for Silver and \$250 for Bronze. Decide what benefits sponsors will have depending on level of sponsorship. For example, all sponsors get an acknowledgment at event, Silver and Gold acknowledged on Posters, and Gold only get acknowledged on shirt. Brainstorm with other and find the approach that works best for your fundraiser.

Contact Help: NNPFD Central Office at nnpdf@nnpdf.org



Recipe for Success

Awareness & Request Mailing

What you will need:

- List of Names and Addresses of Friends and Family
- NNPDF Brochures on NPD

Begin by making a list of all your friends and family. Look through your address book to help you. Think of people who are on your Christmas list and include them.

Next make copies of the Postcard you will be sending. If it recommended that you make your copies in color and on card-stock paper. If you cut your postcards to 6x4, you can just address and stamp the backside then drop it in the mail. If you postcard is smaller than 6x4, you will need to put them in an envelope for sending. You can contact the NNPDF Central Office for a link to printing out 6x4 postcards at home or you can take your template to an office supply store for assistance in printing. (See the next page for a template)

When you send out your request consider adding a photo of yourself or family member you are raising funds in honor/memory of. You may want to take a stack of postcards to work, church, the gym and other places where people may know others who would support you.

You can also send out a letter and include an NPD brochure with to provide more information to your friends and family. These brochures can be obtained free of charge from the NNPDF Central Office.

When it comes to mailing requests, it is a matter of numbers— the more you distribute, the better chance you have for a successful return of your efforts.

Contact Help: NNPDF Central Office at nnpdf@nnpdf.org



National Niemann-Pick Disease Foundation

P.O. Box 49

Fort Atkinson, WI 53538-0049

National Niemann-Pick Disease Awareness Month

October is National Niemann-Pick Disease Month. In an effort to help raise awareness and funds for continued research, I am reaching out to friends and families for help. Would you consider making a donation of any amount to the NNPDF in support of our PERSEVERE FOR LIFE campaign?

Donations can be made online at www.NNPDF.org or by returning this postcard along with a check to the above address.

Gift given in memory/honor of _____

Name _____

Address _____

Email _____





Recipe for Success

How to get Raffle & Auction Items

Once you have the details and cost of your event planned, create your list of businesses you frequent or have connections to and start approaching them. Decide which businesses might be most likely to sponsor your vent. Some businesses on your list may be more appropriate for auction or raffle donations. Make a note and use the same approach listed below.

Dress appropriately, act professional, and be sure to have plenty of time to answer questions they may have. Depending on the business you are approaching you may want to call ahead for an appointment. Take brochures and request letter with you, so you have something to leave with them. If they need time to think about it ask them when a good follow up time would be and be sure to follow up.

You may want to set up a spread sheet with all of the contact information and donations you receive from each business. If you need assistance the NNPDF office can assist you in creating a spreadsheet.

Contact Help: NNPDF Central Office at nnpdf@nnpdf.org



Recipe for Success

Garage Sale Fundraiser

What you will need:

- Poster Board
- Colored Markers
- Donated items to be sold
- Newspaper Ad, Social Media Post (be sure to indicate that your sale is a fundraiser for the NNPDF)
- NPD Brochures, Posters, Legacy of Hope Cards (all available from the NNPDF office/website)
- Tables to display sale items
- Price tags (dot stickers)
- Donations Container (preferable that can be locked)
- Tables to display NPD printed materials
- Sale money container

Begin by working through your own home to identify items that could be sold in your garage sale. Then go to family, friends & co-workers to donate items. Be sure to let them know this is a fundraiser sale and proceeds are going to NNPDF.

Determine at least 6 weeks in advance a date and time frame for your garage sale. Place newspaper ads and post social media information no later than 1 week before your sale. Give a short overview of key items you will be selling.

As items are made available begin to price them. This will save you a lot of time rather than waiting to do this a couple days before the sale. With your sale being a fundraiser, the buyers may offer more than what you have priced.

If you have a personal relationship with an NPD individual, consider displaying pictures of them (especially photos with you and that person) to demonstrate your connection with the NNPDF.

Create posters in bright colors to display at the sale indicating it is a fundraiser. Indicate also that donations are accepted in case a customer does not see anything they want to purchase. {Continued on next card}

Contact Help: NNPDF Central Office at nnpdf@nnpdf.org or Leslie Hughes at lhues417@gmail.com



Recipe for Success

Garage Sale Fundraiser

Insert the NPD Legacy of Hope card inside each NPD brochure and place on table designated for these items, as well as your pictures. Hand out brochures to everyone who stops by your sale.

Having a donation container separate from your yard sale money is helpful. When your sale is over you will be able to identify the dollars from straight donations versus from selling items.

Helpful hint: Prior to your sale go to your local bank to obtain a number of \$1 and \$5 bills for making change. You may want to have some coins on hand also. Notate the total amount so when the sale is over you can reimburse yourself or consider donating to NNPDP.

Ask 1 –2 people to assist you on the day of the sale. This will be helpful to cover quick breaks and also when influxes of shoppers arrive at the same time. You will need more than yourself to handle the crowd.

Helpful hint: Historically avid garage sale buyers will show up at least an hour before your sale officially opens. Be prepared and ready to go or you could miss out.

When your sale is complete then take all cash & checks to your bank to get a cashier's check.

Don't forget that if someone makes a donation in the form of a check, the NNPDP Central Office can send out tax deductible receipts to those individuals. So be sure to keep a list of those individuals. If they purchase an item they cannot receive a tax deductible receipt. Only donations are tax deductible.



Recipe for Success

Home Party

What you will need:

- Vendor
- Space to mingle
- Table for NNPDF materials
- Table for vendor use
- NNPDF Brochures & Posters
- Food & drinks for guests

After exploring different vendors, decide on a vendor/item you want to set-up an in-home party with. During this time of choosing a vendor, consider the following:

- How much are they willing to donate from their % of sales
- How much will you be able to donate to the foundation as a host/hostess
- Are the items/services something that you can sell outside of just a home party

Once you decide on a vendor, poll some of the people you are planning to invite, for convenient days and times. That way you can guarantee a better outcome of people. Once a date has been established most vendors will put together posters for you to promote your event. If they do not, start putting together fliers and invitations for your event. Contact the NNPDF for materials to display during your in-home party—Newsletters, Brochures & Posters

{Continued on next card}

Contact Help: NNPDF Central Office at nnpdf@nnpdf.org

or Becky McGuire at brad.becky.mcquire@gmail.com



Recipe for Success

Home Party

Sending out electronic invites through Evite is a great way to keep track of RSVPs. This will assist you in your counts for food prep and estimating the number of sales you will be able to generate. Don't forget to provide a link to a catalog in case someone cannot attend but still wants to make a purchase.

Host your event with hosting charm. The vendor will be able to send their check directly to the NNPDF Central Office or to you and then you can forward it on to the Central Office.

Don't forget a donation jar in case someone wants to donate above and beyond their purchase! If they donate using a check they can receive a tax deductible receipt. Just notate their name and address for the NNPDF Central Office.

Contact Help: NNPDF Central Office at nnpdf@nnpdf.org

or Becky McGuire at brad.becky.mcquire@gmail.com



Recipe for Success

Art Night

What you will need:

- Artist capable of leading the group through a painting
- Area suitable for the number of participants you plan to have
- Stack of paper plates to use as paint palette
- 1 ~ 16 x 20 canvas per participant
- 1 ~ set of standard paint brushes per participant
- 1 ~ gallon each of primary color acrylic paint
- Appropriate table space per participant
- 1 ~ apron per participant
- 1 ~ easel per participant
- Cup for each participant to clean brushes
- Paper towels (just in case)
- Food, drinks and music to create by (optional)

Begin by lining up an Artist that is willing to donate their time and talents to walk a group of people through a painting. Once you have locked this down, work with your Artist to determine what number of people you and your Artist are comfortable with. Once you have determined the number of people you want, decide where you will have your Art Night. Most homes can hold 10-15 people when you bring in extra tables. You may want to look into using an Art class room if possible. If you could get access to this, you may be able to borrow some paint materials from them also. Go over the list of items you will need with your Artist to see where you may be able to borrow items or get them at reasonable cost to keep your cost low and profits high. Your event should be 2-4 hours, so plan accordingly in regards to food, drink, and paper supplies.

Once your event is planned, set a price to charge each participant. Remember, this is a good cause and participants are not only learning to paint, but taking a new piece of art home with home ~ charge according to the level of your Artist and final set up costs.

Contact Help: NNPf Central Office at nnpdf@nnpdf.org or Lisa Chavez at jamiandlisa@hughes.net



Recipe for Success

Bowling Tournament

What you will need:

- Schedule date, time and place
- Advertise to get as many participants as possible
- Contact vendor for prizes & raffle items (please see card 6)
- NPD Posters to hang up
- Sponsorship (please see card 3)
- Donation Jar
- Table for NPD brochures & related material

Begin by confirming place, time and date. See if you can get the lanes at a discount or donated for an amount of time. Charge teams according to your cost so you can make a profit. Be sure to have enough lanes for all teams to play. Contact vendors or friends for items you can raffle at the event. Advertise to get as many participants as possible. Leave an option for individuals to participate by being grouped with other single participants to create a team. Have prizes or trophies for the top three teams (try to get them donated or sponsored by someone.)

Convert all monies into a cashier's check. If someone donates money using a check in the donation jar you can then notate the name and address so they can receive a tax deductible receipt from the NNPDF Central office. Monies for bowling are not considered a tax deductible donation.

Contact Help: NNPDF Central Office at nnpdf@nnpdf.org



Recipe for Success

Run/Walk Event

What you will need:

- Race Course/Location
- Volunteers
- Sponsorship from local businesses (see card #3)
- Registration booth
- Refreshments, Water, bananas, oranges etc.
- Table for refreshments throughout course
- Registration forms
- Runner/Walker Numbers
- T-shirts
- Prizes for winners (see card #6)
- Local Authorities (Police Detail on Course)
- Finish Line Timer
- Appropriate Marketing
- Sponsors, Music, DJ, Speakers at finish line (optional)

There are small details that can be crucial to the race success.

✓First, you must pick a location for the race and determine the distance of the race (most common is a 5K course).

✓On the race course, you will want volunteers at the mile markers timing participants. You will need plenty of volunteers as this would also be a good opportunity to offer water for those running/walking.

✓You will need volunteers at:

✓Registration prior to the race ✓Refreshment Tables ✓Mile Markers ✓Finish Line

✓You will also need volunteers to set up/clean up and then to announce the winners.

✓Sponsorship to help make donations and offset potential costs is vital. Many local businesses will be willing to participate.

These sponsors can be represented on the t-shirts that are made available to volunteers and pre-registered participants.

Registration form should be created. Make sure to have pre-registration available. There are many websites that can service registration i.e. www.racemenu.com. You will need to determine a participant cost for pre-registration and for those that register the day of the event. Pre-registered participants should receive t-shirts. {Continued on next page}

Contact Help: NNPDF Central Office at nnpdf@nnpdf.org or Ryan Kelly at rdkelly03@gmail.com



Recipe for Success

Run/Walk Event

Now it is time for RACE DAY!!!

- ✓You will want your volunteers collecting participant's money and registration forms.
- ✓You will then want someone announcing the start of the race. Hopefully they will be willing to make all other announcements throughout the race.
- ✓Once the runners/walkers are off, volunteers should be at their specific locations throughout the course.
- ✓At the finish line you will want to have a finish line chute, directing the finishers to a certain area. As an option, you can have a large clock presenting the time. There are also options to have the time automatically recorded when finishing with the participants name and number. These items can be found on registration websites like www.racemenu.com or race-wire.com.
- ✓Once all participants have finished, you will want to have any interested sponsors at the finish line representing their business (i.e. running clothes, shoes, gym memberships, etc.)
- ✓You will want to have age groups (i.e. 18-24, 25-29, 30-34, etc.) with winners from each age group and overall winners.
- ✓You should have medals or trophies for top finishers.

There are different touches you can add for your individual run or fun walk!

Contact Help: NNPDF Central Office at nnpdf@nnpdf.org or Ryan Kelly at rdkelly03@gmail.com



Recipe for Success

Dance Party

What you will need:

- Set date for at least two months before Dance Party
- Decorations to match your theme
- Raffle & Silent Auction items (see card #6)
- Food & Drinks
- Fliers for the event
- Theme for your dance
- DJ or good sound system and speakers
- MC to make announcements and keep party moving
- Volunteers to man all the stations
- Photo Booth ~ Camera & Printer (optional)

Start by setting your date. If you want to have a school Dance Party make sure you are on the official school calendar at least a month before the event. Look into getting a civic club or hotel space donated or discounted.

Once you have a time, date and location set you can start looking for a DJ. If you can't get a DJ or a band, make sure you have a great sound system, microphone and someone willing to be the MC. The MC/DJ keep the party going and make sure everyone is having a good time.

Next, pick a theme and put together decorations that match your theme. Encourage everyone to dress up for the party. Some suggestions are:

✓ Boot Scootin' Boogie ✓ Blue Hawaii ✓ Disco ✓ Mad Hatter Tea Party ✓ New Year's Party

Make up fliers that will have all the above details. Let them know there will be a cost to come and what you are raising funds for. Set the cost to cover any charges you may have with a larger percentage going to your cause. If everything is donated and you are having a "Family Fun" school dance you might want to keep cost low so it is affordable for large families to attend. If you are planning a bigger dance with a local band or DJ, you may want to charge more.

~Continued on next card~



Recipe for Success

Dance Party

You will need to decide if refreshments will be included in the cost of the Dance Party or if they are going to be for sale as part of the fundraiser. If you are selling food, make your signs ahead of time for the cost of each item you are selling.

Consider selling photos at your dance. Set up a matching theme booth people to stand in front of and charge them to have their picture taken. It will be best to have a printer set up for immediate delivery.

Do a virtual walk through your event and think of any areas where you may need information signs. This might be to direct them to the auction/raffle tables or refreshment area.

Have a sign to remind people to make checks payable to the NNPDF. Ask the NNPDF office to send you newsletters, brochures and posters to have at an information table. You might want to sell Persevere Bracelets also. These can also be ordered through the NNPDF website store.

Contact Help: NNPDF Central Office at nnpdf@nnpdf.org



Recipe for Success

Children's Carnival

What you will need:

- Kids games: Ring Toss, Duck Game, Bean Bag Toss, Fish Bowl Game, Cake Walk or other games
- Raffles, Chinese Auction, 50/50 or do a big raffle on one big item and sell raffle tickets at event and beforehand
- Advertise on radio stations, newspapers, hang up fliers, ask school if you can send fliers home with students
- Donations are the key (see card #6)
- Rules for each game on signs
- Clown, Face Painter
- Cheap prizes and candy
- Tables & Chairs
- Sponsors can also offset costs (see card #3)
- Food & Refreshments
- Raffle Tickets
- Place big enough to hold your carnival

Begin by contacting a venue to hold your carnival. Then decide on a date and time. Vendors, clowns, face painters and volunteers should be next on the list. Volunteers can also assist with marketing and obtaining donations. Some volunteers will be able to make food or cakes for the cake walk but not assist at the event. Have one table where people will buy tickets for food, raffles etc. This should be close to where they walk in to the event. A separate table should be set up by the games so they can purchase tickets. Ensure that you have enough money on hand for change. Certain games will require tape applied to floor so they know where to stand. Tubs work well for holding prizes and can be placed next to each game. One idea is to have a "winners" tub with nicer prizes and a "loser" tub with candy and smaller items. Face painters & clowns (if they make balloons) would be the same price as games \$1 for a ticket. The Cake Walk can be the same a ticket or they can put down a quarter on a picture and when you win you get to pick a baked good.

Contact Help: NNPDF Central Office at nnpdf@nnpdf.org



Recipe for Success

Penny Fundraising Drive

What you will need:

- Large, enclosed container for each classroom
- Rotating pennant or cup

This project is run for any five, consecutive school/work days.

Each class or work area will need a large, enclosed container that is labeled (a sealed, one gallon plastic milk container, with a slit large enough to insert coins and bills, works quiet well).

Individuals from the class or work area put their pennies in their class' or work area's container. One point for every penny in the container.

Individuals may then put other coins and paper currency in the containers of the other classes. Each silver coin or bill reduces the number of points from the container by the amount of the coin (i.e. a nickel reduces the points by five).

Containers are emptied and counted daily. The totals are posted daily to encourage friendly competition.

A rotating pennant or cup is given to the leading class/work area each day. The pennant or cup can be retained by the class/work area with the most overall points at the end of the fundraiser.

It does help to have a committee organized to count and roll the coins.

Contact Help: NNPDF Central Office at nnpdf@nnpdf.org



Recipe for Success

Boutique Fundraiser

What you will need:

- Venue
- Raffle Items (see card #6)
- Advertising flyers
- Double sided tickets for raffle
- Vendors
- Tables & Chairs
- Baked goods
- Boxes for raffle tickets
- Signs for vendor tables, raffles, bake sale, outside directional signs etc.
- Volunteers to help set up, sell tickets, man bake sale, clean up etc.

Decide when you want to have your Boutique. October/early November seem to be good times due to Christmas shopping. Start booking your venue and vendors at least 3 months before the event. Since Christmas Boutiques are popular, many vendors like to start booking in August.

Find a venue that is large enough for several vendors and extra space for raffle items/bake sale items. If you can get an inside venue, it is more desirable. Also make sure you have access to the venue at least 2 hours before your start time for setting up and then 1-2 hours after for clean up.

Research vendors and email them to ask them to be a part of your Boutique. Most contractors I contacted were ones that I saw at other boutiques, word of mouth or use a vendor website to look up Sales Reps in your area.

When contacting vendors, explain the reason for the vent, give them the link to the NNPdf website (www.nnpdf.org). Explain what you want from them for donations, many ask for 10% of their sales to go to the NNPdf and then a donated item for the
~Continued on next card~

Contact Help: NNPdf Central Office at nnpdf@nnpdf.org



Recipe for Success

Boutique Fundraiser

raffle. Make signs for each table advertising to customers “a portion of the sales go to the NNPDF” OR you can just charge a set table fee (usually \$25 to \$35 instead of the 10%). Usually vendors will ask if they need to bring their own tables and chairs or if you are supplying them. Some might ask for a tax receipt, which the NNPDF can provide.

Advertise with flyers in businesses, church bulletins, social media, local newspapers, emails, evites etc. about 3-4 weeks before the event. Try to list what the vendors will have for sale.

RAFFLE ~ Collect raffle items from the vendors at the sale as they are setting up. Display all the items available for the raffle on a table with a card as to who donated it. Sell raffle tickets at the door and have the buyers put their name and phone number on each ticket. A popular idea is to put a box next to each time and let the buyer put their tickets in for the items they desire to win. At the end of the day pick the winners and contact them.

BAKE SALE ~ Contact people you know who would be willing to donate baked goods. Make sure they are packaged as individual portions (cupcakes, large cookies) or ask them to bag up smaller portions (3 cookies, candy pieces, etc.)

REMEMBER ~ Bake sale and raffle tickets are pur profit and probably will account for most of your money raised.

ALSO ~ Set up an information table with NNPDF brochures, donation envelopes, etc. NNPDF brochures and newsletters are free and can be ordered by contacting the NNPDF Central Office at nnpdf@nnpdf.org.

Contact Help: NNPDF Central Office at nnpdf@nnpdf.org



Recipe for Success

Golf Tournament

What you will need:

- Golf Course
- Raffle & Silent Auction Items (see card #6)
- Advertising flyers
- Sponsorship letters to send out, you will need to have sponsors to cover any costs you may have (see card 3)
- Food to feed the golfers during and after the event
- Table for NPD brochures and literature.
- Volunteers to help with various duties

Begin by contacting a golf course to hold your event. Pick a date and a time so that you can begin advertising. Contact the NNPDF Central Office if you need liability insurance for your event.

Begin contacting sponsors (see card 3) for not only sponsorship but also raffle or silent auction items (see card 6).

When charging golfers be sure to charge more than the golf course is charging the event so that you can increase your profits. Make a decision on what how you are going to handle the food for the event. Are you going to recruit volunteers to make food or are your going to have a caterer?

For raffle and silent auction items you will need to decide if you are going to have hole in one prizes, longest drive, longest putt etc. ~Continued on next card~

Contact Help: NNPDF Central Office at nnpdf@nnpdf.org



Recipe for Success Golf Tournament

A car dealership may donate a car for a big prize. Some businesses may even sponsor a hole and you can put their names on the hole as a way to raise more money. There are many different ways to provide prizes. It just depends on how many prizes you get.

Contact Help: NNPdf Central Office at nnpdf@nnpdf.org