

OXFAM TOOLKITS

HOW TO FUNDRAISE FOR OXFAM FREQUENTLY ASKED QUESTIONS



OXFAM
America

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In keeping with Oxfam's belief that everyone has a part to play in the fight against poverty and injustice, Oxfam Toolkits are designed for individuals and groups looking for a hands-on way to join the effort. These practical how-to guides collect ideas and advice from Oxfam's experts as well as supporters around the country. Oxfam Toolkits represent an entry point into the world of activism—building a grass-roots movement for change, one person at a time.

TOOLKITS AVAILABLE:

HOW TO GET STARTED

A MENU OF IDEAS

HOW TO HOST AN OXFAM AMERICA HUNGER BANQUET®

DIRECTIONS AND TOOLS

HOW TO FUNDRAISE FOR OXFAM

FREQUENTLY ASKED QUESTIONS

HOW TO HOST A HOUSE PARTY

HOW TO TAKE ACTION

ORGANIZING IN YOUR COMMUNITY

HOW TO MAKE A DIFFERENCE ON CAMPUS

Thank you for your interest in raising money for Oxfam America. Community-driven efforts like yours provide essential support for our work fighting poverty and responding to disasters worldwide. Below, you'll find answers to some frequently asked questions about fund-raising for Oxfam in your community. If you have further questions or need help, please contact us by email at actfast@oxfamamerica.org or by phone at (800) 77-0XFAM, extension 2573.

I'D LIKE TO HOLD A FUND-RAISING EVENT TO BENEFIT OXFAM AMERICA. WHAT SHOULD I DO FIRST?

To start, go to www.oxfamamerica.org/organize. There you'll find links to useful resources like our Oxfam Toolkits, which include creative suggestion and event hosting tips. You'll also find free tools for your event, including Oxfam sign-up sheets, promotional posters, banners, and more. Finally, you'll have the option to add your event to Oxfam's online event calendar.

WHAT'S THE BEST WAY TO COLLECT DONATIONS?

ONLINE

If you're inviting people to your event via email or Facebook, consider collecting donations online with an Oxfam personal fund-raising page. Set up your custom page at www.oxfamamerica.org/myoxfam, share the link with your guests, and ask them to make a contribution before or after the event. You can also use the page to request a donation as an entry fee or ticket price for your event. Finally, participants can also donate directly via Oxfam America's website at www.oxfamamerica.org/donate.

IN-PERSON

If you're collecting individual gifts from a number of people, ask them to give by check made out directly to Oxfam America. Make sure you let them know that 100 percent of their gift will be going to support Oxfam's work. That way you don't have to be involved in transferring funds, and your supporters can be confident that their gifts are going directly to the organization. You can send checks by mail to this address:

Oxfam America
ATTN: Celeste Bettencourt
226 Causeway Street, 5th Floor
Boston, MA 02114

If you're collecting money from a group (e.g., through door charges or bids at an auction), you can give the total to Oxfam via one check or a secure online donation at www.oxfamamerica.org/donate.

CAN I DONATE NONMONETARY GOODS TO OXFAM?

Oxfam does not accept contributions of nonmonetary items like blankets and food, as it is better practice to purchase relief materials locally in the countries where we work. When you donate funds, you're ensuring that Oxfam has the resources on hand to fight poverty and respond quickly to emergencies.

HOW WILL OXFAM USE THE MONEY FROM MY FUND RAISER?

Oxfam America is an international relief and development organization that creates lasting solutions to poverty, hunger, and injustice. Together with individuals and local groups in more than 90 countries, Oxfam saves lives, helps people overcome poverty, and fights for social justice. Visit www.oxfamamerica.org to see the latest updates about our work around the world.

At Oxfam America, we seek to operate efficiently and to minimize fund-raising and administrative costs. We are rated highly by a number of leading independent charity evaluators, including the American Institute of Philanthropy. To find out more, go to www.oxfamamerica.org/whoware/financial-information.

CAN OXFAM PROVIDE TAX RECEIPTS FOR DONATIONS?

Donations to Oxfam America are tax deductible. We will generate a tax receipt for all monetary donations given directly to Oxfam, whether in the form of checks sent by mail or secure online donations made through our website. If you'd like us to send tax receipts to a list of donors who gave at your event, please make sure to indicate each person's name and address and the amount donated.

Also, please note the following:

- Oxfam is not able to provide tax receipts for donations made to a third party.
- We are unable to send a letter that states we have received funds in anticipation of their actual receipt.
- Oxfam is not able to give tax receipts for donated goods related to your event (e.g., items for auction) or services (e.g., donated advertisements, printing).
- Oxfam cannot send letters that state we have received goods or services on behalf of an event organizer.

CAN I HOST AN AUCTION TO BENEFIT OXFAM OR ASK THIRD PARTIES TO DONATE GOODS OR SERVICES FOR MY EVENT?

Yes. Please keep the following guidelines in mind when organizing auctions and obtaining other third-party donations:

- When you solicit donations for an auction or other event, it's important to clearly state that you are soliciting them, not Oxfam.
- It is essential that the parties donating goods and/or services understand that their donation is for an event that will benefit Oxfam and that the donation is not going directly to Oxfam.
- Oxfam is unable to give receipts for goods and/or services donated to raise money at auctions and other events. We can only send acknowledgments when we have directly received the donation.
- Oxfam can thank the contributor generally for supporting the event, but not specifically for having received a given item or service. This acknowledgment is not a tax receipt.

CAN OXFAM HELP DEFRAY THE COST OF MY EVENT?

Oxfam cannot underwrite the cost of events. To help cover expenses, many event organizers seek out local businesses and ask them to cover the cost of the venue or other expenses in return for publicity for their businesses.

WHAT IF I HAVE TO COVER SOME OR ALL OF MY EXPENSES WITH A PORTION OF THE MONEY I RAISE?

You can use a portion of the money raised at the event to cover your overhead, as long as you make this clear ahead of time. Make sure that any materials and publicity for your event clearly state what portion of the ticket price or proceeds will go directly to Oxfam.

CAN I USE THE OXFAM AMERICA LOGO?

Yes. Go to www.oxfamamerica.org/logos to find downloadable logos that you can use to promote your event in print or online. Or save time and order our premade materials at www.oxfamamerica.org/actfast.

WHERE CAN I FIND OXFAM AMERICA BROCHURES, FACT SHEETS, BANNERS, OR POSTERS?

If you're looking for banners, posters, or other materials to promote your event, go to www.oxfamamerica.org/organize. If you're seeking tools to help you educate people about Oxfam, you can find brochures, fact sheets, and more at www.oxfamamerica.org/publications.

CAN OXFAM HELP ORGANIZE OR SPONSOR MY EVENT?

Oxfam cannot sponsor or solicit contributions for events. Please make sure all promotional materials clearly state that Oxfam is the beneficiary of the proceeds of the event, not the event sponsor.

Also, please note the following:

- Oxfam cannot sign documents that make us legally responsible for any portion of an event.
- As event organizer, you are responsible for all appropriate licenses and certifications for your event (alcohol, liability coverage, insurance, etc.).
- Please let Oxfam know if you recruit underwriters/sponsors for your event, in order to avoid potential conflicts with our solicitation policies. You can email a list of sponsors to actfast@oxfamamerica.org for approval.

CAN OXFAM AMERICA ADVERTISE MY EVENT ON THE OXFAM WEBSITE?

Yes. Go to www.oxfamamerica.org/events and fill out the online form to add your event to the Oxfam America event calendar, which highlights community events taking place around the country.

CAN OXFAM HELP ME SECURE A CELEBRITY GUEST FOR MY FUND RAISER?

Unfortunately, we cannot provide contacts with celebrities.

CAN AN OXFAM AMERICA REPRESENTATIVE ATTEND MY EVENT?

Given enough notice, an Oxfam staff member or volunteer may be available to attend your event. To submit a request, please email actfast@oxfamamerica.org.