# Welcome workshop guide

Congratulations on getting your team signed up and ready to take on the trip of a lifetime!

Everyone in your team will have received a short video from us going through the essentials they need to know before starting fundraising.

This welcome workshop is key to getting the team working together and starting fundraising!

## Before the workshop

### Logistics

* Book a room on campus for an hour at 5/6pm
* Set up a Facebook event and invite all your new team to it, letting them know this is a compulsory workshop (Make sure to give them good notice, don’t set it up the night before!)
* Remind everyone in your team individually the day before the workshop takes place

### The slides

Make sure you’ve had a look through and learnt the welcome workshop slides

Make sure you’ve edited slide 2 with a photo of yourself!

If you’re running a social after the workshop, add a bullet point about it to the next steps.

## Workshop guide!

### As people arrive

Wait a couple of minutes for everyone to arrive. Start chatting to the team, and getting them to chat together.

Hand out the Professional Fundraising Agreements, get everyone to sign one and return it to you. If they have any questions about it, they can get in touch with the student team.

### Slide 1

Welcome everyone to the workshop!

### Slide 2

Briefly introduce yourself and run through your role!

This is your chance to get the team excited so be as enthusiastic as possible!

### Slide 3/4 – Icebreaker

Get everyone to split into groups of 2 or 3

The icebreaker is for teams to find 10 things in common in 3 minutes. The main thing is to get them chatting and asking questions about each other. Things in common can be expected (we got the same uni) or quite obscure (none of us have ever been to Greece!)

Explain the icebreaker to the teams and set a timer for 3 minutes

Once the 3 minutes are up, go round the groups and get them to share the most unusual thing they have in common to the rest of the group.

### Slide 5 –quick admin

Get everyone to get out their phones, and actively go through the process of liking and messaging ‘Students Against Meningitis’ on Facebook.

This is really important as a way of us communicating with them. We will also send them a quick welcome message once they message!

Check if anyone still hasn’t given in their fundraising agreement.

### Slide 6- Networks

Get the groups to begin drawing out the networks.

To make sure they understand the activity you may want to draw the diagram below on a white board or draw your own networks to show everyone

Me

Friends from home – they could run a half-marathon with me

My old school – I could do a non-uniform day

Pub I worked at – I could run a pub quiz

It should take roughly 10-15 minutes for everyone to fill out their network.

As they’re doing this, go round and support people with ideas and inspiration for networks. If you need help thinking of ideas, check out the cheat sheet at the bottom of this document!

Once everyone seems like they’re finished, get everyone to share their favourite idea with the group.

### Slide 7

In the groups of 2 or 3, get everyone to pick their favourite fundraiser, and begin planning it as a 2/3.

As they’re doing this, go round and support them with ideas. Make sure they consider dates, locations, and most importantly how they will actually raise funds from it!

If groups are finished get them to think of ways they can increase what they raise from that fundraiser.

If you’re still have time at the end, get everyone to feedback their plans to the group.

### Slide 8

Run through the next steps with everyone.

We will have sent them details about setting up their JustGiving page and joining the team Facebook group.

Get people to come up and pick up their fundraising resources.

Get a team photo!

Head on to your social once you’ve answered any questions people have!

## After the workshop

Update your Challenge Leader report with who attended and who picked up their resources

Catch up with anyone who didn’t make it!

# Your fundraising cheat sheet

All the fundraisers here are linked with a network and a how-to-guide on the [resources hub](http://www.meningitis.org/student-hub) if you or any of the team are unsure what it entails.

Each fundraiser appears once, but could be done with multiple different groups (e.g a bingo night could be done with friends, or with your Gran and her friends)

## Network – Home

Black tie event in your local community

Coffee Morning

Golf Day

Non-Uniform Day

Odd jobs

Pub quiz

Silent Auction

Cheese & Wine night

Summer Fete stalls

Summer Garden Party

## Network – Friends & Family

Bingo Night

Challenge a Chum (Get friends to take on a challenge with you)

Race Night

Halloween party

Movie night

EasyFundraising

Goalgiving

MRF Raffle

Sponsored Playlist

Sharing your JustGiving page

Sweepstakes

Tapas Night

TrashTag

Virtual pub quiz

## Network – University

Cake Sale

(Online) First Dates

Karaoke Night

Sports tournament

Talent Show

## Network – the public

Bag packs in local supermarkets

Christmas Wrapping Stall

Car boot sale

Car wash

Collection tins

Private property collection

Selling old items online

Rotary Clubs

Tombola

Selling crafts

(Online) busking

Online classes/Tutoring

## Network – work

Corporate Sponsorship

Purple day

Baby photo fundraiser

Swear jars