

# INTO » GIVING

A GUIDE TO SETTING UP YOUR TEAM



This is a brief overview of how to set up your own INTO Giving Team  
It includes:

- General Pointers
- Roles
- Event tasks

How you set up your INTO Giving Team is going to be different center to center So remember when using this guide that you can tweak it to your own needs.

And if you ever need any help or advice, email [naomi.cromby@into-giving.com](mailto:naomi.cromby@into-giving.com)



# General Tips:

- Joining the INTO Giving Team is fun - but it also gives valuable skills for those wishing to enhance their CV. This is true for both students and staff, so if you're having trouble getting people to join it's worth reminding people of this.
- The team can be made up of staff or staff and students - which ever you think will work best
- You should aim to have a minimum of 4 members on your team
- Regular team meetings are essential so that you are always aware of what event is next and what your role is within that
- Have an up to date picture of your team for marketing purposes
- Most importantly, being a team member is about having fun whilst making a difference!



# Roles:

- It's good to have some structure of roles so that everyone knows what their main responsibilities are
- A main point of contact between yourselves and INTO Giving in Brighton is essential. This lead can change year to year or event to event. We've found regularly changing the main contact is good for spreading the workload and gives everyone a chance to get involved.
- Roles we've found helpful are:
- Chairperson: For leading events and communications within the team
- Secretary: Admins, minute taking etc...
- Treasurer: Keeps track of all finances
- Publicity and photo lead: Creates promotional material and takes photos during events
- Comms lead: To create and post online promotions and updates.
- Fundraising: All members should actively take part in coming up with and helping run fundraising events



# Event Tasks:

However you choose to set up your team it is essential during events to each have your own responsibilities. This will keep everything clear and running smoothly.

For each big, INTO -wide INTO Giving will send out a guide that outlines what tasks are essential. But as a general guide, for each event you will to nominate:

- A lead point of communication - for your centre team and Brighton HQ
- A person who will create posters and online posts
- Someone to keep track of finances and keep the money safe until it can be deposited to INTO Giving
- Someone to write a final blog on the event

## TIP!

One person can at times have two roles, however you think it best to arrange - just ensure that this is communicated to the team - including Brighton.



Remember that fundraising is FUN

Joining the committee is good for employability

Always remember you're raising money for a good cause

If you need any ideas for fundraising events, look into the fundraising pack online!

For more information on how we fund projects visit the website or email.

As always, if in doubt, contact [naomi.cromby@into-giving.com](mailto:naomi.cromby@into-giving.com) for more information.