



**A GUIDE**  
HOW TO FUNDRAISE FOR  
CERCOPAN

# THANK YOU FOR CHOOSING CERCOPAN

All money you raise directly contributes to us achieving our aims.

CERCOPAN is a dedicated primate conservation organisation focusing on rehabilitation of endangered primates, environmental education, community development, forest protection, and research. We aim to conserve rainforest biodiversity and ensure the sustainable use of natural resources within Nigeria.

But we can't do this without our dedicated supporters like you!

**YOUR SUPPORT  
COUNTS!**  
[www.cercopan.org](http://www.cercopan.org)





# HOW YOU CAN MAKE AN IMPACT

£7

buys a chicken for an alternative livelihoods project, reducing reliance on bushmeat

£35

pays for 5 bags of cement for a community project like a community centre

£80

feeds and shelters a monkey for a year

£170

pays for 1 month of environmental outreach to over 70 schools

£975

pays for us to protect the forest from illegal hunting for one year

£1200

pays for our research team to track released monkeys for one year

It is important that the money you raise is spent where it is needed most. Please do not fundraise for these specific things but give us a general donation.



Have fun, and get your **groove** on! Active events are a great way to raise some cash!

# SOME IDEAS TO SPARK YOUR IMAGINATION

- **Sponsored Sports Participation**  
Think of your favourite sport and create an event. Get donations for every length you swim, mile you run or goal you score.
- **Sponsored 'Do Something Different'**  
Raise some money and make a lasting memory by doing something you'd never thought you'd do.
- **Arm Wrestling Championship**  
See who really is the toughest out of all your friends and raise money at the same time!
- **Slow Bike Race**  
Last one over the line is the winner. But keep those feet off the floor - it's about balance!
- **Be a Party Animal**  
Arrange a disco or dance party and get donations from attendees. (Remember you need a license to sell alcohol).
- **Video Game Marathon**  
Organise a tournament of your favourite video game and involve all your friends to raise some cash!

## Have fun with your **friends!**

**Hold a barbeque** and ask for donations to attend, then cheekily ask your friends to bring food to keep the costs down.

**Host a murder mystery** and get your friends to bring food and drink to help fuel your brains while you figure out the mystery.

**Organise a pub quiz** at your local pub. Ask for donations to participate and have fun!



Get **stuck in** and get better fundraising results!



## Recycle for charity

A **spring clean** of your house not only refreshes your personal environment but selling all those unwanted items at a boot sale also helps raise **cash**.

**Sell unwanted Christmas Gifts** at a big event in your community to raise funds.

**Used aluminium cans and ink cartridges** can be sold back to companies to generate money and also feels good with all that green recycling!

**Hold a bake sale** in your community to get to know your neighbours!

# FUNDRAISING NEEDS YOUR COMMITMENT

- **Give up a Vice**

Try giving up smoking, biting your nails or your daily packet of crisps? Perhaps you can even donate the money you would have spent on your habit .

- **Get a Trim**

Get sponsored to shave your head or beard. The brave can even try a chest waxing!

- **Sponsored Silence**

Are you a loud or noisy person? How much do you think that people will pay for some peace and quiet?

- **Sponsored Reading**

Maybe you are a bookworm or maybe not, but this is great way to earn some money and read some interesting books at the same time.

- **Use your Skills**

Are you particularly good at something? Teach your friends how to do it!

**TAKE THIS TOP TIP!**  
[www.cercopan.org](http://www.cercopan.org)

Don't charge for attendance at events, ask for donations instead! You will be surprised how much people will give!



## WE CAN HELP TOO!

### GO ONLINE TO DOWNLOAD:

- Sponsorship Forms
- Poster Template
- Leaflet Template
- Press Release Template
- Invitation
- Paying in Slips

[www.cercopan.org](http://www.cercopan.org)

# Don't go it alone! Getting your friends to help makes it fun and easier!



**YOU MAKE A  
DIFFERENCE!**  
[www.cercopan.org](http://www.cercopan.org)

### WHO TO ASK FOR SPONSORSHIP?

Most people start with friends and family but it is also worth trying local businesses and community groups. Try work associates, fellow students, teachers and lecturers, neighbours, and try giving sponsorship forms to friends and family so they can collect from their contacts on your behalf!

### BOOST YOUR FUNDRAISING!

Try advertising your sponsored event if it is something people can watch. Also, when you first begin collecting pledges on your form try to get the first pledge to be a generous amount. This helps encourage others to increase their pledge!

### PUBLICISE YOUR EVENT ONLINE!

To help get publicity, and for a way to donate your sponsorship money, you can create a CERCOPAN sponsorship page at <http://www.justgiving.com/cercopan>. Here you can also click the gift aid button to make sure your donation is tax free.

# BE A PART OF OUR COMMUNITY

- You can continually help raise money for CERCOPAN at no cost of time or money to yourself! Simply set up your internet browser at <http://www.everyclick.com/cercopan> and raise money every time you search the net. Don't forget to get your friends and family to join too!
- If you work in a shop or bar why not set up a donations box near to the pay point where customers can deposit their small change? It adds up to a substantial amount after a while!
- How about a swear box at work where all your colleagues have to put in a pound each time they swear? It doesn't necessarily have to be swearing – perhaps pick an irritating habit from each of your colleagues to help train them out of it!
- Even well known internet facilities such as Facebook have fundraising applications linked to cause pages where your friends can donate to your organisation of choice as a birthday gift. Check out <http://www.causes.com/CERCOPAN/birthday> to see how you can use this application to help CERCOPAN.

At CERCOPAN, we love to hear about your fundraising activities!

Send us photos of your event and information on what you did to raise funds. Perhaps you can even get quotes from those who attended or witnessed one of your activities? Articles sent to CERCOPAN will feature in our monthly international newsletter CERCONEWS and also on our blog and Facebook pages.

[www.facebook.com/cercopan](http://www.facebook.com/cercopan)

***'TELL US ABOUT IT!'***

# SOME THINGS TO KEEP IN MIND

## Be a Friend to the Environment

When organising your fundraising don't forget to think green. Events can be very messy and generate a lot of rubbish. Make sure after the event the venue is cleaned up, particularly if outside, and try to recycle what you can. Try to ensure any events are on public transport routes or attendees car share to arrive so you can keep your carbon footprint low. Also print sponsorship forms and leaflets, etc double-sided to save on paper and ink (saves the environment and your wallet)!

## Safety Always Comes First

Think about the events you do and if they are likely to pose risk for any one involved. Carry out a risk assessment of your event and check it with any local council bodies for large events to ensure they are approved. At large, active events, particularly sports, ensure there is someone there who knows first aid in case of any injuries. Try contacting St. John's Ambulance or The Red Cross for support. For specialised activities make sure you have a licensed expert present and the appropriate equipment and safety precautions put in place.

## Make Sure you Follow the Law

There are a number of licenses, permits and insurances that may be needed for certain events, particularly large –scale, public events or those that involve the selling of alcohol. Check out our fundraising do's and don'ts downloadable page at [\\*website link where ever put up\\*](#) for more information.



**HELP US SAVE  
PRIMATES**  
[www.cercopan.org](http://www.cercopan.org)

## How to Send in Your Money

Deposit any cash you collect into your bank account and then send us a cheque or money order to the address below along with your sponsorship forms if used. Please make out your cheques to CERCOPAN. Never send your money in the post.

Aintree Cottage, Low Street, Sloley, Norfolk NR12 8HD

E-mail: [zena@cercopan.org](mailto:zena@cercopan.org)

## Need some HELP?

If you have any questions about fundraising for CERCOPAN, please feel free to contact us at the e-mail address below.

E-mail: [info@cercopan.org](mailto:info@cercopan.org)



## CERCOPAN UK

Aintree Cottage  
Low Street  
Soley  
Norfolk NR12 8HD  
Tel/Fax: +44 (0)1692 538 324  
E-mail: [zena@cercopan.org](mailto:zena@cercopan.org)

## CERCOPAN NIGERIA

Ishie Lane  
Calabar  
Nigeria  
Tel: +234 (0)806 062 5458  
E-mail: [info@cercopan.org](mailto:info@cercopan.org)

**CERCOPAN's mission is to conserve rainforest biodiversity and ensure the sustainable use of natural resources through rainforest conservation, education, research, and primate rehabilitation.**

**[www.cercopan.org](http://www.cercopan.org)**

# THANK YOU FOR SUPPORTING CERCOPAN

CERCOPAN is a registered UK charity (No. 1116955)