

HOW TO PLAN A CAMPAIGN

Here are some simple steps to get you started on a successful campaign for Episcopal Relief & Development

STEP 1: Assess Interest and Capacity in a Campaign

- Begin conversations about a fundraising campaign. Discover if there is energy and excitement for Episcopal Relief & Development's work with Children. Talk to members of your congregation, your rector and your deacons.

STEP 2: Develop and Discuss a Plan

- Goal: Will there be a total fundraising goal?
- Timing: Set the duration for one day or one month.
- Launch: Discuss when to launch and announce the campaign to your community.

STEP 3: Pre-Launch Preparation or Campaign Planning

- Prepare for the launch. Ensure the Rector will add announcement into their remarks.
- Determine who will speak for the group. Develop a presentation on your effort.
- Utilize the resources and toolkits on our [website](#) to generate ideas for your campaign.

STEP 4: Announce the Campaign

- Present an overview of Episcopal Relief & Development and the fundraising goal (if you have one), timing and how members can get involved. Ask the church leadership to reinforce this message as well.
- Organize a Campaign booth to provide resources to members and collect donations.

Step 5: Send Updates on Campaign

- Keep members informed on campaign progress to maintain your momentum! Use weekly announcement times to share your progress.
- Schedule emails or website updates for your community.
- Share stories and photos of your efforts on the website or weekly e-blasts. Be sure to share those stories with Episcopal Relief & Development. We will be highlighting the work of communities across the country, throughout the campaign. You can send updates to info@episcopalrelief.org.

Step 6: Celebrate Success!

- Announce the completion of campaign, recognize leadership and thank everyone!
- Publish an article in your community newsletter. Be sure to inform us of your activities, so that we can share and celebrate your success with you!

Helpful Tips:

Your Role:

- Spread the word with your local Bishop, clergy, and church leadership to raise awareness about the Episcopal Relief & Development fundraising campaign.
- Share stories about benefits from the campaign and your communities.
- Be a resource for information and material – see the [website](#) for resources and toolkits for information and additional resources.
- Create excitement to build awareness and encourage fundraisers that engage and inspire your diocese, parish, and community.

Examples of Awareness-Building

- Share stories about how Episcopal Relief & Development's programs help women, children and climate resilience.
- Offer prayers in support of the work of Episcopal Relief & Development.
- Invite a speaker from Episcopal Relief & Development to join an adult forum or other meeting to speak about our work.

Examples of Fundraising

- Organize bake sales, movie nights, Super Bowl parties and other activities to support the campaign -- your imagination is the limit!
- Share the donation link via email and social media to suggest donations for birthdays and other occasions in lieu of gifts.
- Create Crowdfunding or Peer-to-Peer online fundraising pages around events like Walk-a-thons, Fun Runs, Read-a-thons, etc.

For More Information

- Explore our [Faith Formation resources](#).
- Print resources, including brochures and donation envelopes can be ordered from Forward Movement. The resources are free. www.forwardmovement.org.

Questions? Send an email to: info@episcopalrelief.org