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Contact:

Greg Bastek

Ability Beyond Disability

Director of Development

4 Berkshire Blvd., Bethel, CT 06801

(203) 826-3171

gbastek@abilitybeyonddisability.org

Dear Friends,

Because you are reading this manual – I am gratefully assuming that you are considering raising funds for Ability Beyond Disability. Thank you! While I know it is sometimes easier to write a check to the charity of your choice – the opportunity to do something and involve more people can be very rewarding as well.

In the past year, I have seen employees promote office shenanigans and host lunches. Retailers and restaurants offer discounts and specials to benefit Ability Beyond Disability. Community leaders volunteer to be “Caged for a Cause” with friends contributing to secure their release. There are people who cook, organize tag sales or host fundraising parties. There are also individuals who participate in phone-a-thons, set up their own personal fundraising sites or find other ways to encourage friends, relatives and neighbors to get involved. In fact, I have personally invited friends to a cooking and wine-tasting dinner at my favorite local restaurant – and learned first hand that you can have fun and raise funds.

Across the country the establishment of Giving Circles – where friends get together monthly, pool their contributions and identify a couple of charities that will receive their support – are growing because it is an active way of getting involved and making an impact. And traditional bake sales and car washes are still popular.

As you plan your fundraising activity, I encourage you to learn more about how your contribution will make a difference, about the good work being done by the associates of Ability Beyond Disability and even ask them to share their stories and experiences with you. You can ask to have a tour and meet the people who will benefit from your generosity. See first-hand how your efforts will make a difference.

This manual is a “how-to” guide to help you in putting on your own event. We hope you can benefit from the fund-raising ideas, and tips for success. The Development Office is also available as a resource to guide and assist in your efforts.

So, thank you for embarking on this exciting effort. I know you will have a great and rewarding experience.

Sincerely,

Peter Davis

Chairman - Third Party Fundraising Committee

About Ability Beyond Disability

A 501 (C) (3) not-for-profit organization

Tax ID Number: 06-0776594

Mission: To enable individuals whose independent living skills are impaired by disability, illness or injury, to achieve and maintain self-reliance, fulfillment and comfort at home, at work and in the community, by providing the best comprehensive home, health and rehabilitation services

Community Based Services

For over fifty years Ability Beyond Disability has been the premier resource helping individuals with disabilities pursue lives that most people take for granted. Finding homes where people can live, providing supports that they can count on, training them to work and then helping them to find jobs. And above all- teaching people the skills so that they can make friends, pursue their interests; feel good about themselves by volunteering - and at the end of the day - have a life.

Like all Americans, those with disabilities should have the opportunity to participate in activities that create full and satisfying lives. In addition to employment opportunities, we also provide opportunities that foster engagement in leisure activities, such as joining clubs and other organizations, attending cultural events, doing volunteer work, taking educational courses, and making friends with those who have similar interests.

Who We Serve

We are a resource for people with all disabilities throughout their lives providing for needs – great and small. Developmental disabilities, neurological impairments, and mental illness do not discriminate; nor do we. Throughout all of our lives we change, grow and evolve. The same is true for people with disabilities. From assisting individuals as they are transitioning from school through individuals in their prime of life to those who are aging, our services are tailored to meet the unique needs of every individual at every stage of their lives. Some individuals may only require some assistance in finding a new job. Others will turn to us for supports throughout their lives using residential supports, vocational and educational services and medical supports as they age and become more frail.

The flexible range of services that we currently offer includes:

Residential Supports

Ability Beyond Disability provides residential supports for hundreds of people in Connecticut and New York. The options range from licensed group residences, transitional living arrangements, supported independent living arrangements and in-home supports. The numbers continue to increase as young adults graduate from high school seeking their own independent living arrangement and elderly parents find it more difficult to care for their children in their own home.

Social & Community Integration Supports

Not every person can work each and every day. So Day Services augments what people do by providing vital social and recreational opportunities to teach life skills and help people assimilate into the community.

Employment Resource

We get people working – regardless of their disability. While the national statistics show a whopping 65% of people with disabilities are unemployed – in our service area that number is significantly reduced to 30% unemployed. We make a difference.

Clinical Supports

- People who receive services in Connecticut and New York benefit from the professional supports provided by nurses, speech, physical and occupational therapists, and dietitians. Life Skills Instructors in both Connecticut and New York are trained and supported by Medical Support Assistants to oversee the medical needs of the people we serve.
- New York has an outpatient clinic called Ability Health and Rehabilitation Center that provides medical, specialty, therapeutic and rehabilitation services to any person with a disability.
- Sensory Stimulation in New York helps those with the most severe disabilities grow and develop.

Transportation

We transport people each day – to work, to medical appointments, to school and to recreational and volunteer activities. We provide transportation to 75 different locations throughout Connecticut and New York.

Aging Specialties

We are experts in people aging with disabilities – because we have been living with it as the people we serve grow older. We have developed a state-of-the-art response for people aging with disabilities through an innovative aging environment and reconfiguration plan

Psychological and Behavioral Support Services

- Ability Beyond Disability helps individuals with intellectual disabilities and mental illness to achieve optimal social and emotional health while fostering positive community involvement.
- Our expertise was developed when we began cognitive rehabilitation for individuals with brain injury – helping them learn and embrace coping skills that would allow them to re-enter the workplace and re-connect with their former lives. For those with a more severe injury we helped them create a new life with meaning and personal fulfillment in their own way.
- A trained and professional staff, under the direction of a certified, licensed psychologist, provides in-depth assessments and develop positive behavior plans that support each individual to become successfully integrated into the community.

School to Community Transitional Services

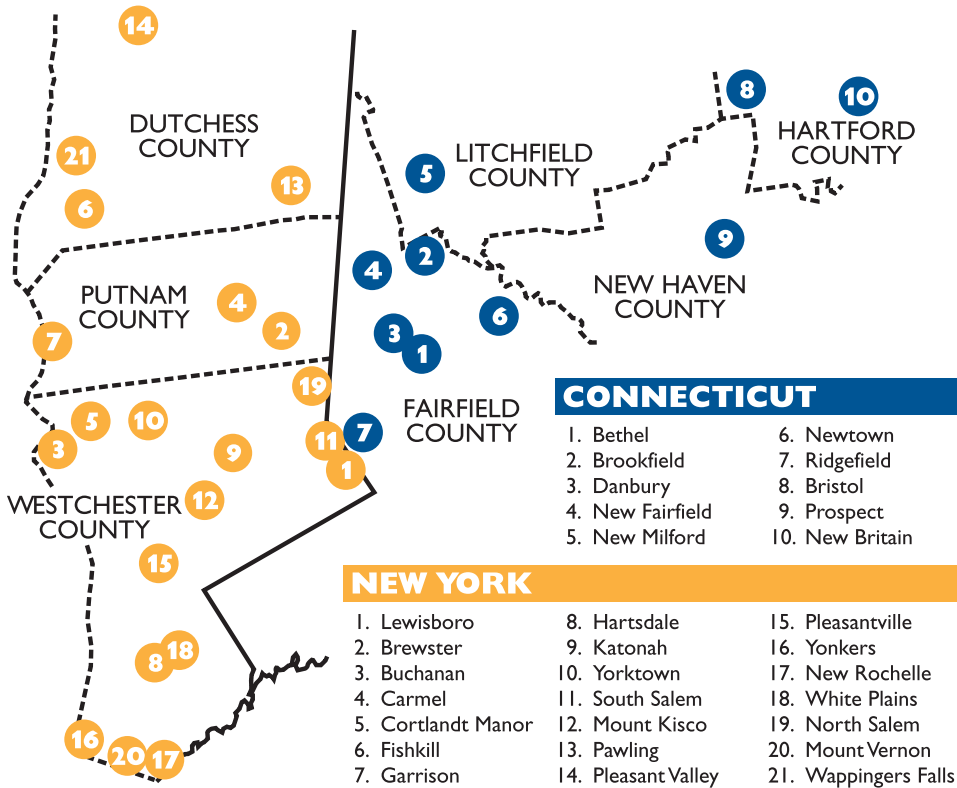
- Our School to Community Transitional Services help young adults with disabilities acquire the knowledge and skills necessary to find a rewarding career, manage their lives and fully participate in society.
- Our trained staff work with students, families and educators early on to assist them in preparing for their future. We work together to develop a plan for postsecondary education or vocational training, employment, independent living and community participation.

Service Coordination

Available in New York only, service coordinators help assist individuals and family members secure the range of services they need. Frequently, families who receive service coordination from us go on to choose us for services, as well.



ABILITY BEYOND DISABILITY SERVICE AREA



Why Raise Funds for Ability Beyond Disability?

How funds are used

Ability Beyond Disability is funded through a variety of programs administered by the states and federal government. These programs only fund direct service to an individual and frequently this is at a rate which is less than what it costs to provide the service. As a general rule, there is limited funding for capacity or infrastructure. Training programs, quality assurance efforts, community activities, and all the extras that make the difference between being institutionalized and participating in community life goes unfunded and relies on support from the community. Each year there is a need to raise in excess of \$1 million to offset these losses and develop additional services to ensure a quality of life and participation in the community for people with disabilities.

Ability Beyond Disability has voluntarily sought accreditation and review from the leading organization in the country – the Commission on Accreditation for Rehabilitation Facilities, as well as numerous state agencies which inspect and critique our programming. In all instances we have received consistently high marks for being a well-managed organization and innovative in our services approach. With a deliberately low overhead – 88 cents of every dollar goes directly to helping people with disabilities through our programs and services.

When raising funds, we appreciate the opportunity to use the funds raised wherever the need is greatest. We also recognize that there are donors who prefer to designate their contributions. This may be done by earmarking funds to any one of the comprehensive services we provide listed above. If you have any questions, please contact the Development Office at 203-826-3171 or visit our web site at www.abilitybeyonddisability.org

Headquartered at
The Leir Pavilion
4 Berkshire Boulevard, Bethel, Connecticut 06801
(888) 832-8247 • (203) 775-4700 • fax (203) 740-2636
www.abilitybeyonddisability.org

Guidelines for raising funds

The goal of a fundraiser is to augment Ability Beyond Disability's fundraising capacity. In order to keep its overhead costs low, Ability Beyond Disability has very real limits in its ability to use staff and monies for fundraising. The definition of a third party event is any fundraising activity by a group or individual where Ability Beyond Disability has no "fiduciary" responsibility and there is little or no staff involvement. The event sponsor is, therefore, responsible for the details of the event, including underwriting related costs, the planning and the organization of volunteers, if necessary.

Third party fundraising is a very necessary part of Ability Beyond Disability's fundraising strategy. Any third party events are very much appreciated as not only can they bring in additional funds but they can also increase community awareness of the unique qualities of Ability Beyond Disability.

The following are our policy and guidelines for hosting a third party event

- 1) All events must be consistent with the mission and values of Ability Beyond Disability.
- 2) All events and activities must be reviewed with the Development Office which will assess the details and specifics of your event, including whether there are other charitable organizations that may be included as beneficiaries from your event.
- 3) Ability Beyond Disability will approve all promotional materials, including but not limited to letters, brochures, flyers and press releases prior to production or distribution. The event will not be construed as an endorsement of any product, firm, organization, individual or service.
- 4) Ability Beyond Disability will receive a list of potential sponsors to ensure that there is minimal overlap with other Ability Beyond Disability events and/or fundraising activities which may be underway.
- 5) Event organizers are responsible for obtaining all permits especially those for raffles or games of chance.
- 6) Event organizers must obtain their own liability insurance to cover the event.

- 7) Ability Beyond Disability will receive the net proceeds from the event within 30 days. No costs will be assumed by Ability Beyond Disability. Ability Beyond Disability reserves the right to request a complete accounting of all funds collected.
- 8) Ability Beyond Disability reserves the right to cancel and disassociate from any event if, at any time, the activities undermine the mission.
- 9) The percentage of funds which goes to Ability Beyond Disability should follow the Better Business Bureau Guidelines.

How Ability Beyond Disability Can Help

- The Development Office of Ability Beyond Disability is available at any point throughout the planning of your event to provide advice and expertise.
- Ability Beyond Disability will provide a letter of support and copies of its tax-exempt status to assist you with its fundraising. These are also available on our website: www.abilitybeyonddisability.org
- Ability Beyond Disability can provide informational materials promoting the organization, its goals and accomplishments. This includes brochures, annual reports, copies of press releases, testimonials and, where possible, information that may be custom-tailored to your audience. Advance notice is requested. In addition, information is available on our web site, including an archive of press releases, testimonials, etc.
- Ability Beyond Disability management and Trustees can be available for your event, along with a speaker who has directly benefited from our services. Videos are also available.
- Ability Beyond Disability appreciates the opportunity to provide recognition and publicity after the event.

Tips for Success

Love Your Idea – Do something you love and are passionate about and it really will become a labor of love. Your enthusiasm will be contagious, which is essential for having a really great event.

Plan, Plan and Plan Some More – The devil is in the details. Make a game plan of what you want to do and have a checklist of what needs to be done. Refer to our checklist or develop your own. Good event planners live and die by their lists.

Recruit Lots of People to Help - The secret to success is a great committee. This is where your enthusiasm comes in. The more people you recruit, the easier the job because everyone will bring their friends. Remember the rule of thirds. Recruit many more people than you really need to get the job done because 1/3 will be extraordinary; 1/3 will do just what they need to and 1/3 will disappear once they said yes. It doesn't matter whom you recruit, it always works this way. And most importantly, love your volunteers, they are the key to your success. Thank them often and share your passion.

Set Your Goals – And make them realistic. How many people do you really think will attend? How much will they pay? And can you really get them there? Develop a budget, including revenues, expenses and what you think the net profit will be. There is a sample budget in this manual.

Who Will Come? – Know your audience. Who will you sell tickets to or invite to attend? Will you personally ask people? Know that mail only has a 2% return rate and people don't always RSVP. Do you have a core group you can count on – and can they help you build from there?

Ready, Shoot, Aim – Whoops! Schedule your event for a date and time when you are pretty sure your audience will come. Look at other events or parties like yours around the same time. Then set your date and stick with it. Nothing is more confusing than a moving target.

Sell Your Passion and the Event – Promotion of your event is key. Start publicizing early and promote it every way you can: word of mouth; posters; e-mail; flyers; newspaper – any way you can think of. Be creative, share the excitement and promise something special.

It is a Fundraiser – Remember to collect and secure your money. Then send it to Ability Beyond Disability within 30 days. Thank the people who gave, however you want, by e-mail, or maybe a handwritten note. Next time they will be even more anxious to come, and maybe even to help.

Next Time – who knows, you might have so much success and fun you won't want to wait to do it again!

The Game Plan – A Template for Getting Things Done (and more than you may need...)

Six Weeks Before

- Choose Your Event
- Contact Ability Beyond Disability
- Recruit Your Committee
- Decide the Time and Place
- Make Up Your Budget
- Develop Your Checklist
- Prepare Your Publicity Plan
- Develop Your Guest List
- Recruit any Special Guests

Five Weeks Before

- Secure Permits
- Send Out Invitations
- Begin Your Publicity
- Recruit Volunteers
- Start Selling Tickets
- Obtain Underwriting

Four Weeks Before

- Plan Your Decorations
- Order Supplies
- Develop Your Floor Plan
- Order Your Food

Three Weeks Before

- Continue Publicity
- Recruit Attendees
- Sell More Tickets

Two Weeks Before

- Develop Your Program
- Set Up Registration Process
- Secure Prizes
- Arrange for Promotional Materials
- Increase Publicity

One Week Before - Finalize details

- Money Collection
- Site Plan
- Caterer
- Security
- Equipment
- Photographer
- Decorations
- Registration
- Security
- Clean-up

Three Days Before

- Do a Walk-Through

Day of Event

- Set Up Venue
- Review Your Checklist
- Rehearse Your Program
- Greet Your Guests
- Bask in the Glow

Day After Event

- Thank Your Volunteers
- Wrap-up Loose Ends

10 - 30 Days After Event

- Present Your Check to Ability Beyond Disability

Sample Budget

Expenses:	Cost of Venue	\$ _____
	Food & Beverage	\$ _____
	Printing & Signage	\$ _____
	Prizes & Give-Away Items	\$ _____
	Other	\$ _____
	TOTAL	\$ _____
Revenue	Underwriting	\$ _____
	Ticket Sales (1)	\$ _____
	Sponsorships	\$ _____
	Donations	\$ _____
	In-Kind	\$ _____
	Other	\$ _____
	TOTAL	\$ _____

(1) Prepare a table that shows numbers of tickets sold by the price of each ticket to get an estimate of what your proceeds will be.

Thank You!

Thank you for considering doing a special fundraiser. While there is a lot of information here, remember, the easiest way to begin is by doing something you love and sharing it with friends. Whether it is a simple dinner at home for friends and asking them to contribute what they might have done if you all went out to eat – or a concert at your local beach or park – the main reason to do this is because you want to help make a difference in the lives of people with disabilities.

Ability Beyond Disability is here to provide guidance. And we appreciate you are here to make a difference.

Have fun --- and good luck!

Appendix 1

Fundraising Ideas – Ways to make a difference from A to Z

- A:** A-thons – Walking, Spinning, Skiing, Biking; Anniversary Celebrations; Auctions – on-line or up front and personal.
- B:** Bake sales; Bunko parties; Bingo; Basketball or Baseball Games; Book Sales; Bar Mitzvah's
- C:** Car Washes; Cheese Tasting; Caroling; Collector's Night; Cookie Exchange; Craft Sale; Carnival; Costume Party; Celebrity Luncheon; Caged for a Cause; Concerts
- D:** Dinner Dance; Dress Down Day; Dog's Night Out; Designer Showcase for home or fashion; Dinner Parties
- E:** Egg Hunt; Exchanges (recipes, clothes, jewelry, sports memorabilia); Expert Workshop
- F:** Fifties Fun; Fifty-fifty Raffle; Fund Fest; Fun Runs; Fairs; Frisbee Contests; Fishing Excursion; Fashion Shows
- G:** Giving Circle; Gift Wrap for Charity; Girl's Night Out; Guy's Night Out; Game Night; Golfing with Friends; Guess how many
- H:** Halloween Party; Hair Cuts for Charity; Home Showcase; Hang Gliding; Hockey Tournament; Hiking
- I:** International Theme Parties; Indoor Games; Ice Games; Ice Sculpting; Ice Cream Socials
- J:** Jog for a Cause; Jump rope; Juggling Contest; Jazz Night
- K:** Kite Flying; Karaoke Night; Knit-a-thon; King for a Day
- L:** Lunch; Line Dancing; Latin Fest
- M:** Marathons; Music Festivals or Concerts ; Memorial Gifts; Movie Nights at home; Movie Theatre Events; Murder Mystery Game
- N:** National Day Celebrations; New Year's Eve Resolutions; Negativity Jars
- O:** On-line Auction; Office Shenanigans; Olympic Games
- P:** Picnics; Pancake Breakfasts; Picture Contests; Plant Sales; Phon-A-Thons; Penny Wars
- Q:** Quarter Drive; Quiz Night; Quiet Contest; Quit your Vice; Oatmeal Party
- R:** Read-a-thon; Races; Rallies
- S:** Silent Auction; Sporting Contests; Scavenger Hunts; Social Hours; Show & Tell; Sing-along; Sixties Memory Games; Spa Day
- T:** Talent Shows; Tug-of-Wars; Tribute Gifts; Taste of a Country or Region; Tag Sales
- U:** Unveil a prize; Unearth a Treasure; Uncover a Secret
- V:** Variety Show; Video Games; Valentine's Day Party; Voting Contest
- W:** Wine Tasting Party; Wellness Fair; Wheelbarrow Races; Wishing Well; Wedding Favors
- X:** Xylophone Competition; X-Box Competition
- Y:** Yoga in the Park; Yo-yo Contests; Youth Drives; Yummy Desserts Night
- Z:** Zany Jokes Contest; Zesty Dinner Competition

Have a different idea? Not sure how to make it work? Talk to your friends or call and brainstorm. You can always call Ability Beyond Disability for guidance, too.

Appendix 2

Special Days and Months to Build Your Event Around

January

- National Eye Care Month
- National Hobby Month
- National Soup Month
- National Staying Health Month
- National Thank You Month
- National Oatmeal Month

February

- American Health Month
- American History Month
- Black History Month
- International Friendship Month
- National Cherry Month
- National Embroidery Month
- National Grapefruit Month
- National Snack Food Month
- National Wild Bird Feeding Month
- Responsible Pet Owners' Month

March

- Music in our Schools Month
- National Craft Month
- National Frozen Food Month
- National Noodle Month
- National Nutrition Month
- Woman's History Month
- Youth Art Month

April

- Autism Awareness Month
- International Guitar Month
- Keep American Beautiful Month
- National Child Abuse Prevention Month
- National Frog Month
- National Garden Month
- National Humor Month
- National Mathematics Education Month
- National Poetry Month
- Stress Awareness Month

May

- American Bike Month

- Asparagus Month
- Asthma & Allergy Awareness Month
- Better Hearing and Speech Month
- Flower Month
- National Bar-B-Que Month
- National Egg Month
- National Duckling Month
- National Hamburger Month
- National Mental Health Month
- National Salad Month
- National Photo Month
- National Physical Fitness and Sports Month
- Older Americans Month
- Transportation Month

June

- Dairy Month
- Great Outdoors Month
- National Adopt a Cat Month
- National Drive Safe Month
- National Fresh Fruit and Vegetable Month
- National Iced Tea month
- National Rose Month
- National Safety Month
- National Tennis Month
- Turkey Lovers Month
- Zoo and Aquarium Month

July

- Anti-Boredom Month
- National Baked Bean Month
- National Blueberry Month
- National Hot Dog Month
- National Ice Cream Month
- National Picnic Month
- National Recreation Month

August

- American Artist Appreciation Month
- Foot Health Month
- Home Business Month
- National Catfish Month
- National Golf Month
- National Inventors Month
- National Water Quality Month

September

- Baby Safety Month
- Better Breakfast Month
- Cable TV Month
- Children's Eye Health and Safety Month
- Classical Music Month
- Library Card Sign-Up Month
- National Courtesy Month
- National Piano Month
- National Sewing Month
- Read A New Book Month
- Women of Achievement Month

October

- Adopt-An-Animal-Shelter Month
- Computer Learning Month
- Family History Month
- National Apple Month
- National Clock Month
- National Disabilities Employment Awareness Month
- National Pizza Month
- National Popcorn Popping Month
- National Roller Skating Month
- Polish American History Month
- National Stamp Collecting Month

November

- Aviation Month
- Child Safety and Protection Month
- Good Nutrition Month
- International Drum Monty
- National Adoption Month
- National Epilepsy Month
- National Model Railroad Month
- Peanut Better Lover's Month

December

- Hi Neighbor Month
- National Stress Free Family Holiday Month
- Safe Toy and Gift Month
- Universal Human Rights Month
- Write to a Friend Month