



UNA-UK

# Fundraising pack



[una.org.uk](http://una.org.uk)

# We need your help

The world is in deep trouble. Leaders are forgetting the lessons of two world wars and reverting to narrow, nationalistic policies that are driving communities apart.

We believe in cooperation. If we are to have any hope of solving the challenges we face, we have to work together.



We want to see a world where global citizens are empowered to hold their governments to account, where countries work together for the good of people everywhere and where the UK lives up to its role on the world stage.

## Fundraise for us

We hope this toolkit will give you lots of inspiration and advice on how to make your voice heard and support our mission. Remember, fundraising should be fun!

We've suggested some ideas including a UN quiz, fundraising dinner and raffle. Let us know what you're planning and we'll do what we can to help. Get in touch on +44 (0)20 7766 3454 or at [hart@una.org.uk](mailto:hart@una.org.uk).

**Thank you for supporting our mission.**

## Every pound helps us

**UNA-UK is the UK's only charity devoted to building support for an effective United Nations.**

Whether it's £10 or £1,000, your money helps us every day in our mission to:

- Make the case for international cooperation in the UK
- Campaign for the UK to live up to its international obligations
- Help schools teach about global issues
- Equip local groups to take action in their communities
- Brief journalists reporting on the UN
- Support UN activists on campuses across the country

### **What have we achieved so far?**

With the help of our members and supporters, together we've campaigned successfully for international arms control treaties, for more British peacekeepers, for children to learn about the UN at school and for greater transparency in UN appointment processes.

With you alongside side us, we can continue to equip people with the knowledge and resources they need to drive our work forward.

To find out more about UNA-UK's current campaigns, go to [una.org.uk](http://una.org.uk)



## What's in your fundraising pack?

Whatever your style, there are plenty of ways you can raise money. From simply collecting change to holding a dinner party or running a marathon, there is always something to do.

Over the next few pages, we've given you some ideas and examples on how to raise money. Choose a method of fundraising that suits you. Make sure it's something you enjoy doing. The more fun it is, the more money you'll raise!

<b>Hold a UN quiz night .....</b>	<b>5</b>
<b>Put on a fundraising dinner .....</b>	<b>8</b>
<b>Organise a raffle .....</b>	<b>9</b>
<b>Tips &amp; advice .....</b>	<b>10</b>
<b>Safety &amp; legal checklist .....</b>	<b>11</b>
<b>After your event or activity .....</b>	<b>12</b>

# Hold a UN quiz night

Here's how you can organise a UN quiz at your local pub, university or community centre:

## 1. Choose a venue and a date

Rent a room at your university or local community centre, church hall or a few tables at your local pub.

## 2. Decide on a prize for the winning team

This could be either a bottle of wine, a gift card or something else of your choice.

## 3. Decide on an entrance fee

We advise charging a fee of at least £5 entry to cover any costs for the prize. And most importantly, you want to raise money, so make sure you focus on the fundraising.

## 4. Spread the word

Publicise the time and location using leaflets, in your local newspaper or for free on social media. You can post flyers and posters in your local community shops and public spaces. Coffee shops, schools and churches often allow you to put flyers up.

## 5. Print out the materials (on the day)

Make sure you've got all the materials to hand and remember to keep the answer sheet close by. No cheating allowed!

## 6. Quiz time!

Remember to choose a quiz master and read out questions in batches of 4. Take photos and announce the winners on Twitter. Remember to mention @unauk and we'll retweet you!

If you'd like to use our full quiz, including picture and flag rounds, go to [www.una.org.uk/hold-un-quiz-night](http://www.una.org.uk/hold-un-quiz-night)

## UNA-UK's UN quiz

**Here are our suggestions for questions you can ask on your quiz night.  
Feel free to make up your own questions too.**

1. How many member states does the UN have today?
2. How many people does the UN provide food to (rounded to the nearest million)?
3. Name the 'principal organs' of the UN as mentioned in the UN Charter.
4. Roughly how many dollars in humanitarian aid does the UN mobilise each year?
5. What international organisation was a precursor to the UN, and failed to prevent the Second World War?
6. On what date did the UN Charter enter into force?
7. How many UN member states were there when the UN was founded?
8. Who was the first person to lead the UN and where was he from?
9. Where were the first meetings of the UN General Assembly held?
10. How many times has the UK exercised its veto power in the UN Security Council?
11. How many refugees worldwide does the UN assist each year, rounded to the nearest million?
12. When is the international day of UN Peacekeepers?
13. On what day of the week does the UN GA begin its regular sessions annually?
14. Who is the current UK Permanent Representative to the UN?
15. Who is the current UN Secretary-General?
16. The UK contributes 705 UN peacekeepers, including police, soldiers and civilian experts. Name the two countries that host the most UK peacekeepers?
17. Two SGs have won Nobel Peace Prizes – name them!
18. How many times has the UN and its specialist agencies won the Nobel prize?
19. Only 3 women have been selected by states as UNGA president. Can you name the 3 countries they were from?
20. How many 'peacekeepers' operate currently, rounded to the nearest hundred thousand?
21. How is the seating order for member states determined in the UN General Assembly?
22. Whose speech to the General Assembly was paraphrased and set to music by Bob Marley?
23. How long is the UN's longest peacekeeping mission?
24. What's out of the ordinary about the sculpture of a gun outside the UN HQ building in New York?

## Answers:

1. The UN has now 193 member states.
2. The UN provides food to roughly 90M people each year (correct if answer is 10M above or below).
3. The organs are as follows: General Assembly, Security Council, Economic and Social Council (ECOSOC), International Court of Justice and Secretariat. The Trusteeship Council disbanded in 1994 so is not one of the main bodies of the UN anymore but is mentioned in the UN charter.
4. The UN mobilises \$12.5 billion in humanitarian aid (correct if answer is between £10 billion - £15 billion).
5. The League of Nations came before the UN.
6. The official UN Charter was ratified on the 24 Oct 1945.
7. 51 states are the original members of the UN.
8. The first person was Gladwyn Jebb (from Oct 1945 to Feb 1946) and he was from Britain.
9. The first meetings of UNGA were held at Westminster Central Hall (UNSC at Church House, Westminster).
10. The UK exercised its veto power in the UN Security Council on 29 occasions (and hasn't used it since 1989).
11. UN assists over 65M refugees and people fleeing war, famine or persecution (correct if answer is 10M above or below).
12. The International Day of UN Peacekeepers is on the 29th of May
13. Tuesday: UN GA regular sessions begin every year on the third Tuesday in September.
14. The current UK Perm Representative to the UN is Ambassador Matthew Rycroft.
15. Antonio Guterres (he is the 9th UNSG.)
16. Cyprus and South Sudan
17. Two SGs have won the Nobel prize: Kofi Annan and Dag Hammarskjöld
18. Within 70 years, the United Nations, its specialised agencies, related agencies, funds, programmes and staff were awarded the Nobel Peace Prize 11 times.
19. The women selected for UNGA presidency were from India, Bahrain and Liberia (Vijaya Lakshmi Pandit, Sheikha Haya Rashed Al Khalifa and Angie Elisabeth Brooks)
20. The UN works to keep peace with 120,000 peacekeepers across 4 continents.
21. In advance of the session the Secretary-General picks a name at random and they sit in the "first" seat at the front left of the Assembly. All other countries then sit in alphabetical order following that country. In the current session, the Czech Republic was picked to go in the first seat.
22. Emperor Haile Selassie of Ethiopia's speech to the 1963 General Assembly includes the line that "until the philosophy which holds one race superior and another inferior is finally and permanently discredited and abandoned... the African continent will not know peace" and forms the key refrain in Bob Marley's 1976 hit "war".
23. The UN's longest peacekeeping mission is in the Israeli occupied territories. 69 years and counting!
24. Swedish artist Carl Fredrik Reuterswärd designed the sculpture with a knotted barrel.

## Put on a fundraising dinner

Whether you're an individual, local UNA group, school or student, fundraising dinners are a tried and tested way to raise money. Whether you raise £50 or £250 we would be delighted to receive your donation.

### 1. Create a budget and set fundraising target

Decide how much you want to raise after costs have been deducted. Find out how much food, venue hire, and publicising the event will cost you.

### 2. Choose a venue

It could be at home, at a local place of worship, at a school or a community centre. Check to see if the venue has discounted rates and remember to check if they have a kitchen if you're going to cook!

### 3. Choose your food

Are you going to cook your own food or get a caterer? Remember, the more you spend on food, the more you'll have to charge on tickets to cover the costs.

### 4. Entertainment

Have you thought about wooing your guests with some entertainment? You could host a guest speaker or show a film. Remember, people love to do things for free too, so you could ask a local choir or band to come along to play.

### 5. Spread the word

If it's a private event, email people you know - friends, family, and colleagues. If you want to go public, you can post flyers and posters in your local community shops and public spaces. Coffee shops, schools and churches often allow you to put flyers up. Don't forget to share social media and remember to Tweet us @unauk.



## Organise a raffle

**A raffle is one of the easiest fundraising activities you can do. It can be added on to almost any event and is a great source of entertainment.**

### 1. Set your fundraising goal and plan your event

Raffle tickets are a great activity at any event. Decide how much you want to raise.

### 2. Decide on the price of a raffle ticket and prize

Ask your guests to bring a prize of their choice with them. This could be a bottle of wine, a box of chocolates or anything else indulgent. Make sure the ticket price is high enough to reach the amount you want to raise and appealing enough for people to want to buy one or more. Remember, the more tickets you sell, the more you'll raise. You could also come up with a small second and third prize.

### 3. Buy your raffle tickets

Get prepared. Make sure you have enough raffle tickets. It makes sense to get your hands on more rather than less. [Here's an example of where you can find them.](#)

### 4. Get creative

You can display your raffle prizes on a table to get people excited and present the amount you've raised on a display board at the event. Remember you'll need to sell tickets on the night too.

### 5. Announce the winners

Declaring the winner at the end of the event is a great highlight. Reveal the winner and any smaller prizes to the second and third place. Use this chance to say how the money raised will support UNA-UK's work (found on page 3) and thank everyone who joined the raffle.

## Fundraising tips & advice

If you're holding an event or taking part in a challenge, why not tell your local press about it or get on social media? You'll raise awareness of the cause and encourage more people to get involved.

### Contact your local Media

Write a short account of your event or news, including what you're doing, when, where and why. You can email or post your press release to your local newspaper or radio station. You can find most local press on [www.mediauk.com/](http://www.mediauk.com/)

### Create a buzz on social media

Use Facebook and social media to publicise your event or activity. Create a hashtag for Twitter that is easy to use and communicates your fundraising message clearly. Remember to tweet @unauk and on facebook.com/UNAUK

### Blog it

Create a blog where you can share your fundraising journey. You can use this as a reference point on social media to account for what you've been doing.

### Promote it

Create a buzz on social media using Twitter or Facebook, we'll retweet you! If you're not a fan of technology, why not distribute leaflets or advertise your event or activity in your local newspaper?



@unauk



/UNA-UK

### Fundraise online

If you want to fundraise online, get in touch with us on +44 (0)20 7766 3454 or at [hart@una.org.uk](mailto:hart@una.org.uk)



## **Safety & legal checklist (and other information)**

**When planning your event, please remember the following:**

### **In aid of**

Any promotional material must say that the event is in aid of UNA-UK (United Nations Association - UK) and display our charity number: 1146016.

### **Venue accessibility**

If you're organising an event, make sure you have thought about suitable for disabled guests.

### **Insurance and licenses**

UNA-UK cannot provide insurance for your fundraising activities and events. Make sure you find out if you need any special licenses e.g. if selling alcohol. If you're holding a raffle or lottery, then remember to check the Gambling Commission website *gamblingcommission.gov.uk* for rules and regulations.

### **Handling cash**

Try to minimise handling cash as much where possible. Deposit cash received as soon as possible after the event into UNA-UK's bank account. Details available on request. To protect you cash must be collected, counted and recorded by two unrelated individuals, wherever possible. UNA-UK does not accept cash but you can transfer donations to UNA-UK by any electronic means and cheque.

### **First aid**

If you're running a public event then make sure you have a first aider present.

### **How your donation is used**

Please note that UNA-UK will use your donation to support its charitable purposes.

## After your fundraising event or activity

**When you've completed your fundraising challenge, you can send the money you've raised to us in a variety of ways.**

Please note that UNA-UK does not accept cash but can receive payments in the following ways:

### Online

If you'd like to pay us via our website, visit [una.org.uk/donate](http://una.org.uk/donate).

### Cheque

Sending us a cheque is an easy way to show us how much money you've raised. Make your cheque payable to UNA-UK and send to:

UNA-UK  
3 Whitehall Court  
London  
SW1A 2EL

Please include a letter or note telling us about your fundraising adventure and letting us know it's a donation to UNA-UK.

### Over the phone

If you'd rather call us and pay over the phone, call us on +44 (0)20 7766 3454.

### Tell us about it

We'd love you to get in touch after your event to let us know how it went. Remember to send over any photos, videos, write-ups too! Email us at [hart@una.org.uk](mailto:hart@una.org.uk).



## Thank you from everyone at UNA-UK

**We hope your fundraising challenge or event is a grand success and that you have had fun raising funds for UNA-UK!**

We would love to hear from you, so please email us with your photos to let us know how you got on at [hart@una.org.uk](mailto:hart@una.org.uk).

### **Stuck for ideas?**

If you're looking for other ways to fundraise, get in touch with us on +44 (0)20 7766 3454 or email [hart@una.org.uk](mailto:hart@una.org.uk).

