

Kicks4Kids Kickball Tournament

Benefiting the Tri Sigma Foundation

Local Fundraiser

How-to-Guide

Learn:

Determine how you would like to allocate the funds raised. Remember Unrestricted dollars allow the Foundation to fulfill areas of Greatest Need. Share your vision of the event with your philanthropy committee and Executive Board.

Lead:

Choose date, time and location for your Kicks4Kids tournament.

Reach out to committee and chapter for volunteers to promote the tournament and recruit kickball teams. Consider additional support needed from advisors, alumnae and campus organizations for teams, donations or sponsorships.

Give:

Celebrate the success of your fundraiser by sending thank you notes to all your key supporters.

Share how much your donated via social media or campus/local newspaper. Check with Treasurer to ensure donation to Foundation is submitted via BillHighway.

Supplies Needed

Baseball/Softball Field

Referees

Printer for flyers/packets

Folding Table

Bottled Water

Prize for winning team

Go the Extra Mile!

Option 1:

Encourage the chapter to get to know other organizations by adding 1-2 Tri Sigma chapter members among each kickball team. Members would have the opportunity to build new friendships and raise awareness for the Foundation.

Find our
Event Planning Pack
on the Foundation website as
additional planning resource.

• *lead* •

Planning Timeline

5 Weeks Prior

- Reserve the field
- Secure sponsorships (if desired)
- Create kickball team packets
- Share date of event on university student activities calendar
- Promote fundraiser
- Educate chapter on Tri Sigma Foundation mission.

4 Weeks Prior

- Collect team packets and money
- Secure prizes or order trophies/plaques for winning team(s)
- Find referees for tournament

3 Weeks Prior (add-ons)

- Book DJ for live music at/after tournament.
- Order event t-shirts for chapter members/team participants
- Plan for games/activities to host between kickball games

2 Weeks Prior

- Ensure all teams have paid
- Create and share the chapter member schedule for event

1 Week Prior

- Purchase final supplies
- Email reminder to all teams about final details

Post Event

- Follow-up with Treasurer to ensure Foundation donation is made via BillHighway. Find the necessary form on the Foundation website.
- Submit your fundraiser photos to foundation@trisigma.org
- Share a recap of the event via your chapter social media or campus newspaper.

Questions? Email Desiree at dpaulhamus@trisigma.org.

Go the Extra Mile!

Option 2:

Invite community groups and local business to participate in the tournament. Expanding beyond campus would allow alumnae to form teams. You may also consider giving a complimentary team to businesses who provide a sponsorship for the tournament.

**TRI SIGMA
FOUNDATION**
learn • lead • give

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