



HOW TO CONNECT WITH A LOCAL CHARITY

1. Identify what kind of program you would like to run;

- Surf for Life
 SurfGroms
 Surfing day/experience
 Other_____

2. Identify how the program will be funded;

- Charity funded
 Self-funded
 Surf for Life funding (if suitable)
- Combination
 Other_____

3. Identify a few charities that you think may be suitable for the program you want to run, local is often easier to co-ordinate, so start with local charities in your area (google search)

| Charity name | Contact details | Suitable for program* |
|--------------|-----------------|-----------------------|
| | | Y / N |
| | | Y / N |
| | | Y / N |

**Ensure charities match with the program you would like to run (i.e. If you want to run a SurfGroms program - ensure charity caters to 5-12 year old's, Surf for Life - ensure charity meets requirements)*

4. Research your chosen charity before contacting them – they are often low on staff and time so the more organised you come across the more appealing it will be for them to collaborate with you. Go to their website or google search them for more information on the following;

Charity caters primarily to who? _____

Charity mission statement? _____

Why would they be a great match for your program? _____

What benefit would it bring the proposed participants? _____

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5. Identify your ideal program specifics, limitations and other details to provide on initial contact;

- Date: _____ Location: _____ # of participants: _____
 Program length/times: _____ Costs (if applicable): _____

6. Contact the charity.

If they are NOT a good fit or interested

- Ensure you are clear on why they weren't interested _____
- Go back to identifying charities (step 3)

If they ARE a good fit and are interested

- Follow up with an email including all the information they will need and specify a follow up date
- Ensure you follow up within an appropriate time frame (in a polite and assertive manner)
- Ask if there is anything you can assist the charity in to lock in program

7. Finalise the program

- Ensure all documents required are provided to the charity Complete your documentation
- Gather contact details for any other required parties Ensure coaches are aware
- Compile all the completed paperwork Confirm program with participants
- Share the stoke