



## 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