



*Teacher's notes: This pack has been designed to help guide you and your students through the KS4 Citizenship unit – 'Planning a community event'. Students will learn about the different projects that The Thai Children's Trust supports. There is a weekly planning sheet for action to be taken to ensure smooth running and planning of your event. Links have been provided in order to assist with advertising your event. A fundraising pack is also available by [contacting us](#).*

### Objectives

- To understand the process of planning a community event.
- To identify personal skills and knowledge
- To work collaboratively and to agree roles and responsibilities

### Introduction.

Inform students that this module will involve them planning an event in order to fundraise and raise awareness of the work of The Thai Children's trust.

Please follow weekly plan below.

Week	Action to be taken
<p>Week 1</p> <p>Learn about the charity</p>	<p>Have each team to research the work of the trust, noting key features. Direct students to:</p> <p><a href="http://www.thaichildrenstrust.org.uk/howeare">http://www.thaichildrenstrust.org.uk/howeare</a></p> <p>Delegate a person to request a fundraising pack, posters and collection boxes. Another delegated person to keep us up to date with information by e mailing <a href="mailto:schools@thaichildrenstrust.org.uk">schools@thaichildrenstrust.org.uk</a></p>
<p>Week 2</p> <p>Establish event, venue, time and date!</p>	<p>Class read through the fundraising pack. Choose an event from our ideas sheet</p> <p>Have students in groups brainstorm on a large piece of paper any ideas they have for an event. Prompt students to think about their own knowledge and skills – Is any member of the group particularly talented? Can this be utilized in some way? Do any students have any links with members of the community that can help?</p> <p>Agree a suitable time and date for your event by liaising with the venue.</p> <p>(an event based at school may be the easiest)</p>
<p>Week 3</p> <p>Advertise!</p>	<p>Recap progress from previous week.</p> <p>Have students make their own homepage and allow others to see what events they are planning and allow donations to be given at <a href="http://www.justgiving.org">www.justgiving.org</a></p> <p>Contact your local paper to advertise your event and don't forget to let us know! <a href="mailto:schools@thaichildrenstrust.org.uk">schools@thaichildrenstrust.org.uk</a></p> <p>Distribute posters and flyers remembering points to include: <u>Who are you?</u> <u>What</u> you are doing? <u>Who</u> is taking part? <u>When</u> it is happening? <u>Where</u> it is happening? <u>Why</u> it is going to be so much fun!</p> <p><u>Why</u> it is important? People must be told its taking place in aid of the Thai Children's Trust.</p>
<p>Week 4</p> <p>Plan ahead!</p>	<p>Think about what may be needed for the event and delegate jobs. For example: a person responsible for selling raffle tickets, a person on the door to collect entry fee, a person to speak about the charity.</p>

<p>Week 4</p> <p>Plan ahead!</p>	<p>Think about what may be needed for the event and delegate jobs. For example: a person responsible for selling raffle tickets, a person on the door to collect entry fee, a person to speak about the charity.</p> <p>Is the event clearly signed?</p> <p>Delegate an adult as a treasurer.</p> <p>Each person to agree their own roles and responsibilities by ensuring effective communication.</p>
<p>Week 5</p> <p>Hold your event</p>	<p>Stay safe, have fun and remember to thank people!</p> <ul style="list-style-type: none"> <li>• <b>Only get sponsored or collect money from those you know and trust.</b></li> <li>• <b>Make sure everyone coming or taking part in your event will be safe.</b></li> <li>• <b>Be safe about carrying money you have raised.</b></li> <li>• <b>Don't give out your phone number or address</b></li> <li>• <b>Don't collect money on the street</b></li> </ul> <p>Take photos and let us know how it went!</p>
<p>Week 6</p> <p>Make every penny count</p>	<p>Give yourselves a pat on the back! Review and discuss successes and things you would change if you did it again.</p> <p>As soon as you have finished fundraising please send us the money so we can say Thank you!</p> <p>The Thai Children's Trust, 124 north End House Fitzjames Avenue, London W14 0RZ</p>