

Citizenship and community

Fundraising: tutor notes on delivery

Certificate of Personal Effectiveness Levels 1 and 2

Challenge: 2B1

Challenge overview

Complete a period of community work, which includes:

- Careful preparation, so that your targets clearly show what you need to achieve.
- What support you will need.
- Following a plan to meet your targets.
- Keeping a record or diary of your experience.
- Writing a review or report on what you have learned.

This option focuses on planning and participating in a charity fundraising event. This fulfils the following option given in the student book:

- Help raise money for a good cause.

Key skills

- Working With Others
- Communication
- Improving own Learning and Performance
- Problem Solving

Objectives

Pupils will:

- Know what is expected of them, what they are doing and their limitations
- Know and understand how to record their progress
- Be able to assess their own progress and the skills they have learned
- Improve their interactive skills
- Improve their communication skills
- Complete their diaries or records will show how they dealt with any problems that came up
- Learn to cooperate with others
- Know how to plan and manage their time effectively
- Know how to self-evaluate their own performance
- Improve their report writing skills

The focus is on the planning and the process as well as the outcome. Make sure everything pupils do is recorded and the plans written down for evidence. These can then be used to write their report at the end. A diary or activity log also needs to be kept by each pupil.

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Activities

This challenge could be completed at school to raise money for charity. Pupils could raise money for a given charity as part of a national fundraising day, or decide on a local charity or cause.

Discuss the different possibilities to raise the most money and mind map on the board for them to copy. Different ideas could be organising a raffle or being sponsored to do something.

Whether they plan to raise money as a whole group, in pairs or individually they need to write down exactly what they plan to do and how they intend to do it. Pupils need to show their planning: what they plan to do, how they plan to do it, how they will promote it, who will be responsible for each task, etc.

If this challenge is being used to fulfil the CoPE skills unit Working with Others, pupils should use the CoPE Plan, Do, Review recording document for Working with Others. If working as part of a group, each pupil needs to be assigned an individual role and needs to keep a progress record of what they did and how they did it.

Pupils should keep a diary or activity log showing the tasks they carried out during the planning and preparation of the event/activity, as well as the event/activity itself.

The tutor could take photos of pupils undertaking their fundraising event/activity to be annotated and used as portfolio evidence.

Pupils should review their role in the success of the charity event or activity to raise money. This could be done as a written report using the sub-headings:

- My planning and my aims
- My duties and responsibilities
- My involvement and what I did
- What I learnt from the experience
- A review of my performance

Outcomes

Pupils will:

- Have developed communication skills and gained awareness of the needs of others.
- Have developed planning and recording skills that will aid them across the curriculum.
- Be more aware of the needs of others less fortunate than themselves.
- Have demonstrated good decision-making skills and the ability to work with others.
- Show an understanding of opportunities and constraints, and find effective solutions to problems and challenges.

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Consider different ways you can raise money for a good cause.

Once you have completed this, produce a mind map detailing what would be involved with each idea. You will need to consider materials, resources, health and safety, who else needs to be involved, how you would collect the money, etc.

Ways to raise money

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 What is your preferred charity to support?

 Why have you chosen this charity?

 List your three preferred ways of raising money

1

2

3

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Once you have chosen how you will raise money, explain step-by-step what you will need to do to make your project work.

Step-by-step action plan

1

2

3

4

5

6

7

8

9

10

11

12

You will need to consider materials, time, advertising and group responsibilities (if appropriate) in the tables on the following pages.

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Materials list

Member of group Responsibilities

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Evidence checklist

Evidence that I can plan and participate in an event or activity to raise money for a good cause.

Tick the box when you have completed each task and gathered evidence		✓
The charity we decided to raise money for:		<input type="checkbox"/>
We decided to raise money: (choose one) <ul style="list-style-type: none">• as a group• in pairs• individually		<input type="checkbox"/>
The way we decided to raise money:		<input type="checkbox"/>
My role in the project:		<input type="checkbox"/>
I have included a diary of what I did and any other evidence in my portfolio.	Portfolio reference:	<input type="checkbox"/>
Learner signature:	Date:	
Tutor signature:	Date:	

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Evidence checklist

Evidence that I can write about a project I have been involved in.

Tick the box when you have completed each task and gathered evidence	✓
The project I was involved in:	<input type="checkbox"/>
The aims of the project:	<input type="checkbox"/>
The other people involved:	<input type="checkbox"/>
The tasks that I completed:	<input type="checkbox"/>
The things that I have achieved from this experience:	<input type="checkbox"/>
The problems we had and how we solved them:	<input type="checkbox"/>

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Evidence checklist (continued)

Evidence that I can write about a project I have been involved in.

Tick the box when you have completed each task and gathered evidence



The conclusions I came to were:

Tutor comment:

I have included any other evidence in my portfolio.

Portfolio reference:

Learner signature:

Date:

Tutor signature:

Date: