

DEPARTMENT FUNDRAISING GUIDE



The most successful teams are teams that fundraise together. This guide is specific to fill-the-boot type fundraisers that departments can host in their communities, at sporting events, coffee shops, and the most popular location - grocery stores! Use this guide as a resource to launch your department fundraising and help get us one step closer to cancer cures.

FUNDRAISING EVENT CHECKLIST

- Get your department together, secure permission from department leadership, and select a date
- Contact the store / location where you will be hosting your fundraiser to secure necessary permissions and confirm any guidelines or pre-event requirements.
- Order [Fundraising Materials](#) (Plan ahead - delivery could take up to 2 weeks)
- [Contact Us!](#) Let us know Who, What, When, and Where! We would love to promote your event and even attend if possible.
- (Optional) Rent or borrow a stair climber machine or stepmill. Arrange for safe transport to/from the event. Secure SCBA packs and bottles for your event so people can climb on-air.
- Wear your turnouts! Teams see greater fundraising outcomes when they are in full turnout.
- Start Fundraising! If you are climbing, rotate who is on the stair climber while the crew holds the boot and solicits donations. Be visible, and stay active.

SECURING DONATIONS

CASH & CHECKS

Checks can be mailed directly to the Leukemia & Lymphoma Society. Please have donors include 'FFSC' and the fundraising event or participant name in the memo line, and address all checks to:

Leukemia & Lymphoma Society
Attn: LLS Firefighter Stairclimb
P.O Box 102488
Pasadena, CA 98118g-2488

Cash from fundraising events can be consolidated into a cashiers check and turned in with the donation submission form, breaking down the amount each participant will receive from the sum of the gift.

[Contact us](#) for more information on submitting offline donations.

If you're local, both cash and checks can also be dropped off at our Seattle Office.

Please accompany all check & cash donations with a [Fund Submission Form](#)

ONLINE GIVING

There are multiple resources available to you and your team to make soliciting gifts easy for any donor. Don't have cash? [Follow this guide](#) and learn how to customize and share your Participant Fundraising Page. You can also use a QR code linked to your page or Venmo donations.

Website: FirefighterStairclimb.org
Email: FirefighterStairclimb@lls.org
Phone: 206.628.0777
Fax: 206.292.9791

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