



WE DISCOVER, WE GROW

Girlguiding



Bingo

Resources available:

- Bingo poster
- Amend and send email
- Bingo caller card
- Standard bingo cards and grid
- Badge bingo cards and grid
- Kit list

Bingo's easy and fun to play!

It appeals to all ages and you don't need much equipment.

Whether you're a first-time fundraiser or have organised lots of events before, we hope these bingo resources make it easy and quick for you to run your event.

If you have any suggestions or questions, you can contact the national fundraising team on supporters@girlguiding.org.uk or 020 7592 1821

Good luck and thank you

Getting ready



Pick your date

We recommend starting at least eight weeks in advance. This will give you ample time to find a venue, promote your date, get some helpers, including someone to do the bingo calling, and get your bingo kit together.

Decide on your format

Players could pay per bingo sheet (20p to £1 each) or pay to attend the evening and give each player one bingo card per round.



Promote your event

Put up posters, email your unit's contacts, post on social media and encourage people to spread the word. You can download editable posters from the Girlguiding website and you'll find a template email in the resources section.

Brush up your bingo lingo

Don't know your 'droopy drawers' from your 'garden gate'? You'll find a bingo caller card in the resources section.

Source some prizes

It's a fun night so you don't need anything too serious - chocolate bars or some guiding merchandise would do nicely. If you'd prefer to offer a few good prizes, you could create a league table for the night and give people points for lines and full houses.



Consider your decor

Do you want to decorate your venue? Perhaps your unit can help make bunting or you can buy branded balloons from girlguidingshop.org.uk

Prepare your bingo cards

You can print the Girlguiding number and/or badge cards, make your own, or buy pads of bingo cards quite cheaply online.

Prepare your bingo 'balls'

If you don't want to hire a bingo set, you can simply pull numbers and/or badges out of a hat. Download our complete grids and get guillotining.

Best practice



Bingo

! Gambling Commission rules
The maximum amount that a player may be charged is £8 per day. This includes entrance or participation fees.

! Counting money
Make sure there are two of you.

! Creating promotional materials
Be clear about how the money raised will be used. What's the unit's name? Is it going towards a girl's international trip? Are funds being split? Include that information on your posters or flyers.

! Holding a raffle
You can do this without a licence as long as you only sell tickets and announce winners at your event, not in advance. You'll find more detailed information on raffles in our fundraising toolkit.

! Choosing a venue
Check it's accessible and find out the capacity to make sure you don't have too many people there. Ask them about their licence. It's best practice to carry out a risk assessment - there's lots of guidance on our website.

! Offering alcoholic refreshments
If you're selling or providing alcohol, the relevant licences and permissions must be in place. Check with your venue to see what licence they have. And if you are selling alcohol, make sure age limits are adhered to.

Tips to top-up your total

- Hold a raffle
- Offer a cloakroom at 50p-£2 an item
- Sell refreshments
- Have a pay-to-attend format but let people buy extra cards for extra chances to win (though you may need lots of bingo cards for this)
- If the venue has a bar, ask if they'll donate a percentage of the profits

After the event



Bank your money

If you've raised the money to help a unit in your local area, bank the money raised with the unit so it can be noted as fundraising income in the unit's annual accounts. As you're probably aware, if you used unit funds to cover any costs, it's good to keep receipts for all costs to help with the unit's annual accounts.

If you've raised the money to help girls in guiding all across the country, please send a cheque payable to 'Girlguiding' to Fundraising, Girlguiding, 17-19 Buckingham Palace Road, London SW1W 0PT. You can download a paying-in form from our website.



Thank your helpers

Let everyone know how much they raised and how it will help. everyone who came along, your bingo caller, prize-donors, bunting-makers and anyone at your venue.

If you'd like a **thank you certificate**, email details to supporters@girlguiding.org.uk and we'll send you one to share with everyone who helped you.



Take a moment for you

It's fantastic you've held a fundraiser. Don't forget to congratulate yourself and enjoy your amazing achievement!

