



National Urea Cycle Disorders Foundation
families research education support ... Hope

Dear Potential Fundraiser,

You can help us in our mission to find a cure for Urea Cycle Disorders (UCDs) and support those affected by UCDs, by hosting a fundraiser in your community. Donated proceeds from the fundraiser will go to the National Urea Cycle Disorders Foundation.

We're here to help as best we can! Our fundraisers in a box include step-by-step instructions, ready-to-use logo files, and more. Your success is our success. How can we help you?

Thank you for considering hosting a local fundraiser benefitting the National Urea Cycle Disorders Foundation (NUCDF).

-Board and Staff of the NUCDF



How To Host a 5K Fundraiser

1. Gather Your Team and Set Goals

You should start by assembling a team of volunteers who will plan the 5K, market it, and coordinate on the event day.

Once you've gathered your team, it's time to think big picture. Meet to discuss your goals for the event and brainstorm some ideas to make your 5K a success.

2. Decide on the Details

Once you have a general vision for the event, you can begin figuring out the details. Some specifics you should decide on include:

- What the theme and name for the race should be
- How you will share information about the 5K
- What the entry fee will be for participants
- Where and when the event will take place
- How you will time the runners

4. Open Registration

It's smart to start promoting the 5K well before your chosen date and to offer an early-bird discount to encourage people to sign up right away. Early registrations can help you plan your event and get assurance that the 5K will be well-attended.

When a person registers for the event, make sure you have the participant sign a liability waiver and share sizing information for T-shirts or other swag you plan to give out. You should also give the participants their automatically assigned bib numbers at this time and provide confirmation of their registration. Don't overthink bib numbers. The first participant can get bib #1, the second gets bib #2, and so on. They just need a number to identify them.



5. Promote Your Fundraiser

Promoting your 5K is key to having a successful event that attracts plenty of participants. Take advantage of free methods of advertising as much as possible, like:

- Social media posts
- Word of mouth via family and friends
- Posters and flyers in public places

When posting printed ads, make sure to put signs or banners where it's legal to do so or get permission from private businesses to post a flyer on their window or bulletin board.

6. Plan for Race Day

As your event gets closer, your team should coordinate the details that will ensure your event goes smoothly. For example:

- Ordering shirts and awards (if you choose to do so)
- Getting signs printed
- Planning aid stations and recruiting medical professionals to be on-site
- Partnering with a vendor for portable restrooms
- Procuring trash cans and other items you'll need
- Coordinating security

The more details you can take care of in advance, the less stressful race day will be, and the more positive experience you'll be able to create for all your staff, volunteers, and participants.



7. Recruit Volunteers for Race Day

Nonprofit organizations rely on volunteers for all sorts of needs, including fundraising events. Chances are, your full-time staff can't be everywhere you need help on race day. Here is where volunteers can play a pivotal role. They can cover responsibilities like checking in attendees, handing out water bottles or swag, or directing parking, for example.

Start recruiting volunteers early so you can have time to go through your screening procedures and provide any training necessary to help volunteers do an excellent job. Remember, just like staff, volunteers will be the public face of your organization on race day, so you must partner with conscientious, trustworthy people.

8. Prepare for Racer and Volunteer Surveys

If your 5K is a success, you'll likely want to make it an annual event. It may seem too early to plan for next year when this year's event hasn't even occurred yet, but you can start creating surveys now to help you gain post-race insights from your participants that will help you plan for next year.

You should send out this survey to all your racers and volunteers within the week following the race, preferably within just a few days of the event. You can also take this opportunity to thank them for attending and invite them back next year. In your survey, ask participants what they liked and what they would have done differently. When responses start coming in, look for trends that help you make positive changes, so next year's 5K is even better.



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Logos Approved to Use



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How to Reach Us

Website: <http://www.nucdf.org>

Email: cureucd@nucdf.org

Facebook: <https://www.facebook.com/NUCDF>

Instagram: <https://www.instagram.com/cureucd/>

LinkedIn: <https://www.linkedin.com/company/nucdf/>