



## Step by Step Guide

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### Register to take part

- Register to participate in the draw at [www.smallcharitycardraw.co.uk](http://www.smallcharitycardraw.co.uk). You will be directly to register for the FSI community, within which you can register to take part in the car draw. It is free to register. Your organisation will need to be 100% not-for-profit with a raised voluntary income of less than £1.5 million to take part.
- You can participate online, offline (paper tickets) or both, just identify your preference in the registration.

### To take part online

- Once you have registered, within 48 hours, a 'buy tickets' button will be added to your charity's profile page on the FSI community.
- Send your charity page link ([www.thefsi.org/yourcharityname](http://www.thefsi.org/yourcharityname)) to your supporters and they will be able to buy tickets online to support your charity, simply by clicking the buy tickets now link and completing their details.
- You can find useful information about the Great Big small Charity Car Draw and tips to help you make the most out of the project at [www.smallcharitycardraw.co.uk](http://www.smallcharitycardraw.co.uk).

### To take part offline

- Once registered, the FSI will send you the number of paper tickets you requested and you can start selling them for £2 each.
- Make sure you fill in the information requested on the ticket stubs otherwise the ticket will be void.
- You can find useful information about the Great Big small Charity Car Draw, tips to help you make the most out of the project (including a form to help you keep track of your tickets) at [www.smallcharitycardraw.co.uk](http://www.smallcharitycardraw.co.uk).

### Promote your tickets to increase your fundraising

- Write a news story on your website and in your newsletter.
- Add a signature to the bottom of all emails that lets everyone know about the Great Big small Charity Car Draw and where they can buy a ticket.
- Set up a link to direct supporters across to buying the tickets through your charity profile page on the FSI website (if you are participating online).
- Send an email to volunteers and supporters (don't forget to tell them where they can buy tickets!).
- You can find useful information about the Great Big small Charity Car Draw, and more tips to help you make the most out of the project at [www.smallcharitycardraw.co.uk](http://www.smallcharitycardraw.co.uk).

### End of Draw

- On **6<sup>th</sup> September 2010** the draw closes and you must stop selling offline tickets. Online tickets will no longer be available to buy
- If you participated online, you don't need to do anything apart from stop advertising tickets.
- If you participated offline, you must send sold ticket stubs, money from ticket sales, unsold tickets and your returns form back to the FSI by **20<sup>th</sup> September 2010**. If you do not send these back your tickets will not be entered into the draw and the sales will be void.
- The draw will take place on **14th October 2010** at the FSI's Forum for small charities and the winner announced and contacted. The winning ticket number will also be placed on FSI website.
- By the end of November, the FSI will send donation cheques for 95.2% of ticket proceeds to the participating small charities, in direct proportion to the number of tickets each charity sold.

See Frequently Asked Questions to find out more here: [www.smallcharitycardraw.co.uk](http://www.smallcharitycardraw.co.uk).

The FSI. Registered Charity Number: 1123384.

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