**Take ACCTion Fundraising for ACCT UK Checklist**

Depending on whether you are choosing to fundraise for your 3\* or 4\* Community Engagement or for your Volunteering section of your DofE, the below checklist can be used to help you achieve your goals. The checklist covers ALL the things you can do to create a successful fundraiser but if you cannot complete all of them in the timeframe for your specific module then please just pick the ones you can. Please note that if you are undertaking a Gold DofE, the journey is still the same, but you will need to organise a series of events over a year or plan one larger event and go more in-depth/spend more time on each point.

**Thank you for choosing to Take ACCTion for ACCT UK**

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| **Activity** | **Potential sources of information and ideas** | **Evidence ideas** | **Completed** |
| **Find an Assessor** | Choose an assessor to sign off your work.  Agree with your assessor how you will provide your evidence in the event you are taking on the challenge for ACF Community Engagement. | * You will need a eDofE account and/or provide evidence for your CFAV assessor. Please do both if you are using this challenge to complete both at the same time! |  |
| **Pick a challenge**  Remember this is a group challenge!  Shortlist and decide on what event you want to organise e.g. Run, walk, quiz night, bake sale etc. and decide who do you want to recruit to take part. | You can get some ideas here <https://acctuk.org/get-involved/fundraising-ideas/>  Do you have any skills or hobbies you could utilise, such as music- get other musicians together and put on a performance. Could you arrange a 5 a side football game and charge for entry and take donations on the day?  Think about your wider community of cadets, family and friends. Are you part of a club or organisation that may wish to be involved? e.g. football club, swimming, dance. martial arts, golf or tennis.  Create a PowerPoint presentation to deliver about ACCT UK and the Take ACCTion challenge (see the assets link below to help you) and use that to recruit your team.  Download a [branded PowerPoint template](https://acctuk.org/wp-content/uploads/2025/05/Take-ACCTion-presentation-template.pptx)  Download an [information document about ACCT UK](https://acctuk.org/wp-content/uploads/2025/05/ACCT-UK-Who-we-are.docx) | * Take a photo of your research or add it as a word doc and upload it to eDofE and/or follow agreed evidence process. * Submit some of the ideas you come up with! * Upload your presentation to eDofE/follow agreed evidence process. |  |
| **Get Started** | Decide how you will fundraise, start by selecting the dates and times for your event. Speak to your detachment staff/DofE officer and find out if any paperwork needs completing! Work out what resources you will need and how you will get them e.g. Do you need to find and book a venue? Decide on a route? Create a letter or email asking local businesses for donations for prizes.  Start a file to keep track of all correspondence, paperwork and permissions.  Get permission forms signed where necessary for under-18s to take part in the event, for sharing of images and for how they will make it to and from the event (will they need to be picked up and dropped off by parents/carers, or has permission been given for them to travel independently)? | * Upload all documents to eDofE/ follow agreed evidence process. |  |
| **Get Fundraising!** | Set up your [Take ACCTion Enthuse Team page here](https://armycadets.enthuse.com/cf/takeacction) Not sure how? Download our [step-by-step guide here](https://acctuk.org/wp-content/uploads/2025/05/Enthuse-Page-set-up.docx).  Make sure everyone taking part in your event has the link to share on their socials and with their networks of friends and family!  Try to get a group picture of your team and use that on your fundraising page.  Personalise your message on your team page to encourage donations… if people understand why you are committed to our cause they will be more willing to support. | * Take a screengrab of your online donation page follow agreed evidence process. |  |
| **Create a Fundraising Event Plan**  A fundraising plan is a working document ie. You can change times, tasks and details as you progress so it’s always the most up to date version | Now you know what you want to do, and when, create an event plan to ensure success on the day(s).  Download [Guidelines for Fundraising Events](https://acctuk.org/wp-content/uploads/2025/05/Guidelines-for-Fundraising-Events.pdf)  Download an [Example Event plan](https://acctuk.org/wp-content/uploads/2025/05/Example-Event-Plan.docx)  The event plan is a great way to organise your thoughts, put a timetable in place to achieve your goals and make sure you don’t miss anything!  Talk about your plan with your assessor so they can help make sure all the key points are covered…. Such as…have all the volunteers to help your team confirmed they will be there, is the venue confirmed, the route agreed, have all requests for prizes gone out, what needs to be booked in or ordered? Do you need permissions for your fundraising i.e. for a supermarket collection? Have you completed your Risk Assessment..? If so, when will they need to be completed and so on. Your plan should be a step-by-step guide that you follow.  **Note** If you're planning on collecting on private property (like a supermarket or shopping centre) you must obtain written permission from the landowner/supermarket (an email is absolutely fine).  **Risk Assessments**  A [risk assessment template can be found here](https://acctuk.org/take-acction-fundraising-assets/), along with some information about how to fill one out and an example. As you are doing a group event you will need to fill one out! | * Upload your event plan and risk assessment |  |
| **Get Creative**  Start producing some materials that you can use to advertise your event and that you can share with your friends and family. | Templates, assets and information can be found on our website.  [Find assets to help you here](https://acctuk.org/take-acction-fundraising-assets/).  You can create posters, leaflets, videos, social media posts etc). Spread the word and make sure you’re giving regular updates on your fantastic work! | Upload anything you create to eDofE and/or follow agreed evidence process. |  |
| **Review your Progress**  Review your event plan. | Have you missed something? Are your timings still on schedule? Have a catch-up with your assessor and show them what you have done so far. Is there anything you are missing? Do they have any suggestions? Review how ticket sales are going, for example… have you sold the number you expected by this stage? Do you have all the prizes you require? Consider what you may need to adapt or change to achieve the desired result and then Take ACCTion! | Add a text entry into eDofE and/or follow agreed evidence process detailing what you have been up to this month. |  |
| **More Sharing**  ***Get Social***  ***Last Minute Check****-* With your event coming up double check EVERYTHING! | Keep promoting your event, do you have any real-life stories you can use to raise awareness? Are there any more promotional materials you can create?  Do you have a Detachment or County Facebook page you can use to raise awareness? Maybe even a detachment X (Twitter) account? Make sure you tag Army Cadet DofE and DofE into your posts, also tag ACCT UK!  Double check EVERYTHING! Double check your timings, logistics and resources – Have you got everything you need for the day?  Does everyone know what they are doing? Do a countdown for your fundraising event to build momentum! | * Add a video blog to to eDofE and/or follow agreed evidence process explaining how things are going * Add screen grabs of your social media posts. * Add a picture of your most recent copy of your Event Plan with everything accounted for |  |
| **The Big Day**  ***Celebrate!***  ***Thank you***  ***Well Done*** | Have a fantastic time running your event! Make sure you take lots of photos (as long as you have consent) and give updates during the day.  Share your success on social media, collect any outstanding donations, and be proud of what you have achieved! Maybe you could start producing an article or presentation about your event to share with the other cadets.  Make sure you take some time to thank those who have donated, as well as anyone who has provided additional support – detachment staff, helpers, local businesses, newspaper, etc. You could write them a letter, email or thank you card. As the organiser of the event, don’t forget to also thank your team!  Summarise your project, what went well, and what would you change for next time? Talk to your assessor about your successes and challenges, and ask them to complete your assessor report. Maybe share your experience with your fellow cadets. Well done on completing your volunteering/Community Engagement section! | * Upload any photos you have taken on the day   and screenshot anything shared on social media   * Share a screenshot of your donation page. * Add a copy of a thank you letter or a photo of a thank you card to eDofE and/or follow agreed evidence process. * Add a text box with a summary of your project. |  |