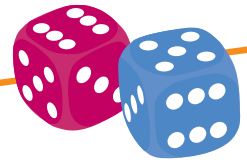




WE DISCOVER, WE GROW

Girlguiding



## Beetle drive

### Resources available:

- Beetle drive poster
- Amend and send invitation
- Example beetle sheet and how to play instructions
- Kit list

# Run a beetle drive!

Beetle is a fun and simple game of luck which can be turned into a beetle drive, a family friendly fundraiser.

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

If you have any suggestions or questions, you can contact the national fundraising team on [supporters@girlguiding.org.uk](mailto: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, and get your beetle drive kit together.

### Plan your format

Will you ask guests to pay to attend the evening, or to pay per round of beetle? Make sure you start the evening early enough to get in as many rounds as possible. Each game will take around 10 minutes, but you will need extra time for moving around and refreshment breaks.



### 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 and a template email from the resources section of this pack.

### Source some prizes

Beetle is a fun and simple game so you don't need anything too serious - chocolate bars or some guiding merchandise would do nicely. You might even want to consider a consolation prize for the lowest scorer of the night!



### Consider your decor

Do you want to decorate your venue? Perhaps your unit can help make beetle themed decorations or bunting, or you can buy branded balloons from [girlguidingshop.org.uk](http://girlguidingshop.org.uk)



## Collect your equipment

You'll need to make sure that you have a pencil for every player taking part and one die per table. You'll find instructions and beetle sheets for your players in this pack. Remember to print spares for any last-minute additions!

# Best practice



## Beetle drive

**! 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 that two unrelated people do the counting.

**! 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 in between rounds
- Offer a cloakroom at 50p-£2 an item
- Sell refreshments
- 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. Just search 'paying in form'.



## Thank your helpers

Let everyone know how much they raised and how it will help. Include everyone who came along, on the night helpers, prize-donors, bunting-makers and anyone at your venue.

You can request a thank you certificate online at [girlguiding.org.uk/thankyoucertificate](https://www.girlguiding.org.uk/thankyoucertificate)



## Take a moment for you

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



Send your beetle drive fundraiser tips to [supporters@girlguiding.org.uk](mailto:supporters@girlguiding.org.uk) so we can share them