# Tips for Teachers

Before the event:

- Create a singular fundraising page for the whole class. The link for this page can be generated into a QR code and put onto posters around the school, or the link can be shared to parents of the students.
- Permission slips are included in the fundraising hub. These may be useful for getting parental/guardian permission for students to take part in the weeks before the event.
- Provide the students with a handout (in the hub), this has prompts for sharing the fundraising page with friends and family they may find useful.
- Hold an information session ahead of the event and establish clear rules for conduct to clarify what behaviours will be tolerated on the night and which will not. You may wish to provide an outline of the events for the night; this will let students know what to expect also.
- Contact the fundraising team at COPE Galway if you feel there are other elements of the planning process not covered in the guide, and you need some additional supports!

During the event:

- Have a safe space for the permission slips to be kept, they also contain the emergency contact details for the parents/ guardians of the students.
- Do regular head counts and remain visible to students.
- Bring extra snacks just in case someone has forgotten theirs!
- You will need to have some degree of flexibility on the night, remember no matter how prepared you are, you'll need to expect the unexpected!
- You might appoint a student-led social media team who are tasked with the responsibility of capturing photographs on the night for the school's social media page, or communications site. Depending on permissions of your own school, they could be responsible for sharing live progress of the night on the school's social media page.
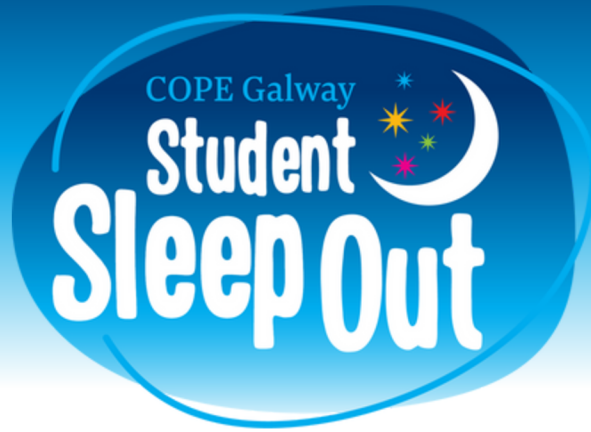
After the event:

- Let students share their experience with other people! This may be in the form of a group assembly with the other students in the school, it may be writing something up for the newsletter or a noticeboard. Empower students to encourage others to become agents of social action by giving them the opportunity to share with others the impact of this experience.
- Organise a cheque presentation with COPE Galway! We would love to get the opportunity to come and thank the students for their efforts and present them with a cheque for the funds raised.
- Reward your students. Organising and taking part in a student sleepout is an incredible achievement, and one the students should be proud of! Reward the students for their efforts with a moment of special recognition. This may be holding a pizza party, having a movie afternoon or create a 'memory wall' about the event.

Lodging Funds:

Online: Go to copegalway.ie/lodgefunds

Automatic transfer: Your fundraising page created from the funraisin portal will automatically transfer your funds to COPE Galway.

Bank Details:

Bank – Bank of Ireland

Branch – Eyre Square, Galway

Account – COPE Galway CLG

Sort Code – 90-38-16

Number – 39096396

IBAN – IE81BOFI90381639096296

BIC – BOFIIE2D

Reference name on the transaction. Send remittance information to donations@copegalway.ie

Collection Buckets:

Should be returned with security tags intact to COPE Galway head office at Calbro House, Tuam Road, Galway, H91 XR97. Our team will conduct a money count and let you know what was collected as quickly as possible.

Phone:

We can take donations over the phone. Give us a call on 091 778750 and a member of the fundraising team will be able to assist you. In the event that someone is not available, you can request a call back and a member of the team will be in touch as soon as possible.

Thank you for your support!