



## DAN Development Guide to Fund-raising

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## **Introduction**

### **What is DAN?**

Divers Alert Network is a 501(c)(3) non-profit member organization serving the recreational scuba diver in the interest of dive safety. DAN's mission includes emergency service, research, education, training, and outreach in the interest of dive safety.

### **Why do I want to give to DAN?**

DAN receives funds from three sources: membership fees, product/insurance sales, and private support. Though membership fees and product/insurance sales monies provide a large portion of DAN's operating budget, there are always more needs than these sources can supply. Your fundraiser can make a huge impact on all facets of the DAN mission of dive safety and help DAN meet needs in the area of research, program support, outreach, and assistance that otherwise might go unmet. You may designate your donation for a specific program or initiative however, an unrestricted gift can be used wherever the need is greatest. Unrestricted gifts allow DAN the most flexibility for the most pressing needs.

Current donor supported programs include:

- The DAN Endowment
- The Unrestricted Fund
- Recompression Chamber Assistance Program
- DAN Diver Identification System
- Project Dive Exploration
- DAN Research Internship Program
- Research Fund
- Oxygen Grant Program
- AED Matching Grant Program
- Divers Day Program
- Peter B. Bennett Research Fund

For current program details, go online to:  
[www.DiversAlertNetwork.org/development/designategift](http://www.DiversAlertNetwork.org/development/designategift).

## Choosing An Event

### Fund-raising Events

Divers are creative people. This is evident in the many different kinds of events used to raise money to support DAN that are fun, get people diving, and create a sense of allegiance with a dive shop or club. Holding a fund-raiser can be time consuming. However, shops and clubs who take the time to plan and organize their event end up having not only a successful event in terms of money raised, but also one where the hosts and the participants have a good time.

Many of these events are “contests” and have a set entrance fee. Divers are given prizes for the contest (donated by manufacturers) and/or assigned a number for which a prize is drawn. Raffles and 50/50 pots raise money while divers enjoy the day. Shops and clubs have been very imaginative about customizing these events, often including a cookout as an always-popular post-dive activity. Money raised through the entrance fee, raffle fees, half the pot, silent auctions, and other ideas are then given to DAN as the shop’s or club’s gift to DAN.

Other types of activities include marathon type events that require sponsors and still others take on a different format altogether. Meetings are a great way to socialize and to keep divers interested in the sport and to raise money. Below are some of the ideas we have come across, broken into groups of diving-related and non-diving-related events.

#### **Diving-Related Events:**

Underwater Pumpkin Carving Contest: Give prizes for best carvings as well as a drawing for the whole group.

Treasure Hunt: We have heard of egg hunts, chocolate lobster hunts, shell hunts, golf ball hunts and metal disk hunts, to name a few. The items to be found are usually numbered and hidden at a dive site where the divers hunt for them.

Trashfest: Underwater trash collecting is often combined with a scavenger hunt. Hide the prizes to be claimed among the trash they collect. Divers get prizes, you support DAN, and help the environment all at once!

Spearfishing Tournaments: Prizes for biggest fish or types of fish and drawings or raffles for the smaller prizes. Make sure to get current with local fishing regulations!

Underwater Monopoly®: People have been known to play for up to three days straight! This is done in teams, and each team gets a sponsorship package with which to seek supporters. Some dive shops and clubs make up their own playing materials or modify traditional Monopoly games for the underwater environment. Some have even made customized underwater Monopoly boards and sold the spots on the boards to local businesses to raise money.

Dive-a-thon: You could do this over a dive season and have each contestant secure his or her own sponsors that would pay out a certain amount for each dive. Biggest money earners get the biggest prizes, and it would encourage people to dive more during your season.

Dive for DAN Day: A very simple event. Have a certain dive charter be listed as a DAN Benefit Dive and all or a portion of the charter's proceeds would go to DAN.

### **Events Not Specifically Related to a Diving Activity:**

Percentage Donated from Store Sale: Many stores have an annual or biannual sale. Advertise your sale as a DAN benefit where a percentage of the sale income goes to DAN.

Raffle: Obtain a few prizes from manufacturers and raffle tickets for them. Local businesses may want to donate as well. This can be done alone or in combination with a trashfest, treasure hunt, or any underwater game.

Silent Auction: This tends to bring in more money than a raffle. Just display the items up for auction and let people place bids on them. Most silent auctions have a minimum bid depending on the value. Highest bidder wins the prize. This is also a good opportunity for dive stores to get rid of some backstock. This can also be done alone or in combination with a trashfest, treasure hunt, or any underwater game.

Cookouts: Lots of dive clubs and stores like to have a plain and simple barbecue. To raise money just charge a set fee and have drawings for prizes. Add a raffle or a silent auction!

Speaker Meetings and Seminars: Invite noted scuba personalities to give talks and seminars that encourage continuing education in diving or just have a great story to tell. DAN may be able to help arrange for DAN representatives to come and speak or help you find interesting speakers in your area.

Carnivals: Some very ambitious and large dive clubs and stores have even gotten together and contracted a carnival for their fund-raiser. This is great for the community and raises lots of money!

## **Great Ideas in Depth:**

**In the next few pages we have collected some sample rules and general information for you to use.**

These come from a variety of shops that have consented to let us put their ideas here for you to use.

Do you have another great idea? Let us know...we would like to add it to our list!

# Underwater Pumpkin Carving

Sources: Smith Diving, Minneapolis, Minn., and Tom's Scuba, Austin, Texas

1. Divers must dive with a buddy.
2. Divers must remain inside the area designated by dive flag buoys.
3. Divers must supply their own pumpkins and carving tools.
4. Pumpkins are to be opened and cleaned of all seeds and pulp before divers enter the water. This will help them to be less positively buoyant.
5. All other cutting of pumpkins and creative additions must be completed underwater.
6. All dive teams are to carry a plastic trash bag to capture and remove from the lake all parts and debris from their pumpkins.
7. All divers must exit the water with a minimum of 500 psi registering on their pressure gauges.
8. Divers will be required to report to the event dive leader upon entering and exiting the water.
9. Judging takes place after all entries are completed.
10. One pumpkin entry per dive team is allowed.

Quick Tips: Gut your pumpkin before you dive; it will be less buoyant. Draw the design the night before. A small dive knife is best.

# Treasure Hunt

Source: Discovery Diving, Beaufort, N.C.

1. The 2002 Treasure Hunt is scheduled for 2:00 pm Saturday, Oct. 12th.
2. All divers must register and check in at the Dive Shop no later than 12:00 p.m. on the day the Treasure Hunt.
3. Treasure Hunt registration is \$15 for divers (\$20 if you wait to register on the 20th) and \$5.00 for each guest who will be at the Food Feast/Pig Picking. We begin taking registrations by phone at 9am on September 1st. Emailed registrations will be added to the list at the end of the day provided they include a credit card number. Registrations must be pre-paid to hold your spot and are non-refundable. Even though you pre-register, you must check in at the shop and be present for the dive brief on Saturday morning to be eligible for prizes.
4. At check-in, you will receive an information package containing brochures from various manufacturers, the Treasure Hunt Rules, the Prize List, and your registration number.
5. A preliminary briefing will be conducted at the dive shop, at 12:15 p.m. All participating divers must be at this briefing which will cover location of dive, boundaries, shell registration procedures, time frame and shell color.
6. After the preliminary briefing divers head for the dive site to prepare for the Hunt. A dive/safety briefing will be given at the site and solo divers will be buddied-up.
7. If you take your own boat to the dive site please stay outside of the green day markers for safety reasons,.
8. Divers will enter the water upon a specified signal and have 45 minutes in which to find shells and register them with Treasure Hunt Officials. All participants must log their shell numbers with Treasure Hunt Officials at the dive site. Divers will keep their shells to trade for prizes.
9. Divers are limited to a maximum of 2 shells each. Please bring up only 2 shells. Let others find their own - that's half the fun. If you don't find a shell, don't give up. You will still have a chance to win.
10. After completing the dive and registering your shell numbers you may return to the dive shop to prepare your palate for the infamous Food Feast. Everyone must present a food ticket, given out at check in, in order to eat. Seconds will be available after everyone has gone through once. You will be called to eat by your registration number. Numbers 1-50 goes first, then 51-100 and so on. Early registration not only gets you a chance at leftover prizes but it also puts you at the front of the food line.
11. After appetites have been satisfied, the drawing for treasure will begin. You must be present to win. You may leave at anytime during the event but you forfeit any more chances to draw.

12. The order of drawing for prizes is determined by the number on your shells, registered at the dive site. Diver with shell #1 turns it in and draws first and so on. Each winner pulls a piece of paper from the treasure chest. The prize listed on that paper is the treasure he receives.
13. After all shell #'s that were found have been drawn, we start at the top of the registration list, and those treasure hunters without shells, draw one prize per person. Then we start at the top of the registration list and those die-hards still present and functioning, draw until all prizes are awarded or until everyone has had 3 chances to draw. Prizes remaining after 3 drawings will be awarded at future events.
14. All prizes awarded are final. The dive shop is not and cannot be responsible for items that do not fit or items, which the winner already owns. Bottom line, no exchanges, trade-ins, or refunds will be made the dive shop. Winners can exchange, trade or sell items among themselves during or after the event or may bring them to the Scuba and Water Stuff Swap Meet to be held the next day, Sunday the 13th, between 10 and 2 on the shop grounds.

**DIVE SAFE ~ ENJOY THE FOOD FEAST ~ COLLECT YOUR TREASURE  
~ GOOD LUCK ~**

# Trashfest

Source: Trashfest.org

Entry Fee - \$14 per person, team of 8 - \$105. Extra meal ticket \$9 each. Extra prize drawing tickets \$5 each or 5/\$20.

1. A team is up to 8 people, no more than 6 divers, remainder must be ground crew. Teams must provide their own trash bags, tanks and dive gear. Individuals will be assigned to a team.
2. Everything collected must come out of the water during the hours of competition. Ground crews assist divers and collect trash from the banks.
3. You must collect only in the area your team draws between 11AM and 1PM, then you may move to any area of the river from 1PM to 3PM.
4. Categories: Super Scooper shirts awarded to 1st, 2nd, 3rd place winners.
  - Aggregate Weight: anything man-made in the river.
  - Bottles, cans, & cups: must be counted with the judge's supervision.
  - Shoes & sunglasses: must be counted with the judge's supervision.
  - Most unusual: item found by an individual (adult)
  - Most unusual: item found by an individual 17 & under
5. You may enter by weight or by item, but not both. Any unsportsmanlike like conduct will result in disqualification. Decision of the judges will be final.
6. Multiple teams (up to 3 teams, maximum 24 people) may elect to draw one area of the river as a group. Multiple teams must inform judges during registration. Only 1 captain draws for the entire group.
7. Teams of 8 must NOT share or trade trash with other teams for the purpose of winning Super Scooper shirts.

**It is the responsibility of the captain to see that trash is turned in separately for each team in the group. Any teams that share or exchange trash will be disqualified.**

**All "trash" must be at the weigh in area by 3:00 PM to be counted.**

**Note: Door prizes are awarded at the B-B-Q dinner, you must be present to win! Each ticket is allowed to be drawn only once (exception only if the prize being drawn for was donated by the winning ticket holder in which case the ticket will be put back into the drawing). Tickets purchased only for the meal are not eligible for door prizes!**

## **Trashfest Scavenger Hunt**

### **You Could Find it & Win!**

Source: Trashfest.org

Each section of the river will be seeded with one (1) specially marked object. The individual diver finding it and turning it in will be eligible for a special prize. This means that you have to get wet to have a chance at this prize.

#### **Scavenger Hunt Rules:**

1. You must be registered on a TrashFest Team (Even if you aren't diving).
2. Scavenger Hunt teams will consist of no more than three (3) members.
3. No sharing of collected items between teams (anyone doing so will be disqualified).
4. Mark your bag with your team number (assigned by judges) when turning in items.
5. All collection bags must be turned in by 3:00 PM.
6. Collected items will be returned upon request after the judging.
7. Decision of the judges is final.
8. Scavenger Hunt teams **are not** eligible for special Super Scooper Drawings

# Spearfishing Tournament

Source: St. Petersburg Underwater Club

A. **Trophies** will be awarded for 1st, 2nd & 3rd place in all seven-group categories.

**Trophies** will be awarded for 1st, 2nd & 3rd highest placed women AND Trophies will be awarded for 1st, 2nd & 3rd highest placed Jr.s.

Women and Junior's winners will be selected based upon their aggregate score of their biggest fish in only the following categories:

Grouper, Snapper, Hogfish & Sheepshead

The aggregate score is 1 point per pound and 1 point per fish turned in.

B. One prize pick per diver, except holders of mystery tickets and group category tickets.

C. Prizewinners will be judged on largest remaining fish in each category, after previous winner's entries are deleted. Prize pick order by species with size restrictions:

1. Grouper/Scamp 22" minimum overall, for all grouper and scamp.
2. Snapper 20" minimum overall for red snapper, 14" all other overall.
3. Hogfish 14" minimum overall.
4. Spiny/Shovel Lobster 3" minimum on carapace for spiny(No holes—no pieces will be weighed)
5. Amberjack 28" minimum for amberjack (legal size)
6. Cobia & Barracuda 28" minimum on barracuda overall, 33" min. cobia to fork.
7. Sheepshead 12" minimum overall.

D. **A Group Category Ticket** will be given in each sponsored group category when one species from that category is weighed-in by the participant. Each Group Category has a suggested retail value of \$500.00.

E. **Five Mystery Tickets** will be given to each participant at the Captains Meeting.

F. All Florida & Federal rules, size limits, license requirements, and bag limits apply. There are no boundaries. Bay diving is permitted.

- G. Both tank and free diving are permissible. There is no restriction on the number of tanks allowed. In order to be eligible, fish must have been caught by the contestant using a spear loaded or propelled by his/her own muscle power. Lobster may be grabbed or netted per Florida Marine Patrol and DEP regulations. No powerheads are allowed to obtain any tournament species.
- H. Scales will be open for weighing fish at 6:30pm. Contestants must have their gutted fish and lobster in one of the weigh-in lines by 7:30pm will be disqualified. Fish must be brought to the weigh-in line (roped off area) on ice and in a proper container. **ALL FISH SHOULD BE PROPERLY GUTTED, CLEAN OF DIRT AND DEBRIS AND PROPERLY ICED DOWN. If any fish does not look fresh they will be disqualified. It is each participant's responsibility to ensure that his/her catch is maintained in a fresh manner.** Fish must be checked in at the weigh-in area by at least one contestant from the same boat.
- I. No boat may approach under power, without permission, within 150 feet on an anchored boat flying a diver's and/or alpha flag.
- J. Each contestant is requested to wear an inflatable rescue device and all safety equipment standard for the sport.
- K. No contestant may receive assistance with any fish until he/she has one hand on the boat. Contestants may help each other net lobster.
- L. When having catch weighed, each contestant must have his/her Numbered Weigh-in Wrist Band surrendered with his/her catch. Immediately after each contestant's catch is weighed, it is each contestant's responsibility to **verify your catch and weights with the recording volunteers (located in the back of the weigh-in tent) before you leave the weigh-in area.**
- M. In the event a boat becomes disabled, all contestants catch and numbered weigh-in wristband may be brought into the weigh-in area by at least one contestant from the same boat.
- N. All fish and lobster weighed from any one contestant must be weighed at one time.
- O. Contestants must be present at the registration, unless they Advance Registered. If they Advance Registered, his/her yellow copy of the Advance Registration Form must be presented by himself or one of the members of his/her boat, who is attending the Captain Meeting. If not Advance Registered each participant must be at the Friday Night Registration to sign up & receive his/her numbered weigh-in wristband. Contestants are

responsible to be aware of rules changes announced at the **Mandatory Captain Meeting (Friday 8:00pm)**. **The Tournament Director at the Captains meeting can make any final changes or amendments to the tournament rules. There will be no reimbursements for the tournament fees once the participant pays fees.**

P. Each contestant entering this tournament has given implied and expressed consent for the club to use his/her name and/or likeness to promote the efforts on the club, the dive shop, and/or spearfishing.

Q. **DISQUALIFICATION:** A tournament participant can be disqualified from all aspects of this tournament and from any future tournaments for any of the following:

- Infraction of tournament rules.
- Rough play and/or careless behavior
- Un-sportsmanlike conduct, during any three days of the tournament.

**Decisions and interpretations of all these rules by the Tournament Rules Committee shall be final.**

All rules violations and protests will be decided by a majority rule of the Tournament Rule Committee.

## How DAN Can Help Your Event

We realize that holding a fundraising event for DAN is a special activity for your shop or club. We appreciate your efforts on DAN's behalf and would like to assist you in some specific ways.

### Promotion of Your Event:

- Listing of your event on the News & Events page on the DAN website.
- Event notice in *Alert Diver Magazine* (Note: Information about the event must reach us four months in advance.)

### Support Material:

- Brochures dealing with DAN Membership, Equipment Insurance, Research, Outreach Programs, etc., plus decals and DAN The Safety Man™ posters may be sent to you for your event.

### Giveaway / Raffle / Auction / Door Prize Items:

- Items especially designed for events as well as some DAN products may be provided for your event with sufficient notice.

### After the Event Recognition:

Once you have completed your event and sent your gift to DAN, we will recognize you as either a DAN Corporate Donor (minimum gift level \$250) or as a DAN Dive Club Donor (minimum gift level \$100). Please go online to [www.DiversAlertNetwork.org](http://www.DiversAlertNetwork.org) under the Give to DAN section and look for the Corporate Donor or Dive Club Donor program guides for complete details.

Note: Both Corporate and Dive Club Donors are listed on the DAN website with their logo and contact information listed. Both have the opportunity to have a hot link from the DAN website to their own (some restrictions apply). DAN Donors are listed in the DAN Annual Progress Report.

To receive the above, contact the DAN Development office. Please provide a copy of your event flyer. We also will need contact information, a mailing address (not a post office box), estimated number of participants, and information about a past event.

We must have sufficient notice to send items to you. If we are notified less than 10 days before the event, we will request that you provide postage to ensure that items get to you on time. Otherwise DAN will take care of the postage.

**Mail to:**                    **DAN Development**  
                                  **6 West Colony Place**  
                                  **Durham, NC 27705**

**Email:** [development@dan.duke.edu](mailto:development@dan.duke.edu)

**Phone:** 1-800-446-2671 ext 444 or +1-919-684-2948 ext 444

## Planning the Event

Good planning is essential to a successful event. Once you have decided on the type of event you are going to have, you will need a game plan. First, it may be necessary to get permission from the city, agency, or parties legally responsible for the area. They'll want to know what time of year and about how many people you expect. They may be able to give you some support on the day of the event. Once you have decided on a date and received permission, you are ready to really get started.

The date of your event is crucial to its success. Make sure that it doesn't have any conflicts with big events within the community or the dive industry. We see most dive-related events taking place at either the beginning or the end of the dive season for that area. This seems to work very well as a kickoff or winding-down that brings people together. Avoid holidays!

- **Size:** Try and guesstimate the number of people you likely to attend. Think about how many divers your store services. Two-thirds to half of your mailing list may be a good place to start. How early and how much you advertise will affect the turnout immensely.
- **Time:** It seems that the most organized events start planning at least four months in advance. The more time, the better. If you would like to get a notice in the *Alert Diver*, send notice at least four months before our publication date. If you have a newsletter, be sure to get it in there too.
- **Volunteers:** Once you decide how many people you expect to come, start planning for volunteers. Most store staff is willing to donate their time. Remember to recruit extra people. People may have to cancel with little or short notice, and you don't want to end up shorthanded. Arrange the volunteers into groups and delegate tasks. Just because you are coordinating the event does not mean you have to do all the work! Ask people to help you with phone calls, mailings, safety, and crowd control.
- **Donations:** Most manufacturers are willing to donate prizes to fund-raising events. Please be realistic. Remember, you are not the only shop they supply, or the only club asking for support. You may also want to ask local businesses if they would like a chance to donate something as well. Make sure they know this is a voluntary benefit for a non-profit group. Give them recognition whenever possible. An example of a standardized donation request letter is included on page 21. These should be sent out at least two months in advance.
- **Trash:** Arrange to have trash removed. You can usually get this done by local agencies at no charge. Consider separating recyclables as well.
- **Supplies:** If it is going to be hot and there is no shade, consider renting a tent. You'll also need check-in tables, waiver forms, extra registration forms, clipboards, pens and pencils, rosters for checking divers in and out with PSI info, a cash box, \$1 bills to make change, trash bags and cans, plenty of water, signs to direct the crowd and parking,

banners to advertise your store and the event, an oxygen unit, and duct tape and zip-ties are always handy. There is a checklist of supplies on page 19.

- **Refreshments:** At the very least, you need to have plenty of fresh water. However, most events happen in conjunction with some type of cookout. Fruit salads, chips, beverages, hamburgers, and hotdogs are the standard fare and do well in the heat. You may want to have some vegetarian options, too. Usually, more people eat hamburgers than hotdogs, and divers will definitely eat more than one! Set a budget for the food and see what options you have given the money you are allowed. Remember, you will also need condiments, plates, utensils, napkins, cups, serving bowls, and serving spoons, as well as several grills and serving tables. Assign one of your volunteer groups to head this part of the event. You will need them to buy and organize all the supplies cook and serve. If you are not going to provide food, let people know so they can bring their own.
- **Parking:** Have either signs or volunteers to help with parking. Some places may charge you but may be willing to waive the fee for a fund-raiser.
- **Bathrooms:** Make sure there are adequate bathrooms in the area. If there are no bathrooms, make arrangements for portable toilets (you may be able to get a local company to sponsor these).

## Diving and Safety Considerations

One of the best ways you can promote dive safety is by setting a good example. Here are some considerations about making your event safe.

- **Certification:** Make sure that all divers are certified to the level needed for the dive conditions (open water minimum) and show their cards upon registration and for entry into the event.
- **Forms:** Have all participants fill out a liability release and registration. Put a space on the forms for the participants' DAN member number.
- **Dive Site:** Make the sure that the site is relatively easy to dive with a hard bottom (less than 40 feet is optimal). Be familiar with the dive site so that you may make a map to provide to participants, indicating depth and natural markers. Note currents and warn volunteers. You may want to set a time limit of how long they are allowed in the water based on depth of the site. Mark the site with buoy markers if possible. Give a pre-dive briefing.
- **Buddies:** Divers should all be in buddy teams.
- **Safety Coordinators:** You should have at least two people checking divers in and out of the water. They should be at least rescue divers and have current oxygen and CPR training. Have them remind divers of their maximum bottom times, slow ascents (30 feet per minute is very safe) and to return with no less then 500 psi (this may be more, depending on the difficulty of the site). Have coordinators mark times in / out as well as beginning and ending tank pressure so that EVERY DIVER IS ACCOUNTED FOR.
- **Dive Leaders:** As well as having coordinators out of the water, it is a good idea to have dive leaders monitoring the activities underwater.
- **Emergency Plan:** Create an emergency plan to give to all volunteers. Make sure the safety coordinators have a copy with all the necessary numbers. If you need help making this plan, call DAN at 1-800-446-2671 ext 222 to speak with a medic.
- **Emergency Equipment:** You should have at least one oxygen kit that has enough oxygen to last until EMS can get there. You should also have a first aid kit, and an Automated External Defibrillator (AED) is recommended if available.
- **Weather:** Follow the weather a few days prior to the event. If stormy weather is forecasted for the day of your event, do not hesitate to cancel and reschedule. It is not worth the risk, and your turnout will be smaller when the weather is bad.
- **Insurance:** Make sure store and instructor liability cover the event.

## Promotion

Remember that promoting your event will determine the amount of your success. The first year you do an event is the most important!

- **Flyers:** You will definitely want to create a flyer to hand a couple months prior to the event. If you have a store, place it at the checkout counter. Encourage store staff to mention the event with any phone interactions. Quarries and local dive sites are also a good place to post your flyer.
- **Newsletters:** Most stores and clubs have their own newsletter as well as mailing lists. If it is possible, it's good to get this out 1-2 months out ahead as well.
- **Radio and TV:** Contact your local radio, television, or cable company. Many will air public service announcements at no charge. Two to three weeks ahead is a good time to air on the radio and TV. Invite the local radio station to come to the event and air live.
- **Newspapers:** Newspapers may advertise nonprofit events at no charge but may also consider doing a story. Two to three weeks ahead is a good timeframe for news appearances as well.
- **Celebrities:** Inviting local celebrities is a good way to gain media coverage (e.g., radio personalities, representatives from large corporations, leaders of local nonprofits, your mayor, congressperson or political representative).
- **Press Releases:** A sample press release is included in the appendix. Be sure to submit it early enough to meet publication deadlines.
- **T-Shirts:** Many dive events create a customized T-shirt for their fund-raiser. This creates advertising all year round.
- **DAN:** We will put fundraisers in the News & Events section of our website and in the *Alert Diver*. Also, if you send us a picture of your event (digital), we will keep it in our archive files for possible use to publicize your event next year.

## Supplies Checklist

A week before the event, it is a good idea to have all your supplies accounted in place. Below is a checklist of items to help you prepare:

- Trash bags (Have two colors if you plan to separate out recyclables.)
- Writing instruments (Pencils are preferable because they can be used underwater.)
- Forms (This includes liability releases, registration and any other form that applies.)
- Underwater slates
- Emergency plan with a list of emergency contacts and phone numbers
- Oxygen and first aid kits
- Two-way radios for contact with group leaders at the site
- Cellular phone for emergency use
- Dive site maps
- Dive rosters for checking divers in and out
- Clipboards (These are good for all forms and dive rosters.)
- Checklists for your team leaders to follow
- Drinking water or other refreshments
- Tables for registration
- Tent for shade if necessary
- Duct tape
- Zip ties
- Cash box and change
- Lead weights (If registration tables are outside, you will need something to keep papers from blowing away.)
- Float markers to mark the dive site
- Dive supplies (Include extra O-rings, mask straps, fin straps, etc.)

Suggest volunteers bring the following:

- Warm clothes, if necessary
- Sun block and hat
- Snacks

## Sample Press Release

### Dive Center X Holds Fund-raising Event for Divers Alert Network (DAN)

Yourtown, USA – More than 100 scuba divers, their friends and family will participate in a fund-raiser for Divers Alert Network, (DAN), on Sunday, Oct. XX, 200X. This event is open to the public and scheduled to begin at 8 a.m.

This is the \*\*th year that Dive Center X, located at 1111 Urban St. in Yourtown is (has) conducted this event in conjunction with LIST ANY OTHER CO-SPONSORS.

Divers Alert Network began its mission of dive safety more than 20 years ago and is the largest non-profit dive safety organization in the world. The money raised by this fund-raiser will go to support DAN's mission of emergency service, research, training, education, and outreach that are at the heart of DAN's motto "*Divers Helping Divers*". These programs include:

**Recompression Chamber Assistance Program:** Gives help to chambers in remote locations.

**Project Dive Exploration (PDE):** Collects data on recreational dives to assist in dive safety research.

**Aging Diver Study:** Helps determine the effects of age on diving.

**DAN Research Internship Program:** Interns get experience in the dive research and data collection.

**DAN Diver Identification System:** Provides a diver recall system to those involved in dive charters.

**AED Matching Grant Program:** Provides matching money to assist in the purchase of AEDs.

**Oxygen Grant Program:** Provides emergency oxygen equipment to those in operational or financial need.

For more information, visit [www.DiversAlertNetwork.org](http://www.DiversAlertNetwork.org)

Dive Center X offers a variety of scuba-related services, including educational courses, equipment sales, and service opportunities.

For more details, call Joe Diver at (123) 456-7890, or email [joediver@hotmail.com](mailto:joediver@hotmail.com), or visit their website at [www.divecenterx.com](http://www.divecenterx.com).

## Donation Request Letter

Source: Strictly Scuba Dive and Snorkel Center, Carson City, Nev.

Dear Manufacturer's Representative:

On (Date of event), (Name of your store) will be hosting our annual (Type of event) as a fundraiser for Divers Alert Network. Last year we were able to donate over (Amount donated) from this event to DAN, due in great part to support from companies like yours. The (Type of event) will take place at (Location of event). We expect approximately (Amount expected) divers. With an all-volunteer staff and almost everything donated, we have very few expenses, with all the profits going to DAN.

To help make this event fun for divers and profitable for DAN, we are again asking for prize donations from the manufacturers that we do business with. Your support would be greatly appreciated and would help ensure the success of our event. We would like to give your company the recognition it deserves for contributing to our efforts. In addition to posting your company's name at the event and publishing it in our newsletter, it will also appear on our webpage. We can even provide a link to your webpage from there.

If you can help us in any way, please contact me by mail, phone, fax, or email. Thank you in advance for your time and assistance.

Sincerely,

Joe Diver

## DAN Fund-raiser Summary Sheet

This sheet is for your personal use so that you may evaluate your event and be ready next year! If you would like, you may share this information with DAN by faxing it to the Development Department at +1-919-490-6630 or mailing it to:

DAN Development  
Peter B. Bennett Center  
6 West Colony Place  
Durham, NC 27705

Event Coordinator: \_\_\_\_\_

Volunteer Team Leaders: \_\_\_\_\_

\_\_\_\_\_

Number of Volunteers: \_\_\_\_\_

Event Site: \_\_\_\_\_

Permits Required: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

Method of Promotion: \_\_\_\_\_

Total Cost of Event: \_\_\_\_\_

Amount of Money Collected: \_\_\_\_\_

Amount Donated to DAN: \_\_\_\_\_

Manufacturers That Donated Prizes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What Went Well: \_\_\_\_\_

\_\_\_\_\_

Things to Improve: \_\_\_\_\_

\_\_\_\_\_