

Bring Your Bling™

Event Guidelines

Don't Use It? Donate It!

Who knew fundraising could be so much fun?! Here's everything you need to host a successful Bring Your Bling (BYB) event.



Bring Your Bling™ Event Guidelines

Why host a Bring Your Bling event?

Bring Your Bling events are a fun and easy way to raise money for your favorite cause(s) without writing a check! Did you know most households have an average of \$800 in unwanted or unused gold and silver items?

So dig out those broken gold and silver chains, orphan earrings, and unwanted inheritances and put them to good use — that's Jewelry For Good!

You'll not only help raise money for charity, you're also helping the environment. Recycling precious metals takes considerably less energy than mining raw ore, and produces far less waste. You're also reducing demand for conflict minerals, which helps alleviate human suffering.

What better reason to gather with friends than to help a good cause, help the earth, and help humanity, all at the same time!

Who to invite

You can invite anyone who loves a good time and has a favorite cause they'd like to support!

Get creative, and think of groups that are already gathering together, either regularly (like a book club, social group, or church or synagogue service) or for a special event (birthdays, reunions, etc.).

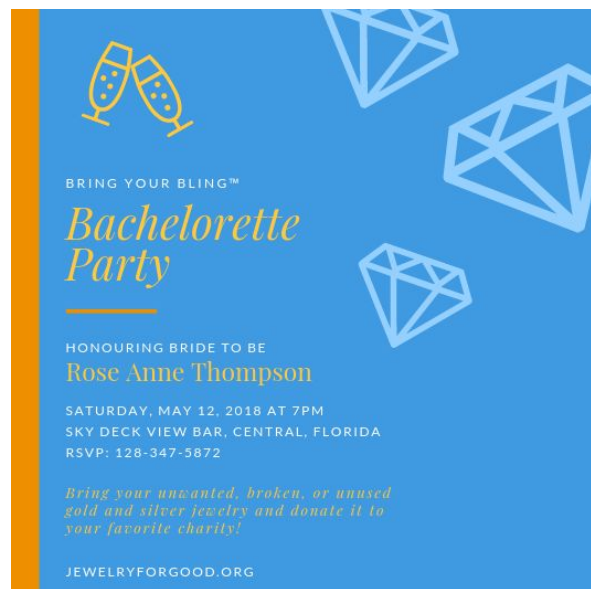
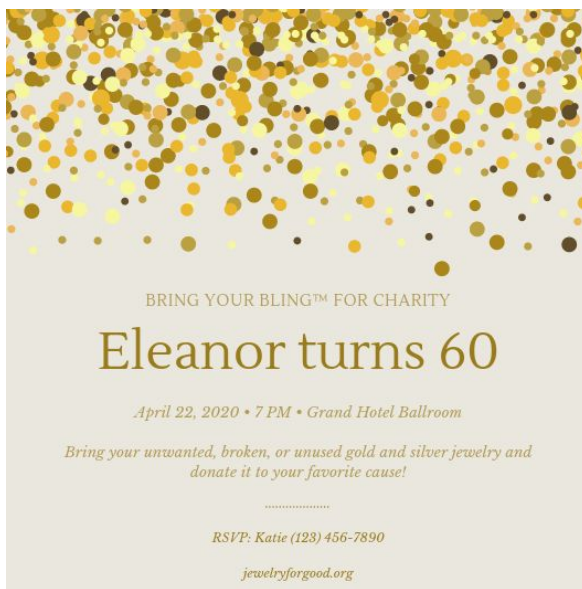
Or just like to invite your friends over for a BYB brunch, lunch, or cocktail party! Almost any event can be a successful BYB fundraiser.

Bring Your Bling™ Event Guidelines

What to say

We're having a party! And raising money for our favorite charities, without even writing a check — what better reason to get together?

Here are some sample invites (we love the easy-to-use templates at [Canva.com!](https://www.canva.com)). Be sure to include a link to [jewelryforgood.org](https://www.jewelryforgood.org) for your guests to learn more.



Bring Your Bling™ Event Guidelines

[When to host your event](#)

Charities need funding for their programs all year round, so any time is a good time for a Bring Your Bling event.

Need some suggestions? How about:

- Susan B. Anthony's birthday: Feb. 15
- Women's History Month: March
- Gloria Steinem's Birthday: March 25
- Mother's Day: May
- National Women's Health Week: Mid-May
- Women's Equality Day: August 26
- Margaret Sanger's Birthday: Sept. 14
- Breast Cancer Awareness Month: October
- Thanksgiving or Giving Tuesday: November
- Your Birthday
- Scholarship or alumni fundraising drive
- Chanukah, Christmas, or Kwanza
- New Year's Eve

[Where to host your event](#)

You can host your BYB event in any private location that can accommodate the number of people you expect to attend. For example,

- Your home or a friend's home
- Your social group's regular meeting location
- Your church or synagogue's meeting room
- A private dining room in a restaurant or club

You'll want to be certain you know in advance the location of your nearest **FedEx** drop-off center. Make a plan to package the donations in **FedEx** packaging and bring them to **FedEx** as soon as possible, preferably immediately after the event. Or call **FedEx** to schedule a pickup (1-800-FEDEX).

Bring Your Bling™ Event Guidelines

[How to host a successful event](#)

Being organized in advance is the best way to have a great event!

Timeline and Checklist

One month in advance

- Book or confirm your location
- Create your invitations ([Canva](#) has great templates)
- Send invitations (email, [evite](#), Facebook, etc.)

Two weeks in advance

- Order or purchase your supplies on the list provided below
- Plan your menu if there will be food and beverages
- Gather or create gold and silver decorations

One week in advance

- Confirm RSVPs
- Remind guests to look for unwanted, broken, or unused gold and silver items in their home
- Purchase dry goods like napkins, beverages, etc.

Three days in advance

- Print donation forms for each attendee
- Review your supplies checklist
- Purchase any missing supplies

Day before your event

- Purchase fresh food items
- Prepare foods in advance if needed
- Pack your supplies and have them ready
- Decorate with gold and silver decorations

Day of your event

- Arrive early
- Set up at least one hour in advance
- Greet your guests
- Explain how Bring Your Bling works
- Pass out donation forms and pens
- Share stories about the items you are donating
- Pass out ziplock bags
- CONTINUED BELOW**

Bring Your Bling™ Event Guidelines

Day of your event (continued)

- Have bubble wrap, scissors and tape available
- Have attendees fill out their donation form
- Have attendees wrap their donation in bubble wrap just enough to keep it from rattling
- Have each attendee place their wrapped donation in a ziplock bag, along with their donation form, and close the seal on the bag
- Have each attendee clearly write their name and email address on their ziplock bag, using a black sharpie marker
- If an attendee needs more than one bag, have them write their name and email address on each additional bag. *They do not need to fill out an additional donation form.*
- When all the donations are ready, put all the zip-lock bags into a **FedEx** shipping box, and pad with bubble wrap so it does not rattle
- Seal the box securely with packing tape
- Affix the prepaid **FedEx** shipping label to the box
- Explain to attendees that each will receive an email with a detailed donation receipt for their tax records

After the event

- FedEx** the box of donations to Jewelry For Good:
 - Drop off the box at your nearest **FedEx** location, or
 - Call to [schedule a FedEx pickup](#) **1-800-FEDEX**

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[How to host a successful event \(continued\)](#)

Supplies you'll need

- Prepaid **FedEx** shipping label from Jewelry For Good (order [here](#))
- Print at least one Jewelry For Good donation form for each attendee (you'll find the form on the last page of this packet)
- Print 5-10 extra donation forms (in case of a mistake)
- Enough pens for each attendee
- Box of gallon-size ziplock bags (at least one for each attendee) — you may want to have on hand:
 - Larger or smaller sizes
- Black sharpie marker(s)
- Bubble wrap
- Scissors to cut the bubble wrap
- Scotch tape for securing bubble wrap
- **FedEx** branded packaging (you can pick this up for free at any [FedEx location](#), or [order online](#))
- Packing tape to seal the **FedEx** package
- Food and beverages as appropriate for the event
- Plates, napkins, tableware, and glassware as needed
- Tablecloths if needed
- Gold and silver decorations

[After the event](#)

Be sure to thank your guests for helping you host a successful fundraiser!

After you ship your donations to **Jewelry For Good**, turnaround time for [processing](#) is approximately one week. Your guests should expect to receive an email from Jewelry For Good, with a detailed donation receipt for their contribution, within 2-3 business days.

Checks are sent to your selected charity (or charities) approximately one week after receiving your donations.

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Questions?

Give us a call — we're happy to help! 833-BLINGGG (833-254-6444).

Or send us an email — info@jewelryforgood.org.

Our team will respond within 24 hours.

From all of us at Jewelry For Good,
Thank you!

Bring Your Bling™ Donation Form

INFORMATION FOR TAX PURPOSES

Credit donation to: _____
Nonprofit name

Donor: _____
Print your name

State of Residence: _____

Phone: (_____) _____ — _____

Email address: _____

Please note: Jewelry For Good will process your donation once received and send the resulting funds to the charity you designate on this form. Just as with cash donations to a charity, all donations made will be considered final.

If any items in my donation are determined to be unrefinable, but still serviceable (e.g., functional costume or plated jewelry), I give my permission for Jewelry For Good to donate these items to the following charity (please select one):

- Dress For Success - *helping women work toward self-sufficiency*
- Final Salute - *helping homeless women veterans transition to civilian life*
- Goodwill Industries - *provides job training*

Donor signature: _____

Date: _____ / _____ / _____
Month Day Year

Thank you for your donation!