



Kin Canada
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Fundraising Project Library



Barbeque

General Description:

An outdoor barbeque is a great opportunity to engage with your community, promote Kin and raise money for a good cause. Traditionally barbeques offer hot dogs, hamburgers and veggie burgers with all the toppings but that doesn't mean you have to stop there. There are lots of options from sausages to chicken burgers to barbequed veggies and the opportunity to sell extras like pop, water, chips, cookies etc. Just remember if you are expecting a large crowd you may want to keep things simple or run a few grills doing different items. This is a great event because it is accessible to everyone in the community which means there is the potential to gather large crowds, everyone loves an excuse for good food!

Resources Required:

- ◆ A BBQ coordinator
- ◆ Propane or Charcoal depending on the BBQ
- ◆ Hamburgers, hot dogs, chicken, veggie burgers, any food items required
- ◆ Condiments, including cheese
- ◆ Drinks and other snack items or salads
- ◆ Napkins, plastic forks, paper plates, and plastic cups
- ◆ Pickles, onions, lettuce, tomato, and any other toppings
- ◆ Cooking utensils
- ◆ Aluminum or tin foil
- ◆ BBQ cleaning tools
- ◆ Tables and chair or picnic tables
- ◆ Coolers, ice
- ◆ Garbage and recycling cans
- ◆ Garbage bags
- ◆ Tickets for food items if you will be taking cash separately
- ◆ Tents incase of rain or an alternate venue
- ◆ Entertainment
- ◆ Cash boxes and float with enough change on hand
- ◆ Kin Canada information and banners
- ◆ Divers to pick up and transport food and materials
- ◆ Permits



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Pre-Event Activities:

- Contact National to verify coverage
- Obtain a certificate of insurance from National if required
- Select a date and book the venue
- Promote the event, posters, promotion on local radio stations, word of mouth, twitter, facebook, etc.
- Get BBQ's, borrow from friends and family make sure you have enough BBQ's to serve the expected number of people, you may want to rent a few larger grills
- Secure any required permits
- Make sure your propane tanks are up to code
- Recruit volunteers
- Prepare a volunteer schedule
- Secure necessary equipment and supplies
- Shop around for good deals on burgers, hot dogs etc. or approach your local supermarket about donating
- Ask a local fast food restaurant to supply the napkins and cutlery
- Look into the cost of renting large BBQ's or seeing if you can get one donated
- Secure entertainment & obtain a certificate of insurance from them naming the club as an additional insured
- Create signage for the event to thank donors
- Finalize pricing for the BBQ
- Get tickets for the BBQ items
- Promote your event and ask donors and sponsors to promote as well
- Arrange for delivery and storage of the food
- Look into taking a safe food handling course
- Follow the safe food handling checklist found at www.kincanada.ca under the risk management section

Event Activities:

- Set up- begin early (set up BBQ's, chairs and tables or picnic tables, trash cans, staging for entertainment, banners, etc.)
- Make sure all volunteers know what they will be doing
- Set up food in an assembly line fashion so people move from getting their item to toppings and condiments to extra snacks and drinks. This will help keep things moving and make sure everyone has everything they need
- If food is being stored somewhere else to stay cold until needed make sure you have runners to get food and bring it to the BBQ site

Post Event Activities:

- Send in a record of your event and the success to National Head Office
- Take cash to the bank or store in a safe place
- Take any left over items to your local soup kitchen or non perishables to the food bank

National Headquarters, 1920 Rogers Drive, Box 3460, Cambridge, ON N3H 5C6

519-653-1920 - Toll Free: 1-800-742-5546 - Fax: 519-650-1091

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- Return any borrowed items
- Send thank-you letters
- Organize media follow up by sending out press releases
- Review the event and make note of any changes for next time or things that worked really well
- Make sure the site is thoroughly cleaned up

Tips for Success:

- ◆ Interact with member of your community, engage in conversation
- ◆ Put utensils and napkins at the front of the line and the end so if someone forgets to pick them up at the start they don't have to cut back in line
- ◆ Make sure supporters are promoting the BBQ, the more promotion the better
- ◆ Ensure meat is kept frozen until needed you don't want any meat going bad
- ◆ Keep all your receipts of purchased food
- ◆ If you are serving veggie burgers make sure there is one grill serving veggie burgers only
- ◆ Always cook hamburgers all the way through, NO PINK MEAT!
- ◆ Using a meat thermometer can be useful
- ◆ Consider holding a mini BBQ outside of your local grocery store this will take less man power and can still be quite successful