

## Find out more

If you think that you would like to volunteer for your local citizens advice bureau, then get in touch.

You can find your nearest CAB in a number of ways:

- Use the contact details below
- Look in the phone book under "Citizens Advice Bureau"
- Visit the Citizens Advice Scotland website - [www.cas.org.uk](http://www.cas.org.uk)

Your local CAB is:



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2 Powderhall Road  
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[www.cas.org.uk](http://www.cas.org.uk)

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# fundraising

## make a difference

### feel the difference



## With your help we could do so much more!

The citizens advice bureau (CAB) is instantly recognised across the length and breadth of Scotland. Every year, bureaux help thousands of people by providing advice, information and support across an enormous range of subjects.

What you may not know is that each CAB in Scotland is an independent charity in its own right. Bureaux often have to work very hard to secure the resources they need – and more money, equipment, staff and volunteers will almost always be welcome.

Can you help?

### Where does the money come from?

Each CAB gains its funding from a number of sources. For most Scottish bureaux, at least part of their funding comes from their local authority.

Other ways of winning resources for the CAB include:

- Making applications to trusts and grant-making bodies
- Recruiting corporate supporters (including the donation of time, goods and services – not just money!)
- Holding fundraising events
- Staging licensed street collections

### Who manages CAB fundraising?

Fundraising is one of the main responsibilities of the bureau's management committee – but you don't necessarily have to join the management committee to help out with fundraising activities. Some bureaux have set up a "Friends" group - a body of volunteers who give time or money to help the CAB win resources and support from their local communities.

Friends groups can either be set up by the CAB's management committee as a sub-committee, or as a separate incorporated charity, whose sole aim is to raise funds for a nominated bureau.

### What's involved in fundraising for a CAB?

Things you can expect to do as a bureau fundraising volunteer, supported by a paid member of staff, include:

- developing a local supporter and donor base of individuals, businesses and charitable trusts

- investigating fundraising prospects in the area - identifying local individuals, businesses and charitable trusts which might support the bureau
- asking for donations and legacies from local supporters
- building relationships with local companies to generate cash and in-kind support
- organising fundraising events and appeals
- preparing applications to charitable trusts requesting grants for bureau projects.

### What makes a good fundraiser?

You don't necessarily need previous experience of fundraising to be able to help out your local CAB. A lot of the skills that successful fundraisers have can be picked up elsewhere.

Some particularly useful skills for fundraising are:

- **Making connections with people** – a key role for fundraisers is identifying leads and making contact with potential supporters and groups/networks of supporters
- **Using the power of persuasion** – communication skills, in person and in writing, are very handy indeed.
- **Thick skin** – inevitably, not everyone will say "yes" all the time, no matter how great the opportunity you're presenting. Being able to withstand rejection and keep on going is essential!
- **Creative thinking** – imaginative fundraising ideas can really capture the interest of people in the bureau as well as potential donors.
- **Combining planning and opportunism** – it's good to have a plan, but don't say no to opportunities that arise just because they're not on the list of things to do!

It is much easier to persuade people of the benefits of what bureaux do for their communities if you are personally committed to the work and the aims and principles that underpin it. So a commitment to the work of the CAB service is also very useful.

Have you got what it takes? If this sounds like the challenge for you, then we very much want to hear from you!