

HDT Goodwill Ambassadors

HDT Goodwill Ambassadors Worldwide Background Information

Who is a HDT goodwill ambassador?

This is a person who is willing to spend part of his/her time to fundraise for the purpose of saving lives of poor rural communities in Tanzania. This ambassador, will organize and fundraise and forward the collections to HDT. Generally the following are the responsibilities of the ambassador:-

- Organize appropriate fundraising activities towards HDT's work (find out legal implications within country of any fundraising activities)
- Inform HDT well in advance of planned fundraising activities so that HDT can provide necessary support or advice (eg. Information, reports, documents etc)
- As Goodwill Ambassador, raise awareness about the conditions of poor rural communities in Tanzania and spread the news of HDTs work and the need for support for its continued efforts
- Carry out fundraising activities for HDT responsibly, ie. providing accurate information and honestly submitting all proceeds to our work (specify which area)
- Send supporting documents such as pictures, letters to donors as many have been received from HDT.
- Forward collections to HDT in timely manner
- Share news, experiences and challenges on our website blog or via email or letters
- Sponsor (or find sponsors) for costs associated with organizing and carrying out the fundraising activities e.g. communication, transport, printing/copying, postage (including to HDT office), venues, equipment etc..

The following are the rights of the ambassadors:-

- To seek any clarification from HDT regarding use of funds
- Receive information and updates about HDT's work on quarterly basis
- Right to remain anonymous or become visible on HDT website; which ever applicable depending on agreement with HDT
- Right to withdraw from engagement with HDT at any time, but HDT will appreciate very much understanding reasons thereof therefore a feedback form will be required to be filled.
- Those who receive outstanding performance, receive complementary tickets to come and visit HDT beneficiaries including working staying with them if desirable.

The following are the responsibilities of HDT in relation to goodwill ambassadors worldwide:-

- Provide information about HDT's work
- Receive funds in the account and spend accordingly

- Bear the transaction costs of transfers to HDT bank account
- Seek clarification from the ambassador on how funds should be spent if they were not specified
- Confirm the receipt of the funds in the account
- Send appreciation letter to the ambassador on receipt of funds
- Update the website on a monthly basis with new ambassadors registering, fundraising activities and how much funds have been raised in the previous month
- Facilitate communication between ambassadors (via website blog, emails)
- Support ambassadors with information, advice, suggestions etc
- Organize tour/ voluntary events for ambassadors receiving outstanding performance for them to visit and or live with beneficiaries.

Useful Fundraising Links (suggestions only, HDT holds no responsibility for external content):

<http://www.fund-raising.com/>

<http://stepbystepfundraising.com/writing-fundraising-letters-guide/#>

<http://www.fasttrackfundraising.com/fundraisers/5-tips-to-solicit-fundraising-donations/>

<http://www.fundraisingtips.com/>

<http://www.fundraiserhelp.com/>