

> Planning your activities and using funds efficiently

Fundraising while working in the office:

- > Do not use fancy equipment
- > Use second hand facilities
- > Borrow from friends or colleagues
- > Buy in advance, it should be cheaper
- > Go to co-working place
- > Use a virtual office (coffee shop or book shop)
- > Transfer by bank to save money
- > Use international bus lines to send international post
- > Take participation fees
- > Give alumni the opportunity to support you
- > Use social networks

Saving money for transportation

- > Choose the cheapest possible connections
- > Check discounts
- > Buy / order tickets in advance
- > Share the car or take a "group ticket"
- > Use a participant contribution
- > Use buses instead of plane or train / walk if the place is close to the city

Accommodation/Meals

- > Book rooms in advance in stay with more than two people in one room
- > Make a contract with the hotel
- > Shift the dates if it reduces the costs
- > Choose the menu "one meal only"
- > Try to buy the coffee break food from market and prepare it together instead of ordering it, you can buy mostly fruits for coffee breaks
- > Use vegetarian food

- > Use hostels instead of expensive hotels
- > Present the aim and value of the program and ask for reduction

Communication:

- > Use Skype, viber, what's up. Face-to-face is better though
- > Use both Public Post and online correspondence

For stationary please use the following

- > Buy stationary for whole project year if it is possible, big amounts are cheaper
- > Try not to print much "be ecofriendly " / use the back side of the paper
- > Use craft paper and cut your own moderation cards
- > Draw posters by yourself

For translation please use the following

- > Ask junior translators / alumni's / volunteers to translate the materials
- > Ask team members to help with translation

For trainers fees and salaries

- > **Don` t save on people but save on things!!!**