



## Step-by-Step Guide: How to Run a Mufty Day for the EAA Appeal

### 1. Choose Your Mufty Day Date

- Pick a day that works well within your school calendar.
- Avoid clashes with excursions, exams, or other fundraising events.
- Give families at least 1–2 weeks' notice.

### 2. Set Your Theme (Optional but Fun!)

- Keep it simple: favourite colours, sports jerseys, “bright and bold”, or “PJ’s Day”.
- Or go theme-free — classic mufty works perfectly too, where kids choose their own outfit.

### 3. Promote the Day to Students and Families

- Send a note home or include details in your school newsletter.
- Post on your school’s social media channels.
- Announce it at assembly and in classrooms.
- Key message: *Students are invited to wear mufty and bring a gold coin donation to support the appeal.*

### 4. Explain the Purpose

- Share a short, age-appropriate explanation of the appeal and why the school is supporting it.
- Reinforce that every contribution — even a single coin — helps.

### 5. Prepare Collection Points

- Decide how donations will be collected:
  - In classrooms
  - At the school gate
  - At the office
- Provide labelled containers or envelopes for teachers.

## **6. Run the Mufty Day**

- Encourage teachers to remind students in the morning.
- Celebrate participation — it's about community spirit as much as fundraising.
- Take photos (if permitted) to share in newsletters or with your school community.

## **7. Count and Record Donations**

- Have two staff members count the funds for transparency.
- Record the total raised and prepare it for deposit or transfer according to your school's finance procedures.

## **8. Send the Funds to the Appeal**

- Follow the donation instructions provided by the appeal organisers.
- If donating online, include your school name so it can be acknowledged.

## **9. Thank Your School Community**

- Share the total raised with students, families, and staff.
- Post a thank-you message on your school's communication channels.
- Acknowledge the generosity and community spirit shown.

## **10. Optional: Extend the Impact**

- Display student reflections or artwork about helping others.
- Invite student leaders to present the donation or write a thank-you note.
- Consider making it an annual tradition.