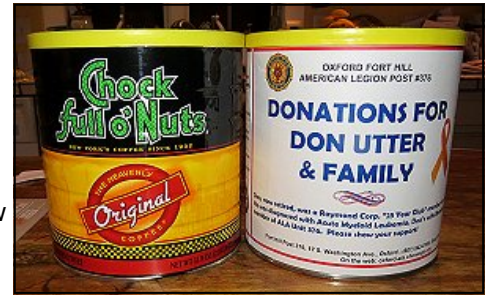


How to Make a Fundraising Donation Can from a Coffee Can

Tools you will need: (The below craft tools are my preferences. You can use any ruler (and a pencil), a pair of scissors, and regular clear adhesive tape.)

33.9 oz **empty Chock Full o' Nuts** (or similarly sized) coffee can with the label removed
double sided Scotch tape
ruler (my preference is a C-Thru ruler, because you don't need to draw a line)
X-Acto (craft) knife and a board/surface to cut (with the knife) upon (such as a Self-Healing Cutting Mat)



Begin on the Computer: To get started, you will need to create your graphic for the can. On the computer, I use either (Microsoft) Word or Publisher program. You can use what ever program you have that is a word processor or desktop publisher with layout guides. You will be printing two 8.5" x 11" bond paper sheets to wrap around the can. (There is no "front" or "back" side of the can that way.) Your finished document will be 6" tall with a length of 19" plus a 5/8" overlap at the end. (Your graphic will be 5 1/2" tall with 1/4" margins top and bottom.)

1. **Set your side margins**, on right and left, to .6 inches. (In Publisher this is under "Arrange" then "Layout Guides.")
2. **Make a border** (any size and color you want). I made my line color red in a weight of 6 pt. Now I know I am limited to within that space with my text. Regarding color: try to create a simple color scheme such as the red, dark blue and black I used in my sample. If you have too much going on, your viewer's eyes won't know what to focus on ...and they may not take the time to find out.
3. **Create (insert) text boxes** for each section. You may have more or less information than I did on mine, so you have to decide what you need. You can always delete or add more. Remember to have the most important words the biggest. For this, I suggest using a font that's easy to read from a distance such as: **Berlin Sans FB Demi, Eras Bold ITC, Rockwell Extra Bold** –like that. They're thick but still legible. (Avoid too curly or too thin fonts.) For smaller text– keep it simple, like this Arial font for instance. Be sure to include your "who, what, where, when and why."
4. **Add something eye catching** (like a color photo/image) and say something important about your fundraiser. Before people just pass by the can - you have but a few seconds of their attention. If it grabs them, fast enough, they may give you their change. Better still, they may reach deep into their pockets and give more!



Printing: Once you have all of this set, press save, then take a look in "print preview." If it's right, print one copy (to make sure it looks good). Then print a second copy.

Trim Labels: Now, you're ready to cut and attach your labels to the can. If you are careful, you can do both labels at once. Make sure you get the 2 pages exactly one on top of the other.

You first trim off the bottom, leaving 1/4" below the red border. Do the same for the top, leaving 1/4" above the red border.

On the right side of one of the sheets, trim off the vertical red border stripe. Now, put double sided tape on the underside (of the edge you cut), and lay this edge over the left edge of the other sheet.



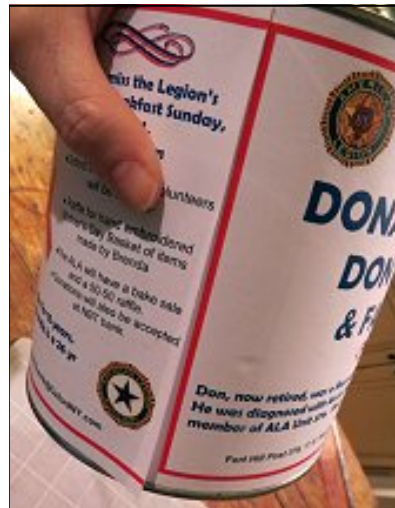


If you've lined them up exactly straight, they should look seamless. Now you have one long sheet, and you're almost ready to put it on the can, but it's still too long.

You have to cut off 7/8" in from the right edge of the paper.



Now put the double sided tape under the far left edge and attach that to the can, wrap the paper around the can and, with more double sided tape, attach the right edge.



Cut the Lid: There's just one more thing – the top. Use your X-Acto knife to carefully cut a long, skinny rectangle (a dollar width) of plastic from the lid. You could freehand cut this if you're very steady. I use the ruler because I am not that steady and I like the look of a precise cut, but I don't measure it. Simply pop out that piece of plastic, stick the lid on and it's ready for money.

Distribution: Put fundraising cans in your Legion Post bar, meeting hall, or dining area (by payment areas). Get permission if you're putting these in stores, Dr. offices, churches, etc. Look for high traffic areas where cash is handled.