



Fundraising Pack



Fundraising provides an opportunity to meet friendly new people and become an active member of your community.

It's a chance to make a positive impact while gaining valuable experiences. Without fundraisers we could not continue to help our Hospital, so thank you for getting involved.

Contents

Decide how to fundraise	3
Help with Sponsorship	4
How to Get Organised	5
<i>Date</i>	5
<i>Location</i>	5
<i>Budget setting</i>	5
<i>How to fundraise</i>	5
<i>Communicating your event</i>	5
<i>Help on the day</i>	5
Staying Safe	6
<i>Food Hygiene</i>	6
<i>Collections</i>	6
<i>Contractors</i>	6
<i>Insurance and Event Notices</i>	6
<i>Raffles</i>	6
<i>Risk Assessment</i>	6
How to send in your donation	7
<i>By BACs</i>	7
<i>Online donation page</i>	7
If you'd like to help in another way	7
<i>Become a Friend</i>	7
<i>Volunteering</i>	7
Charity information	8

Decide how to fundraise



There are lots of ways to fundraise, have lots of fun and make good things happen:

Sales:

Hold a car boot, cake, craft, book or plant sale.

Social events:

Fetes, treasure hunts, dinner dances, concerts, dog or car show, BBQ, bingo, themed parties or your favourite entertainment as a fundraiser

Sports and tournaments:

Charity football, rugby or netball matches, enter a race or organise an exercise marathon for your school, college or workplace.

Something more daring:

Shave your head, climb a mountain or do something you've always wanted to do like skydiving!





Help with Sponsorship



Sponsorship forms

Contact us for our sponsorship form.

Corporate Sponsorship

Check if your employer offers corporate sponsorship or donation matching.

Gift Aid

Use the Gift Aid form to raise a much-needed extra 25p from each £1.



How to Get Organised



Date

When deciding your date, bear in mind other events nearby and bank holidays. Ensure you have enough time to plan and prepare.

Location

Will you hold it at home or your local centre? Does the venue need to be booked? Think about parking and access.

Budget setting

Anything that might need to be bought or donated to hold your event. Consider how many tickets you need to sell and at what price. Try to stick to your budget to maximise fundraising.

How to fundraise

You could hold an auction, sell raffle tickets or ask for sponsorship.

Communicating your event

Make sure you let everyone know it is in aid of Friends of Tewkesbury Hospital and display the charity no. on all publicity, entry tickets and raffle tickets.

Help on the day

Who will you need? Possibly friends, family, work colleagues, to help set up, spread the word or ask for donations on the day.



Staying Safe

Food Hygiene

See food.gov.uk for information about hygiene and allergies.
Ensure any professional caterers have certificates and insurance.

Collections

You may need a permit from your local council if you are collecting donations in the streets. If on private property you will need the landowner's permission. All collectors must be over 16.

Contractors

Ensure all contractors have insurance, health and safety certificates and public liability insurance.

Insurance and Event Notices

You will need to arrange your own public liability insurance for events. Ask your council if you need a temporary event notice.

Raffles

Check the latest information at gamblingcommission.gov.uk.

Risk Assessment

Conduct prior to your event to ensure you have planned for safety and risks, see hse.gov.uk for further information.



How to send in your donation



By BACs

Please email us to request bank details and provide your name, address, amount and date of transaction, and details of how the money was raised: tewkesburyfriends@gmail.com

Online donation page

Campaign URL: <http://easydonate.org/TEWKHF>



If you'd like to help in another way



Become a Friend

To continue your support after your event please see the Become a Friend page of our website.

Volunteering

Do you have some spare time to help us out at the Hospital or to administer the charity and our initiatives? Maybe you have specific skills that could be helpful? All suggestions of help are gratefully received – please get in touch.

Charity information



Website:

<https://tewkesburyhospitalfriends.org>

Charity No:

1013759

Address:

14 Miller Court, Severn Drive, Tewkesbury Business Park,
Tewkesbury, GL20 8DN

