

enable empower enrich

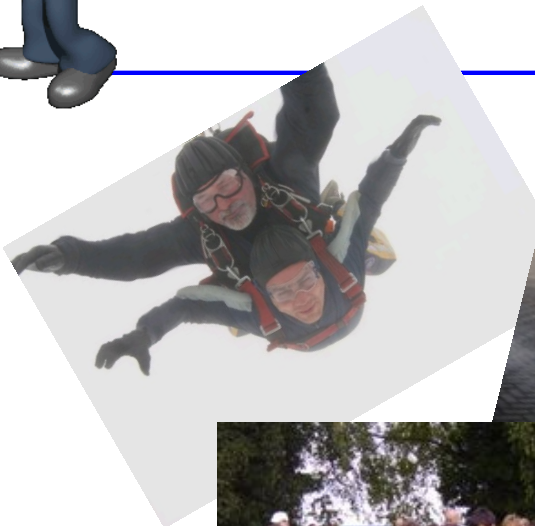


Everyday fun for disabled children and young people

Registered Charity No 1068896



# FUNDRAISING IDEAS



## **THANK YOU!**

Thank you so much for choosing to raise funds for disabled children and to help Out & About to continue supporting them. It is thanks to people like you that we enable disabled children and young people to have fun at their choice of local universal leisure activities.

Out & About has been in existence since 1984 and in one year alone we supported 384 disabled children and young people in over 3900 activity sessions!

Although we now receive a percentage of our funding from local authorities we rely on fundraising to provide us with unrestricted funds so that we can support those children who do not necessarily meet the criteria for government funding.

Every penny you raise will enable Out & About to continue providing a unique service to more disabled children in your local area.

We hope this guide will help you with planning your event but just remember that our fundraising team will always be happy to help you with any questions you may have. Just give them a call on 01473 839240 or email [fundraising@oaa.co.uk](mailto:fundraising@oaa.co.uk). Alternatively you can visit our website at [www.oaa.co.uk](http://www.oaa.co.uk) where you will find lots of useful information.



## **Fundraising Guide and Support**

### **How we support you**

We want you to make the most of your fundraising; we can help you to get the most out of your activities or opportunities and help make your fundraising easier. We can help you with:

- Up-to-date information about our work
- Specialist advice including risk assessment, press and publicity
- Help on delivering presentations and talks to local organisations or schools.

To safeguard Out & About and yourself, we request that you follow these guidelines:

1. Act professionally on behalf of Out & About and always in our best interests.
2. Operate in accordance to the Out & About procedures, and within the law.
3. Work to raise the profile of Out & About and the importance of inclusion for disabled children and young people.
4. Make sure you understand and communicate correctly what we do to support disabled children – if you're not sure please give us a call.

Our core aims are to:

**ENABLE** disabled children to access their right to real, active inclusion

**EMPOWER** disabled children by developing practical skills and giving them greater confidence

**ENRICH** the lives of disabled children by opening up new opportunities and creating many happy memories.

Visit [www.how2fundraise.org](http://www.how2fundraise.org) to get some ideas about the types of fundraising events you could organise.

## ORGANISING YOUR OWN EVENT

There are a number of basic things to consider when organising your event;

- Plan the event really well—cover every eventuality.
- Involve as many people in the planning as you can.
- Make sure that anyone involved in setting up the event is motivated at all times.
- Remember, fundraising events don't only raise money, they are also a great way to raise the profile of the charity so make sure you have plenty of literature about who the money will benefit.
- Set a realistic target for the amount of money you hope to raise - don't be too ambitious, it's better to be pleasantly surprised by the amount you raise rather than bitterly disappointed.
- Decide on a contingency plan. Set a target for the number of tickets/ entries sold and a closing date for sales. If numbers are low, it is better to cancel the event beforehand than to run the event without raising any money.
- Consider the best date to hold your event, e.g. take into account school holidays, bank holidays etc. Make sure other public events don't coincide with yours.



## Laws and rules for organising an event

There are some laws that govern all charity fundraising activity. These are a few that may be relevant to the activity that you are organising. If you have any questions, or are unsure about anything, please contact the fundraising team on 01473 839240 who will be pleased to help.

### Raffles

If your event will include a raffle, you do not need a licence to sell raffle tickets as long as you sell them at the event and have prizes drawn at the event only. There should be no cash prizes at a raffle. The same applies to private raffles where you are only selling tickets to members of a club.



Anyone selling raffle tickets must be over the age of 16.

### Collections

If you plan to hold a collection on private property, such as a pub or shopping centre, you need to gain permission from the owner or manager. If you collect on the street you must gain a permit from the local authority for the area you wish to collect in.

If you wish to collect you must use an Out & About sealed collecting tin and carry a letter of authority (please contact us for these).

It is illegal to collect money door to door without a licence and it is not something that Out & About encourages.

### Other points to remember

You will need a license to sell alcohol at an event, which you can apply for from your local magistrates court. At a one-off event, you don't need a licence to sell food, but you should follow Food Hygiene Regulations which can be found at [www.food.gov.uk](http://www.food.gov.uk).



If your event runs over a number of days, and you intend to sell food each day, you will need to register with your local authority.

Entertainment such as singing, music or dancing at your event requires a licence. So if your venue does not already have a Public Entertainment Licence, you will need to obtain one from your local authority.

## A - Z of fundraising ideas

<b>A</b> Auction Art & craft sale Abseiling Afternoon tea	<b>B</b> Book sale/swap BBQ Bike ride Bring & buy	<b>C</b> Coffee morning Car wash Concert Carol singing
<b>D</b> Dance marathon Dress down day Duck race Dinner dance	<b>E</b> Eighties dress day Egg & spoon race Easter egg hunt	<b>F</b> Fancy dress party Fun run Fete Face painting
<b>G</b> Garden party Golf day Guessing games	<b>H</b> Head shave Halloween party Homemade gift sale	<b>I</b> Indoor games Its a knockout Indian night
<b>J</b> Jumble sale Jeans day Jewellery sale	<b>K</b> Karaoke Karate comp Knockout sports	<b>L</b> Litter picking Limbo competition Line of toys
<b>M</b> Music quiz Marathon running Murder mystery	<b>N</b> Non uniform day No speaking day Name the teddy No smoking day	<b>O</b> Open gardens Obstacle course Odd job day
<b>P</b> Parachute jump Plant sale Pamper day Pantomime	<b>Q</b> Queen tribute night Quiz night	<b>R</b> Record breaking Raffle Race night Road race
<b>S</b> School Xmas fair Sponsored silence Swear box Swim-a-thon	<b>T</b> Teddy bears picnic Talent contest Tombola Triathlon	<b>U</b> University challenge Unwanted gift sale Uniform fancy dress
<b>V</b> Veg growing comp Valentines party Variety show Volley ball match	<b>W</b> Wine tasting Who's the baby Welly throwing Walking	<b>X</b> X Factor Xmas Fayre X-treme sports
<b>Y</b> Yoga marathon Yo-yo competition Yacht race	<b>Z</b> Zumba party Zodiac evening Zombies party	<b>WHATEVER YOU DECIDE—HAVE FUN!</b>

## **Health and safety**

Safety advice varies depending on the event you are planning and where it will be held. Below are Some points you need to consider to ensure your event, and everyone attending it, is safe. You need to think about potential risks involved and how to prevent problems arising.

Most venues such as community halls or pubs will be governed by their own health and safety guidelines which you must adhere to.

**First aid** – ensure you have adequate provision for your event. You will need to decide if you need to have a qualified first-aider present or is it enough to just have a first aid box. St John’s Ambulance may be able to give you advice or support on the day if necessary. Always make sure you have a phone to hand in case of emergencies on the day.

**Venue** – make sure you don’t exceed the capacity limit and ensure there is good access.

You will need to make sure the venue has adequate car parking, toilet facilities and disabled access. Think about whether or not you need on-site catering facilities. You will also need to make yourself and others aware of where the fire extinguishers are kept and the location of the emergency fire exits.

**Food** – ensure all food is stored and handled correctly following hygiene rules. Foods that contain nuts or other ingredients that people may be allergic to should be clearly labelled.

**Money** – make sure you have a lockable box to keep money in. Take extra care of your personal safety when you are carrying money around and take another person with you, if possible, for added security. Do not leave money unattended

**Children** – ensure that children are safe and adequately supervised at all times. Children under 16 should not be allowed to collect money without being accompanied by an adult.

**NB. Out & About cannot accept responsibility for injury, accident, damage or loss as a result of your event. It is essential that you ensure that your event is safe for all concerned.**

## **Publicity for your event**

### **1. Set up a JustGiving page.**

If you are taking part in a challenge, it's a good idea to set up your own JustGiving page so people can sponsor you on-line. It's FREE and quick to set up:

Go to [www.JustGiving.com](http://www.JustGiving.com)

Click on 'Create your page'

Select your event and follow the instructions.

For every pound donated, another 25p is automatically added to your online account when donations are Gift Aided (UK taxpayers only). Funds come to us immediately so there's nothing more for you to do.

Personalise your page by adding your own photograph and text and state your reason for choosing to raise money, and why your chosen charity deserves support. Be creative so people will want to sponsor you!

### **2. Contact your local media**

Why not contact your local paper or radio station to promote your event. Please make sure you tell them who you are raising the money for. Invite people to visit your JustGiving page and sponsor you directly.

For more help on how to contact the media, call us on 01473 839240, or email [fundraising@oaa.co.uk](mailto:fundraising@oaa.co.uk)

### **3. Email family and close friends first**

Before emailing your entire address book, target your most generous supporters first! People tend to match the amounts already listed on the JustGiving page so it helps to get a big donation first.

### **4. Change your email signature**

After your name and title etc, add a line telling people about your event and encouraging them to visit your JustGiving page. This will maximise your sponsorship potential.

### **5. Keep your page updated and email your friends – again**

Be persistent. It takes more than one round of emails to reach your target.

As well as updating your page regularly try:

Emailing everyone your JustGiving page link as soon as possible

Resend the link one week before the event to gain last minute sponsorship

Send for the final time once you have completed the event –

it's never too late!

### **Got a question?**

JustGiving have a local rate number you can call 0845 021 2110.

## After the event

When your event is finished it is always best to collect the money you have raised as quickly as possible. Try to ensure that two people are present when you are counting cash. Please don't send cash through the post. Bank any cash or cheques made payable to you and then write a cheque made payable to 'Out & About' for the amount collected. Send your cheques to:

Fundraising Team  
Out & About  
Claydon Court  
Old Ipswich Road  
Claydon  
Ipswich  
IP6 0AE

Include any sponsorship forms you have used so we are able to claim Gift Aid – this means that your gift could be worth 25% more. Enclose either a remittance slip or a note with your name, address, postcode and details of the event so we can thank you properly for your fantastic fundraising help.

## Tell us what you've done

We love to hear about how people have supported us. Do tell us how your event went and send any photos too – we might even use them in our newsletter or website, with your authorisation of course.

## Any questions?

If you would like to discuss your fundraising idea or have any questions, please contact the fundraising team on 01473 839240.

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*from all at Out & About and the many disabled children and young people and their families who will benefit from your event.*

