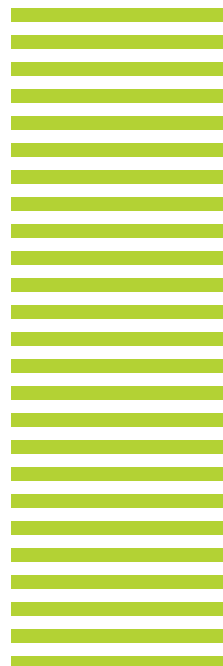


FUNDRAISING
FOR MY
CHOSEN
CHARITY



NAME

CHOSEN CHARITY



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WHAT IS FUNDRAISING?

If you've never fundraised before don't worry! We know it can be daunting but here at NCC we have got lots of hints and tips to get you started - which we've included in this pack.

Fundraising is the process of gathering voluntary contributions of money or other resources by requesting donations. There are lots of ways you can raise funds for your chosen charity, from bake sales to sporting challenges. It's down to your group to decide what you'd like to do...

1

**ONCE YOU'VE DECIDED ON
YOUR CHOSEN CHARITY
PICK AN IDEA**

2

PLAN YOUR ACTIVITY/EVENT

3

**PROMOTE YOUR
FUNDRAISER**

4

PAY IN YOUR DONATIONS

5

PAT YOURSELF ON THE BACK

WHY FUNDRAISE?

There are lots of benefits to fundraising, not just for your chosen charity but for you too! These include;

- Improving communication skills
- Improving organisational skills
- Improving Marketing / Selling skills
- The ability to work in teams
- Understanding the importance of community and charity
- Developing your creativity
- Raising awareness of charity and what it stands for

Staff and students at Nelson and Colne College are passionate about raising money for charity. One example includes raising £238 in aid of Pendleside Hospice. The money was collected by three different departments throughout December – Engineering, ICT and Public Services - following a football tournament.

Waqar Naweed, Engineering Lecturer said: *“Our students were very happy that they won the football tournament!”*



“We have raised money for Pendleside, which we were all very pleased with. I wanted the tournament to represent the unity shown by all students and staff members at Nelson and Colne College, who are all from different backgrounds and faiths. It is the second year that we have held the tournament and this year we chose Pendleside as it is a good, local cause. It’s great for our students to learn about their work in our community.”

For the sixth consecutive year, a team from Nelson and Colne College has also pulled together to help make hampers for Colne Open Door Centre, a charity which aims to assist the poor and marginalised people living in Pendle.

Once again, the group have managed to smash their fund-raising target by making 62 large hampers to feed a less fortunate family this Christmas. This equates to 124 smaller hampers bettering last year's impressive donation of 116 hampers. As well as donating food, the College fundraisers also filled boxes full of toys, teddy bears, books, games and toiletries, to ensure that families who may not have had much to celebrate are this year able to have a festive season to remember.



Level One Care tutor Sue Hartley said: "My students worked their socks off to make this annual project a success and I am very proud of their community spirit and hard work. They were helped by many other students in college to carry the food into the classroom ready to assemble the hampers and put them in the van to deliver to Open Door.



YOU MUST HAVE HEARD ABOUT THE ICE BUCKET CHALLENGE?!

The Ice Bucket Challenge, sometimes called the ALS Ice Bucket Challenge, was an activity involving dumping a bucket of ice and water on someone's head to promote awareness of the disease amyotrophic lateral sclerosis (ALS, known mostly in the US as Lou Gehrig's Disease) and encourage donations to research. It went viral on social media during July–August 2014. In the US, many people participated for the ALS Association, and in the UK, many people participated for the Motor Neurone Disease Association, although some individuals opted to donate their money from the Ice Bucket Challenge to other organisations.

Two summers ago, the challenge, designed to raise money for research into amyotrophic lateral sclerosis, took the internet by storm. Supporters ended up raising over \$115 million for the A.L.S. Association.

Over two years, money from the challenge has helped fund the research and development of treatment drugs and has been used as prize money to entice people to design technology for people living with the disease, which causes a rapid breakdown in a person's ability to control muscle movement.

The association released a chart last year showing where the funds went:

- 67% went to research.
- 20% went to patient and community services.
- 9% went to public and professional education.
- 2% went to fund-raising.
- 2% went to payment processing fees.

The Ice Bucket Challenge started with a mere bucket of ice. Who knows what we could do...





FUNDRAISING IDEAS A-Z



A

Art with a Heart Create artwork and turn it into fundraising products for people to purchase

Auction

B

Bring and Buy Sale

Battle of the Bands

Bingo

BBQ



C

Cake Sale

Carol Singing

Car Wash



D

Disco Sell tickets and encourage others to get their dancing shoes on

Design and Sell Items depending on the Time of Year Calendars, Christmas cards, Mother / Father's day cards, or Easter cards are all great ideas

Disney Day Ask participants to pay a set donation to dress up as their favourite Disney character for the day

E

Easter Egg Hunt

Easter Egg Decorating



F

Fancy Dress Ask participants to dress up as their favourite character for a day

Fun Day Take a few fun ideas from this list and run an all day event

Fête

Fashion Show

Fun Run

Football Tournament



G

Guess the Number This could be everything from buttons in a jar to ping pong balls in a bucket – charge 20p, 50p or £1 to enter depending on the prize

Games Day

H

Halloween Party Fancy dress / quiz – anything 'scary-themed'

Headshave



I

It's A Knockout! Embrace some 70s TV nostalgia and set up your own wet and wacky obstacle course

Indoor Games

J

Jumble Sale Ask participants to bring in one toy, book or item each and hold a jumble sale. You could also hold a cake sale at the same time to raise even more

K

Karaoke

L

Lunch Choose a theme with your class or invite a chef from a local restaurant to cook and the pupils make a set donation for this extra special scrumptious treat

M

Music Show This could be an existing concert, asking musical students to play in a gig or getting sponsored to practice their musical instruments

N

Non Uniform Day

Netball Challenge Tournament





O

Olympic-Themed Fun Day Get excited about the Olympics all over again by holding your own version – you could even split students into teams and give them names of countries



P

Pyjama Day ask participants to come to school in their favourite pyjamas with a donation in hand

Poets Corner run a writing competition for all of those budding poets in College

Q

Quizzes



R

Raffle

Readathon

Rugby hold a collection at a match



S

Sponsored Event walk, swim, run, sing, dance, skip, or sit in a bath of beans, and ask for sponsorship while doing so

Sports Day

Sponge Throw!



T

Talent contest hold a talent contest. You could make it TV show style by nominating judges to pick the winners

Treasure Hunt Split participants into pairs or teams and let the detective work begin! Ask a local business to donate a prize for the winning pair / team, and set a suggested donation for entering

U

Uniform Day

V

Variety Show

Volunteering

W

Wig Wednesday don a colourful wig and make a donation in return



X

X-Factor Singing Competition

Y

Yoga get involved in a fun keep fit class

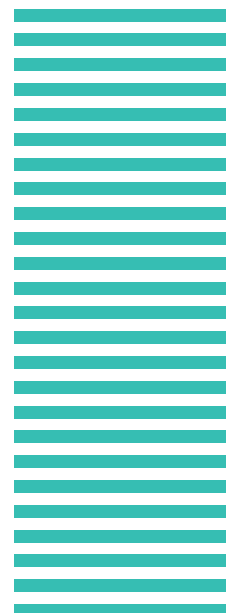
Z

Zumbathon

CONSIDERATIONS

Some helpful advice / considerations you need to think about...

- Be clear about what you want the event to be, what you want to achieve and the size/scale of the event
- Plan and share out the work
- Find out and sort any permission's you may need
- What's your budget?
- Identify how best to publicise the event, e.g. posters, social media, press.
- Plan the whole event in detail
- What happens after the event?





KEEP IT SAFE AND LEGAL

Food Hygiene Food safety laws apply when food is available whether it is for sale or not. Ensure you follow food hygiene procedures. Contact your local council for food hygiene regulations at events or see www.food.gov.uk for more information

Licences Ask your local authority whether or not you need to obtain any special licences (eg public entertainment, collection or alcohol licences). If you are holding the event in a public place, you must have permission from the council or landowner

Raffles If you hold a small raffle on the day of your activity you do not need a licence, so long as all ticket sales and the draw itself take place during the main event. (It is okay if your event lasts more than one day.) Tickets must be sold for the same price with no discounts applied. You must make it clear who is running the raffle. Check the latest information and advice at www.gamblingcommission.gov.uk

Collections It is illegal to carry out house-to-house or public street collections without a licence

Insurance If you are planning an activity that involves the general public you'll need to budget for public liability insurance, which can be obtained from any insurer. If you are holding the event in a venue which has liability insurance (such as a village hall or pub) check they have the appropriate insurance and that it covers your activity.

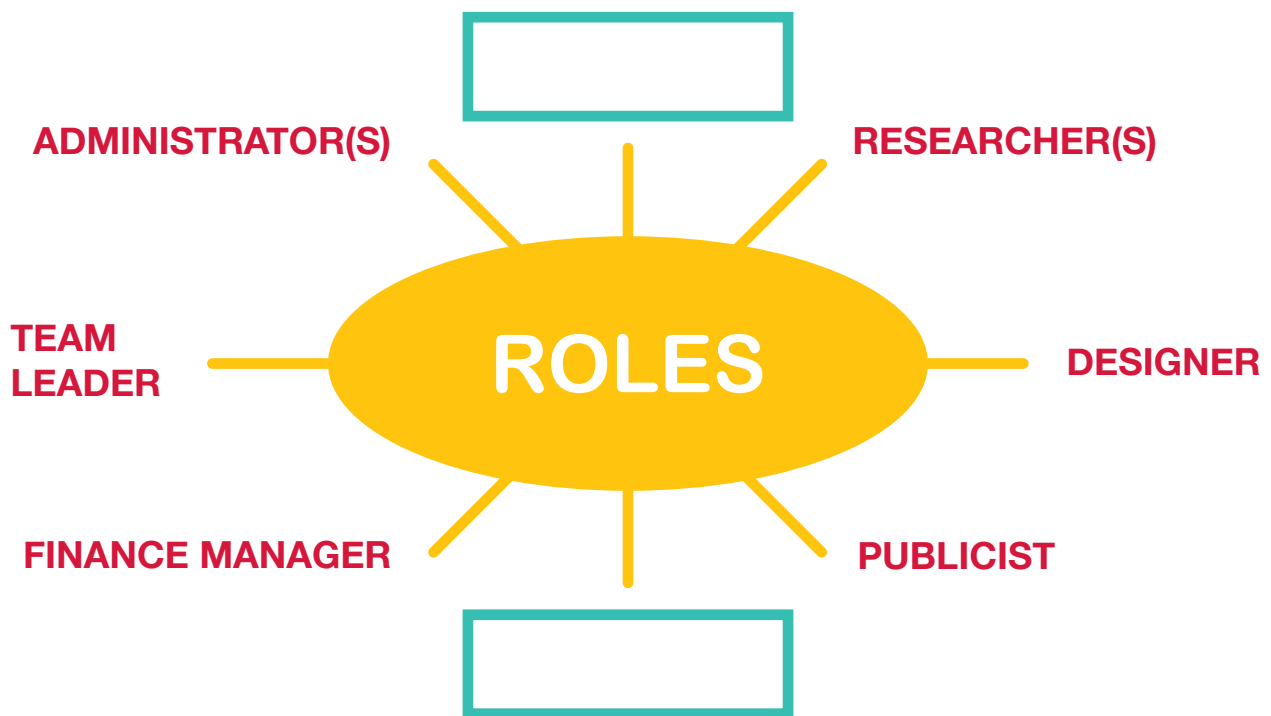
The Money For your own protection, if at all possible, make sure you count the money you've collected with another person present and pay it into Student Services as soon as possible.

Remember Keep records of everything you do for future reference. Visit www.institute-offundraising.org.uk for extra advice and to ensure everything you are doing is legal.



GROUP ROLE AND RESPONSIBILITIES

In your groups you need to decide who is responsible for what task. Everyone's role is important to ensure the event is planned and runs smoothly as possible. Here are a few ideas but please think of your own too;



Team Leader Overall responsibility for the planning and delivery of the task. Delegates tasks and makes any key decisions.

Researcher(s) Takes the lead in researching any key information for the group.

Publicist(s) Takes the lead in promoting the event. Spreads the words and creates hype about the event.

Administrator(s) Takes responsibility for the group's paperwork.

Designer Designs any leaflets or anything else required by the group.

Finance Manager Keeps an eye on the budget, maintains a spreadsheet and transfers money made to the appropriate person.



GUIDELINES

The do's and don'ts of organising a charity event.

DO



- Start early- an event can take months of planning
- Decide on group roles and responsibilities early on
- Make a shortlist of ideas and ask for feedback and advice about what people think will work best/make the most money
- Plan regular meetings
- Keep an eye on the budget
- Advertise your event in various places earlier rather than later
- Think about what 'could' go wrong on the day and what you will do to make things right
- Be enthusiastic about your event; people will be more likely to get involved!

DON'T



- Start planning just a few weeks before the event
- Go for long periods without meetings
- Just go for the first idea you think of; gather ideas from every group member and consider each one
- Be insistent that your ideas are best; effective teamwork requires listening to others ideas and opinions
- Lack information about the charity you are fundraising for; if you can tell others about the charity you are fundraising for and all the good work it has done to date, people will be more likely to donate



WHAT DO WE DO WITH OUR DONATIONS?

Once you have received donations for your chosen charity they must be paid into Student Services as soon as possible. Tell Student Services which charity you would like the donations to be paid into. When you have paid in the money you will receive a receipt. This receipt then needs to be kept safe for your records. Student Services will then ensure the donations make their way to your chosen charity as soon as possible.

