



Fundraising Pack

Introduction to Friends of the Friarage

Originally the League of Friends, the charity was established in 1957 to support the Friarage hospital, its patients and staff by raising funds to supplement the services provided by the NHS.

More than sixty years later our aims are unchanged. By choosing to support the Friends of the Friarage through your own fundraising, you are joining the thousands of amazing supporters whose enthusiasm and efforts have helped us raise over £5,000,000 in the last sixty years.

Fundraising shouldn't feel like a lot of hard work. It should be simple and make you smile. In this pack you'll find ideas, advice and lots of inspiration to help make your fundraising a success.

We're here to support you with whatever you decide to do, so don't hesitate to contact us.

Thank you for choosing to support the Friends of the Friarage -
have a great time fundraising!



A - Z of Fundraising Ideas

In case you are stuck for ideas, here are a few suggestions to inspire you.

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| A | Auction of Promises
Afternoon Tea Party
Abseiling | J | Jazz Night
James Bond Themed Party
Jumble Sale | S | Sponsored Silence
Sweepstake
Swearbox
Supermarket Bag Pack |
| B | Barn Dance
Beard Shave
Beetle Drive | K | Karaoke night | T | Treasure Hunt
Tombola |
| C | Cake Sale
Coffee Morning
Car Wash | L | Loose Change Boxes
Lawn Mowing | U | Unwanted Gift Sale |
| D | Dance / Disco
Dinner Party | M | Marathon Running
Murder Mystery Night | V | Valentine's Day Dance |
| E | Easter Egg Hunt
Eighties Theme Night | N | Non-uniform Day
Name the... Competition
Nearly New Sale | W | Waxing
Wine Tasting |
| F | Fashion Show
Football match
5-a-side Football | O | Odd Jobs
Open Gardens | X | Xmas Cards |
| G | Golf Tournament
Give it up for sponsorship | P | Parachute Jump | Y | Yorkshire Three Peaks
Challenge |
| H | Head Shave
Halloween Party | Q | Quiz Night | Z | Zumbathon |
| I | It's a Knockout | R | Rounders Match
Race Night | ? | Or of course anything
else you can think of! |

Creating a successful fundraising event

We want to help make your event as successful as possible. Give yourself plenty of time to plan your event. Make sure you get help from family, friends and colleagues. Please contact us as early as possible on 01609 762013 if you think you will need our help.

Where & when will your event take place?

You may want to hold your event at home, at your workplace or at a venue in your community. Think carefully about the space you'll need. Will there be adequate parking? What if the weather is bad? Think carefully about when most people will be available. Check local and national calendars to ensure your event doesn't clash with another event or a major sporting fixture.

TOP TIP

Remember to mention you're fundraising for the Friends of the Friarage as you may be able to get a reduced rate.

Set yourself a target and make a budget

Set yourself a fundraising target as it will help you stay motivated and raise more. Think about how much you hope to raise once you've covered your costs and let everyone know your goal. People will be inspired to give generously when they see how you're progressing.

TOP TIP

You can cut costs by approaching local businesses to see if you can get them to donate the venue, catering or prizes. After all, you're fundraising for a great cause!

Spread the word

Use every channel available to let people know about the event. Facebook and Twitter are great for inviting people, updating on your progress and asking for help. Local media including newspapers, radio and TV stations want stories about what is happening in your area and could help you raise even more. Contact us if you want advice on the best ways to get publicity for your fundraising efforts. Or you may just prefer to invite people by email or post – make sure you give people as much notice as possible so they can get it in their diaries.

TOP TIP

Telling people why you've chosen to fundraise for the Friends of the Friarage and keeping them updated with your progress are great ways to motivate people to support you.

Gift Aid

Please make sure you don't forget about Gift Aid. Any UK tax payer can include Gift Aid when they donate. The government adds 25 per cent to their gift so that's an extra £1 for every £4 donated! This extra money can make a huge difference. Please make sure all UK taxpayers tick the Gift Aid box on your sponsorship form and include their full name, home address and postcode so that we can claim Gift Aid.

Matched giving

Many companies run a matched giving scheme, which could double your total raised. Ask your employer if they do, and if not, why not suggest it? It's tax-efficient for them.

Making sure your event is safe and legal

Insurance

If you are hosting a fundraising event, it is your responsibility to ensure that risks are taken into account. You may need to take out one-off insurance for your event. Friends of the Friarage's insurance does not cover you for any loss, injuries or damages incurred as a result of your fundraising.

Publicity Materials

We are happy for you to use our logo to help spread the word about your fundraising. Please make sure you obtain a letter of authority from us before doing so. Please include our logo and registered charity number on all publications, making it clear the event is in aid of the Friends of the Friarage.

Raffles and Lotteries

There are strict laws and regulations regarding raffles and lotteries as they are considered acts of gambling. More information can be found at www.institute-of-fundraising.org.uk. Further details can be found at the Gambling Commission's website at www.gambling-commission.gov.uk

Data Protection

It is good to keep a record of the people who have supported your fundraising so you can thank them afterwards. However you must ensure that any personal details you acquire as part of your fundraising complies with the Data Protection Act. You must not share people's information without their permission or keep hold of it for longer than you need to. For more information refer to www.gov.uk/data-protection/the-data-protection-act

Other Considerations

Accessibility – is your event accessible to all?

Risk assessment – is your event safe? For more information about undertaking a risk assessment, visit www.hse.gov.uk

Food Hygiene – nobody wants to get poorly, so contact the local council for food hygiene regulations for events.

Licences – check with the local council if you need to obtain any special licence e.g. public entertainment, collection or alcohol licences.

First Aid – it's always handy to have a first aider on site, just to be safe.

Frequently asked questions

Q: Do I need permission to fundraise for Friends of the Friarage?

A: Yes. You should contact the Friends Office on 01609 762013, giving details of your fundraising event, along with your name and contact details. We will then send you a Fundraising registration form to complete. Once we have received this, we will send you a letter of authority on headed paper giving you permission to fundraise on our behalf. This helps us keep track of all the fundraising events taking place. It also protects you as we can reassure people that you are genuinely fundraising for us.

Q: Does having a letter of authority give me permission to do street collections for money?

A: No. You will need to contact your Local Authority.

Q: Am I covered by Friends of the Friarage insurance policy for my event?

A: No. We cannot provide liability insurance for anyone fundraising for us.

Q: Can the Friends help me plan my event?

A: Yes. Please contact the Friends Office to discuss your requirements.

Q: Can a representative from the Friends attend my fundraising event?

A: Please contact the Friends Office as early as possible in your planning. If we can, we will support you.

How to pay in the money you've raised

The easy way to send your money to us is to pop a cheque in the post to:
Room 47 Admin Building, Friarage Hospital, Bullamoor Road, Northallerton,
North Yorkshire, DL6 1JG

Cheques should be made payable to 'Friends of the Friarage'. Please enclose your donation form, sponsorship forms and details about your amazing event.

Please do not send cash in the post.

A Huge Thank You!

We really appreciate all the hard work and support you, your friends, family and colleagues have given us.

You will receive a thank you from us within five working days of receiving your donation.

