The Somerville Foundation

Supporting young people and adults born with a heart condition

Why Fundraise?

Because we need you to

No matter how large or small the amount of money you raise, it all goes to support our work for The Somerville Foundation around the UK and really does make a big difference.

Fundraising – the clue is in the name – it's meant to be FUN! Whether you are organising a local coffee morning with neighbours, or a huge outdoor concert, remember that this is an activity to be ENJOYED – so make sure you have a good time!

Fundraising gets you out and about, meeting new people and taking part in your local community. It is a great way to have a laugh with your neighbours and make friends whilst making an important and very valued contribution to The Somerville Foundation.

It can be quite easy to fundraise if you keep it really simple so there's an approach to suit every lifestyle and schedule.

"OK I get it... fundraising can be fun, will give me confidence and get me out and about, and yes, I'll be really proud to be helping out The Somerville Foundation. But HOW exactly do I go about it?!"

Sometimes we all need a little help with ideas. We've had a bit of a brainstorm and taken inspiration from some of our friends too – so there's a wide range of ideas that you'll find within this pack – with simple to follow instructions and a handy checklist. Let us know if you have any other ideas and we can add it to our list!

A-Z of Fun ways to fundraise!

Auction of promises

Bad hair day, barn-dance, bring and buy, bingo night

Car boot sale, coffee morning, cricket match, cake sale

Dress down day, dog walking, dinner party, draw

Employer's support, Easter egg hunt, exhibition, eBay

Fantasy football, fun run, 5p box

Guess the amount of money, garden party, gala evening, guest speaker

Head shave, hockey, house party, hog roast

Indian head massage, ice-cream sales

Jewellery making, jazz night, jumble sale

Karaoke, kiss-a-thon, knit-a-thon

Line dancing, lunch party

Murder mystery evening

Newsletter, netball, non-uniform day

Obstacle race, open garden

Pub quiz night, party

Quiz, quiet day

Raffle, regatta, race night

Sponsored horse ride/swim/walk, swear box

Treasure hunt, ten pin bowling

Use every opportunity

Valentine's dance

Wine tasting, write to everyone, window cleaning

Xmas party, Xmas raffle

Young and old, organise a family event

Zany clothes day

Be Creative

Give something up
Quit smoking, drinking, biting your nails or anything else you can think of in return for sponsorship.

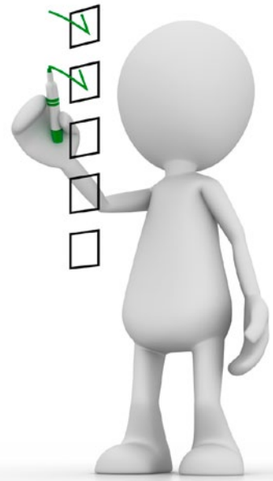
Practical activities
Offer services or sell your skills in exchange for a donation. You could provide DIY, housekeeping, babysitting or car washing. Or you could make jewellery, clothes or cakes to sell at market or at work.

Celebrations and family events
Many of our supporters have kindly asked for donations to The Somerville Foundation instead of family events and celebrations. Of course we don't want you to miss out, however if this is something that you could consider, the support of your family and friends would be warmly welcome!
Don't forget to ask for our gift-aid envelopes.

Newsletter
Why not produce your own newsletter to send to everyone you know telling them about your challenge and how you are progressing.

JustGiving™

You can use Just Giving to create a free online fundraising page. Personalise your page with a photo – www.justgiving.com.



Events

1. Choose a date and venue
Will you hold your activity at home, at the office, in the garden, or somewhere a little different? Think about what time of the year is best and find out what else is going on in the local area.

2. Plan your theme
Take a look at our A-Z of fundraising or why not plan something completely original!

3. Set your fundraising target
Set your donation or entry fee for the event and plan some fundraising activities such as tombolas, raffles and auctions to raise even more money.

4. Invite your guests
The more guests you have, the more you can raise for The Somerville Foundation! E-mail, phone and send out the details of your event to all your friends, family and colleagues.

5. Promote your event
Put up posters in your local area or contact local papers for coverage if you want even more people to join you.

6. Get some help
Ask local shops, pubs and restaurants to donate prizes or display posters. Friends, family and colleagues will often enjoy helping out, donating or sharing ideas.

7. Collect donations from your guests
Ask your guests to agree to Gift Aid on your sponsorship form. This will enable us to claim an extra 25 per cent on every pound raised at no extra cost to you or the person making the donation.

8. Thank your guests
Everyone who comes to your event will be making a difference to people living with congenital heart disease... so let them know how much they have helped to raise.

Keep it legal!

By law The Somerville Foundation's Charity Registration Number 1138088 must appear on all posters and advertisements that invite people to participate or help. The use of the The Somerville Foundation logo and registered charity number needs our prior approval. Please contact us on 01473 252007 or e-mail fundraising@thesf.org.uk

Public Liability Insurance

If you organize an event that involves the public in any way, you will need to ensure you have public liability insurance. Check you have a policy which covers you for such activities.

Collections

It is illegal to collect money in a public highway or street without a valid license from your local authority. Licenses are normally only allocated to registered charities. A license is also required to request money on a house-to-house basis. Again, regulations will vary from each local authority.

Licenses

- A Public Entertainment License is required by law if 2 or more people are performing and/or dancing. Inside Event – If the venue has a license you are covered. If not you must apply 3 months in advance. Contact your local authority.
- Outside Event – A license is only needed if musical entertainment/performances are taking place. If you're expecting a large crowd, remember to inform the police and again contact your local authority.
- An Occasional Liquor License is required if you are holding your event at an unlicensed venue, contact your local Magistrates Court. The only exception to the rule is when it is not being sold and no indirect charge is being made for it (i.e. the ticket price cannot be increased to cover the cost of alcohol). You can avoid this issue by either holding your event on licensed premises or by asking a local pub to organise a bar at your venue.

Selling Food

Food safety laws apply when you sell food at an event. You need to be aware of these and follow food hygiene procedures. Contact your local authority Environmental Health Department for further information.

Lotteries & Raffles

Lotteries

A lottery is a game of chance in which tickets are sold enabling the holder to qualify for a prize or money. If an element of skill is introduced, such as a tie-breaker, then it becomes a competition and there are less restrictions.

Raffles – there are three types of raffles:

Private - a raffle at a workplace, club, or school does not need a licence. However, tickets can only be sold to people within these locations and not to the general public. The draw must take place on the premises where the tickets were sold and on the same day as the tickets were sold.
Small – if the raffle is not the focus of the event then it doesn't need a license. But there must be no cash prizes, and the prizes must not exceed £250 in value – although there is no limit on the value of donated prizes. All sales of tickets and the announcement of the results must take place at the event.
Public – if the raffle is to be open to members of the public, with tickets sold over a period of time, it must be registered with the local authority. There must be a named promoter who takes full responsibility for the raffle.

If tickets sales exceed £20,000 you must register with the Gaming Board.

If in doubt, please always check with your local authority.

General points:

Every ticket has to be the same price, you cannot, for instance, offer five tickets for the price of four.

When you order tickets from a supplier please ensure that you request an invoice showing the quantity and serial numbers of the tickets supplied. It would be helpful also to have the date the lottery is to be drawn and a list of prizes on the tickets.

Safety first

- It is important to make sure that everyone's going to be safe while having fun.
- Make sure that children are safe and that you do not allow them to ask for money or collect money alone without an adult.
- You must comply with the Health and Safety at Work Act 1974 and all relevant subordinate legislation – The Somerville Foundation cannot accept responsibility for accidents, so make sure that your event is safe for all concerned.
- If you are going to be carrying money around please take care with personal security. Always use a safe route and always be accompanied and/or carry a personal alarm.
- Make sure that no-one is fundraising, working or spectating in an unsafe environment. Assess the risks involved and make sure they are eliminated or minimized to an acceptable level, particularly in the case of children. Remember that the Health and Safety Act applies to volunteers as well as employees.
- The Somerville Foundation does not encourage particularly hazardous activities including hang gliding, parascending, microliting, abseiling, parachuting, assault courses or bungee jumping. You may wish to participate in such activities, please put your own safety first, make double sure you are fully trained and have the correct insurance and equipment and that you have assessed the risk to you personally and have planned effectively.
- If sub-contractors or facilities are used, make sure that they have the requisite experience and insurance facilities.

Sending us your donation

Please make sure that the money you raise or collect reaches The Somerville Foundation as safely and quickly as possible. Try to make sure that all the money is counted and looked after by two people.

Make cheques payable to 'The Somerville Foundation'. Do not send cash by post.

For information on sending your donation to The Somerville Foundation please contact our head office on 01473 252007 or email fundraising@thesf.org.uk

Don't forget to include your name, address, postcode and details of the event and the amount you raised so we can thank you.

Let us have a brief description of when and where the money was raised and if possible, please send us spare photos and any funny or unusual stories about the event which we may use in GUCH News.

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Don't forget that if you are a taxpayer, you can Gift Aid your donation, which means that for every pound you give to The Somerville Foundation, we will receive an extra 25 pence from the taxman – at no extra cost to you.

- Anyone who pays UK tax can make donations under the Gift Aid scheme. You will pay tax on your income, your pension and your savings, so most people qualify.
- Any donations to The Somerville Foundation can be under the Gift Aid scheme, as long as you pay the same amount – or more – in tax that is being reclaimed on your donation in the financial year. Council Tax and VAT do not qualify
- A donation is something for which there was no benefit received, so raffles, tickets to events, sales, etc. are not donations.

Your contribution – no matter how large or small makes an incredible difference to peoples lives.

Thank you

The Somerville Foundation

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Registered Charity No: 1138088

July 2012