



Handy Hints on how to fundraise successfully

Organise

- Keep ideas simple
- Form a small working party and assign tasks to individuals, e.g. publicity, finance
- Create a contacts list with telephone numbers/email addresses
- Compile a list of equipment/catering needs if applicable
- Notify the press and inform local residents via letters, flyers/posters

Budgets

- Cost out your event and don't forget extras such as postage or external printing/publicity
- Estimate your income target
- Set a budget and ensure that expenditure is kept under control by monitoring & accountability of individuals
- Ask suppliers if a charity discount is available

Venues

- Choose a venue with good transport links and adequate free parking
- Check that disabled access is possible
- Ensure safe storage of cash if kept at the venue
- Gain permission from the local authority and/or landowner for an outdoor event
- Check if licences are needed, e.g. for alcohol and decide who is going to apply for them
- Contact the local authorities environmental health department if providing food for the general public or catering at a large event
- Inform emergency services and post volunteers to keep exit and access points clear at all times
- Organise first aid cover

Collecting money

- There are regulations governing fundraising of any kind including, public collections, lotteries and raffles
- Your company may run a matching scheme which will match the amount raised up to an agreed amount

For a sponsored event

- Fill in a sponsor form using clear capital letters
- If you are participating in the sponsored event, the form must have your full name and home address plus your event name. Don't forget to date the form.
- You can also be sponsored online by setting up your own page at Just Giving - see web address below

Helpful websites

Timeoutdoors; www.timeoutdoors.com
Inland Revenue: www.hmrc.gov.uk

Charity Commission. www.charity-commission.gov.uk
Justgiving: www.justgiving.com

These guidelines are just that - guidelines and may not be fully inclusive. If in doubt please contact the Trust for advice on Boston (01205) 311222 and ask for Sue or Jane