

Support Diabetes Research -
Our guide to Active Fundraising

Thank you for choosing to fundraise for the Diabetes Research & Wellness Foundation - we really appreciate your support and can assure you that every penny you raise will be put to good use. We hope this guide will help you in planning a successful event.



‘Staying well until a cure is found.....’

On your marks, get set, go...

Top Fundraising Tips -

DRWF can provide you with official charity sponsorship forms so that you can approach family, friends and colleagues and ask them to support your fundraising event.

Some top tips for success:

- ☐ Get a generous supporter at the top of each sheet to set the standard
- ☐ Ask your sponsors to complete their full postal details and tick the Gift Aid box if they pay tax so that DRWF can reclaim the additional funds from Inland Revenue. Once your event is over and you have collected all your sponsorship monies, return your original sponsorship form with the funds raised to the DRWF so that a claim can be completed. Remember, it must be the taxpayer's home address, not business.
- ☐ Ask your sponsors for their donation in advance so that you don't have to chase them after the event.

Ask your employer to double your funds!

Some employers may offer to match, in part or in full, charity funds raised by their employees. It's their way of ensuring the charitable donations they make are ones that their employees are happy with. Ask your employer if they operate a 'matched giving' scheme. Claiming material funds is usually a very quick and simple process and could double your funds.

Creative sponsorship -

If you don't like to ask for sponsorship, come up with some creative ideas to raise funds -

- ☐ Create a game of chance - asking people to guess the time you might finish a run or walk in.
- ☐ Make up a sheet with a number of alternative times and ask people to 'buy' a time slot, offering a small prize for the person who chooses the time closest to the finishing time.

The possibilities are endless!

Set up your own On-line Fundraising Page -

Creating an on-line fundraising page allows you to reach all your family, friends and work colleagues wherever they are. It allows your sponsors to donate securely online and all monies and Gift Aid are collected on your behalf and sent straight to DRWF.

It's quick and easy to do -

- ☐ Visit www.justgiving.com/drwf and follow the on-screen instructions - it only takes a few minutes to set-up.
- ☐ Add a photo and some text about yourself and your fundraising event or challenge.
- ☐ Email the link to the page to everyone you know and then they can visit and sponsor you on-line.
- ☐ Don't forget to send a copy of the link to your DRWF contact so that they can note the page address on their records.

Activity Fundraising -

Get together with friends to consider organising your own mini-fundraiser. For example:

- ☐ Car Boot Sale
- ☐ Dress Down Day at work
- ☐ Sponsored head shave/silence
- ☐ Pub Quiz Night
- ☐ Tombola/Raffle (*if all the tickets are sold and prizes drawn at the same event, you don't need a gaming licence*)
- ☐ Five-a-side football/competition/challenge
- ☐ Charity Auction
- ☐ Fashion Show
- ☐ Themed Party
- ☐ Cheese and Wine Evening
- ☐ Proceeds from the Office Swear Box
- ☐ Cake Baking/Biscuit Making Sale

However you decide to support the DRWF, you can be sure that your efforts are greatly appreciated!

Diabetes Research & Wellness Foundation

101-102 Northney Marina, Hayling Island, Hants. PO11 0NH
Tel: 023 92 637808 www.drwf.org.uk enquiries@drwf.org.uk
Registered Charity No: 1070607 Company No: 3496304 Company Limited by Guarantee

Steps to success...

Follow these steps to ensure a well-organised, smooth-running and successful fundraising event.

What, when, where?

- ▶ Give consideration to the type of event you want to hold. Think about skills, interests and resources available. Sometimes keeping it simple, is best. Take a look at some of our suggestions, or ask family, friends and colleagues for ideas
- ▶ You'll need to establish what will be involved - budget? volunteers? equipment? the need for tickets? will you be collecting sponsorship monies or donations of goods?
- ▶ Allow ample preparation time before the event date
- ▶ Make sure you choose an appropriate venue
- ▶ Contact us to let us know what you're doing and ask for advice

Make a timeline

- ▶ List all the jobs that need to be done and then make a timetable - work backwards from the event date! Consider any potential risks at your venue and ensure that you obtain any permissions or licenses (call us for advice if you're unsure)
- ▶ Enlist your helpers and allocate jobs - is there a need for a committee to make sure you're all working to the same ends and timetable?
- ▶ Could other ideas be added to your event to generate more money - selling of refreshments maybe

Publicise your event

- ▶ Use every means available to publicise your event - posters, leaflets, banners, invitations, letters, email, text, on-line fundraising page through 'JustGiving'
- ▶ Do you need a system in place to handle responses from attendees, participants etc.?

On the day

- ▶ Have checklists and contingency plans in place
- ▶ Make sure first-aid and security plans are in place and working
- ▶ Who's going to clear up at the end of the day

After the event

- ▶ Collect all your sponsorship monies or funds raised & send to DRWF at the address below
- ▶ Evaluate the event and celebrate your success
- ▶ Don't forget to thank all your willing assistants!

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Keeping it sweet...

Be safe, be legal! Safety requirements will vary with different types of event. Some areas for consideration -

Venue

Suitable for the event
Adequate lighting, sanitary facilities, parking
Disabled access and facilities
What is the maximum capacity of the venue?
Allow space between/around activities if an indoor venue and do not obstruct fire exits
Ensure plenty of supervision/marshalling
Give plenty of instruction and information to inexperienced helpers

Equipment

Ensure all portable electrical equipment has been tested and is fit for purpose. Make sure equipment is located safely to avoid trip hazards
Ensure all equipment is in good repair and is operated by competent users
Check the stability and strength of tables etc., before piling stuff up on them.
Be careful when lifting heavy items - use trolleys where appropriate

First Aid & Emergency

Ensure you have adequate emergency and first aid procedures for your event
Do you need to let the police or fire brigade know of your event
Will you need qualified first aiders or will a first aid box be sufficient
Make sure you know where extinguishers and turn-off valves are located
Ensure there is a telephone available

Food & Refreshments

There is a legal requirement for anyone selling or processing food to make sure they are doing so safely and hygienically. Make sure that at least one helper has a relevant qualification or that all food handlers have read the Food Standards Agency's guidance

Children

Ensure that children are adequately supervised.

Never allow children under 16 to collect money from the public without an adult
If you are planning a large scale event, make provision for 'lost children'

Money

Keep money in a lockable box
Make sure you are personally safe when carrying money - preferably don't go it alone!
Never put personal safety in jeopardy
Only collect sponsorship or donations from people you know and trust

Raffles

It is fine to hold a raffle as part of a larger event as long as ticket sales and the announcing of the results take place during the event and there are no cash prizes
Public lotteries and raffles must be registered with the local authority. Further information can be obtained from your local authority or the Gaming Board of Great Britain.

Licences

You will need a licence from your local authority for the following, and you might be required to state that you are holding the event in aid of The Diabetes Research & Wellness Foundation, registered charity no: 1070607:

- *music and dancing
- *sale of alcohol
- *extended hours
- *provision of food or drink
- *copyright & royalties for drama or film shows
- *collecting money or selling goods in a public place

Waste

Dispose of rubbish and waste materials safely
Avoid use of hazardous cleaning chemicals providing protective clothing were necessary

REMEMBER: You can contact DRWF for help on 02392 636138 fundraising@drwf.org.uk

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Paying in details....

THANK YOU for completing your event in support of the **Diabetes Research & Wellness Foundation**. Please collect your donations or sponsorship monies as soon as possible. **DO NOT SEND US CASH IN THE POST**. If you receive cash or cheques made payable to yourself, please bank them and write a cheque to the Diabetes Research & Wellness Foundation for the total amount collected. Please then send cheques accompanied by this form and all sponsorship forms to DRWF at the contact details below.

It would really help if you would write your name on the back of all the cheques you send us - just so that we can easily identify how much your event raised in total. **DON'T FORGET** to include all your sponsorship forms because we cannot claim Gift Aid without them!

Please complete the details below so that we can thank you for all your hard work.

Name

Address

.....

Postcode Tel

Email Age: 16-24 25-50 50+

Event..... Total collected £.....

Please let us know if you have any comments about our fundraising activity pack.

What information did you find useful?

Was there anything missing from the information supplied

Why did you decide to support DRWF

.....

We're so glad you did - without your support and commitment we cannot continue to fund vital diabetes research and provide ongoing educational support to those living with diabetes on a daily basis - THANK YOU - YOU ARE THE BEST!

Office Use Only

Date monies received FR Ref

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Contact us.....

You can contact us at any time to discuss your fundraising proposal, seek advice or just to let us know how your plans are shaping up.....

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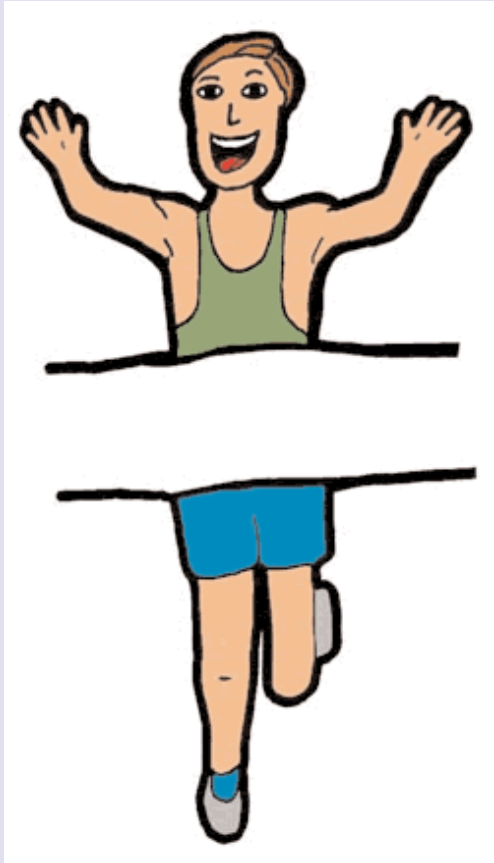
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*Help us reach the
winning line
in our race for the cure...*



FUNDRAISING MADE EASY

Don't break into a sweat at the thought of raising sponsorship!

Do it the easy way!

Simply create your on-line fundraising page, personalise it with your photo and message.

Email all your friends and family to let them know about your fundraising event and enable them to donate quickly and securely on-line with a credit or debit card.

Plus, DRWF can collect a further 25% in Gift Aid from UK taxpayers.

What a bonus! and at no cost to you or your sponsors! EASY!!

Support the Diabetes Research & Wellness Foundation
create your page now at:

www.justgiving.com/drwf

For more information or
help in setting up
your page
call us on
02392 636138

justgiving
fundraising made easy



