

FUNDRAISING PACK

Thank you for your interest in fundraising for Wandsworth Carers' Centre!

You can help us raise money and spread the word about Carers by organising small events, either at home or in your community.

In your pack you will find:

- Fundraising Ideas sheet
- Safety and Legal Guidelines
- Poster Template
- Sponsorship form
- Money return form

IN 'FUNDRAISING'
THERE IS 'FUN'!

Fundraising Ideas

Here are some ideas on how to have fun while raising funds for Carers! To make the most of it, ensure you have read our safety and legal guidelines as the nature of your events may require some forward planning.

- **Coffee morning / Afternoon tea:** you could gather with some friends or neighbours and offer them tea, coffee, biscuits... and ask for a small donation.



- **Film / board games night:** you could invite some friends / neighbours to come and watch movies or play board games and ask for a small donation.

- **International food:** Show off your cooking talents! With the help of international friends you could learn about different cuisines and raise money by charging for taster portions!



- **Bake sales:** Are you a budding baker? If so, for sure people would love to eat your creations! You could have a small stand and sell your cakes in your neighbourhood, workplace or community venue.

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- **Music event:** If you belong to a band or a choir, you could organise a concert in your community.



- **Clothes / Toys sales:** you could sell the toys your children are not using anymore or the clothes you no longer need.

- **BBQ:** If you have a garden and enjoy gathering with your friends around a BBQ, you could ask them a small donation.



- **Charity Quiz:** Why not organising a quiz at your local Pub? It could be about any topic you are interested in from music to geography or about a specific country for instance. Prior to the event, you would need to decide on the percentage of the money that would be donated to the Carers' Centre.

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- **Sponsorship** – a run / event or sponsored activity such as sponsored silence.



- Remember to tell your friends / neighbours the place, date and time of your event early enough so that more people will turn up.
- To advert your event, think about publishing it on yours and the Carers' Centre Facebook or Twitter account.
- If you need any further information or advice on how to proceed, do not hesitate to contact us (vol.clemence@wandsworthcarers.org.uk). We will be more than happy to help you.
- If you cannot organise your own event, just take part in ours! Have a look on our website www.carerswandsworth.org.uk to see the upcoming events such as the Carers' Trust Britain's Best Breakfast in October.

Cannot make it?

Alternatively, you can support us by making a donation by sending money to:

Wandsworth Carers Centre
181 Wandsworth High Street
London SW18 4JE

Safety and Legal Guidelines

First of all, we are very thankful for your interest in raising funds for Wandsworth Carers' Centre and helping us raise awareness about Carers in the UK. Before you get going, we will ask you to read our Safety and Legal Guidelines to make sure your fundraising activity is fully safe and meets with the necessary legal requirements.

Keep safe!

- You should be aware that Wandsworth Carers' Centre is not responsible with regard to what could happen during the event. Everything is at organisers' and participants' own risk. Wandsworth Carers' Centre should not be held responsible for any issue, accident or death which could happen on the day of the event.
- Depending on the nature of your event, you may consider an appropriate insurance cover, in case someone reports an injury after the event for instance. It may also be necessary to carry out a risk assessment. To do so, start by identifying potential risks / hazards and decide the level to which it is likely to happen (low, medium, high). Then, think about the measures you could take to remove or minimize those risks.

Raise money legally

- Although we provide you with a poster template in our fundraising pack, you may wish to make your own poster and/ or create other publicity materials. In that case, it is very important that you include the line "In aid of Wandsworth Carers Centre, registered charity No 1053121 and company No 3152094 in England".

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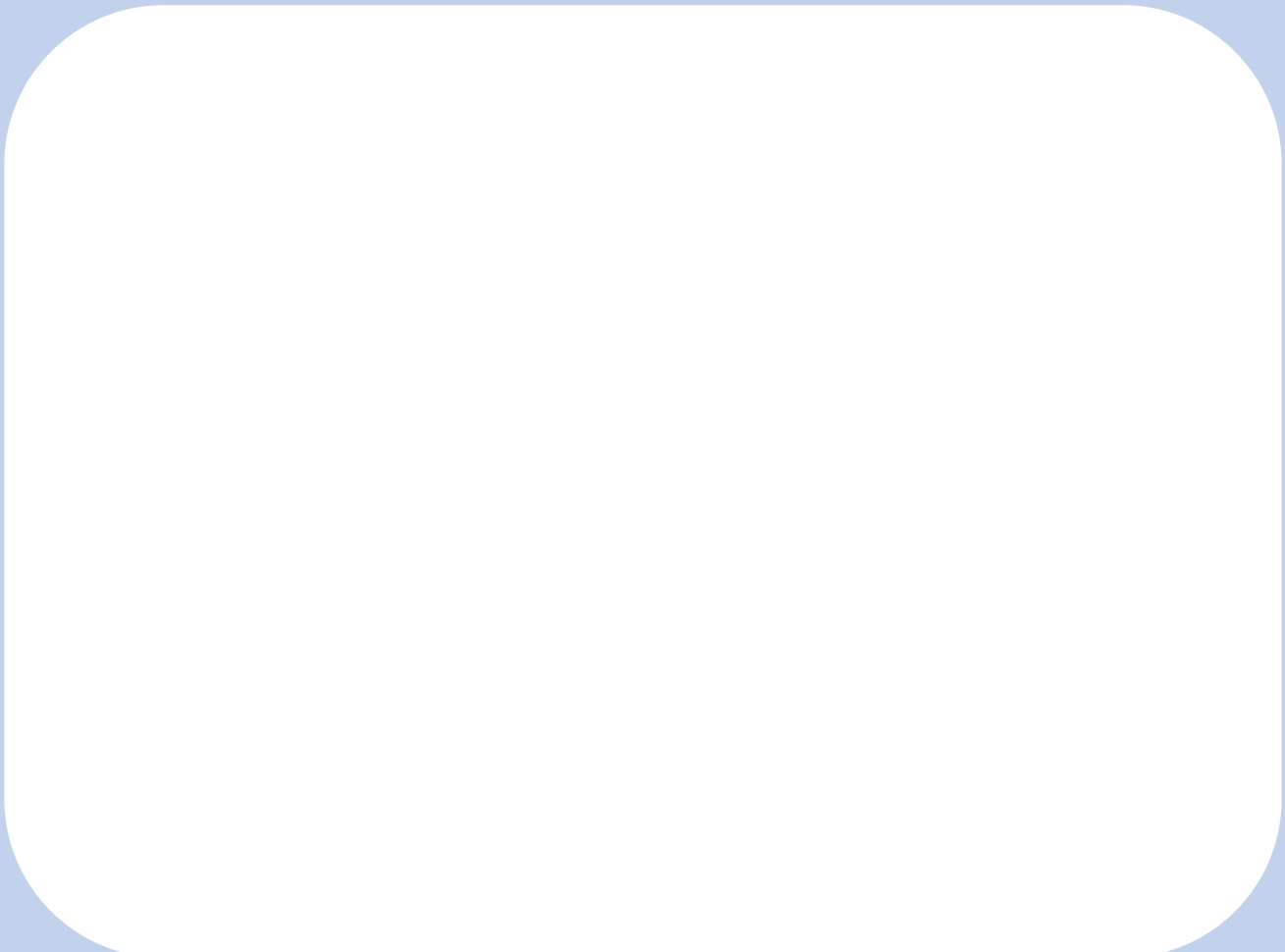


- If you wish to use our logo on your posters or other documents, please, email us at philippa@wandsworthcarers.org.uk and we will send it over to you.
- Fundraising for Wandsworth Carers' Centre does not allow you to claim that you act as an agent for Wandsworth Carers' Centre. Therefore, neither you nor the fundraising material you will be using should suggest that you represent Wandsworth Carers Centre.
- If you wish to raise funds in a public place, such as a supermarket, you would need the authorisation of the manager.
- If you choose to fundraise by selling goods or services (bake, clothes sales...), according to the law, you must sign a Fundraising Agreement with Wandsworth Carers' Centre prior to the event. Moreover, you will need a fundraising agreement if you wish to deduct any costs from your fundraising. In order to get a fundraising agreement, please email us at vol.clemence@wandsworthcarers.org.uk or philippa@wandsworthcarers.org.uk or call us on 020 8675 0811 so that we can set that up for you.
- One of the most common ways to fundraise is by collecting money either in public places or door to door. Should you intend to proceed in that way, you would need a licence from your local authority. Wandsworth Carers' Centre cannot obtain it for you.
- Regarding events such as lottery, raffle or sweepstake, as you may already know, some very strict laws apply to them. You should refer to the Gambling Commission website (www.gamblingcommission.gov.uk) which provides useful guidelines.
- Finally, if children under 16 contribute to your fundraising activities, you must have written permission from a person legally in charge of them and make sure they are supervised at all times by an adult during the fundraising activity.

Wandsworth Carers' Centre



Help raise vital funds for breaks, activities, training
and events for unpaid Carers



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SPONSORSHIP FORM

Name:

Event:

Address:

Date of the event:

Full name	Address	Postcode	Amount pledged	Date received

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Money Return Form

Thank you very much for your contribution to raise money for Carers in the Wandsworth community.

Please complete this form in printed / block capital letters and return it to:

Wandsworth Carers' Centre
181 Wandsworth High Street
London SW18 4JE

Details of your fundraising activity:

Title Mr Mrs Miss Ms Other

First name

Surname

Company
(if applicable)

Address

Postcode

Email address
(by giving your email address you agree to us contacting you in this way)

Phone number

I enclose:

- £..... in cash
- A cheque payable to **Wandsworth Carers Centre** for £.....

THANK YOU