



# How to .... Raise your sponsorship

## The big ask

The easiest way to raise sponsorship in aid of Havens Hospices is to set up an online giving page like [JustGiving](#) or [Virgin Money Giving](#). Once you have set up your online page you can share this with your friends, family and colleagues so they can donate easily to your challenge.

Simply click 'Start Fundraising' and follow the step by step process to set up your online giving page, if you run into any difficulty then please get in touch.

If you would prefer to use a paper sponsorship we can provide you with our sponsorship form to show you are genuinely raising money for Havens Hospices. You can download our sponsorship form [here](#). When collecting sponsorship if possible, ask sponsors to pay in advance – it means less work for you after the event.

## In the workplace

Some companies will match donations raised by their employees. Ask your line manager or Charity Coordinator whether the company does this, and how you apply.

If your company has an Intranet or newsletter, ask them to share your story and support your fundraising

## Asking again

It's inevitable that people will forget to pay their sponsorship, so you'll need to remind them. Give people a deadline and a friendly reminder explaining that you are almost ready to send your money to Havens Hospices.

## Paying in sponsorship

If you are using an online platform like JustGiving or Virgin Money Giving the money will be automatically transferred to Havens Hospices. If you have used a paper form please send the completed form and donations to Fundraising, Havens Hospices, 226 Priory Crescent, Southend on Sea, Essex, SS2 6PR.

## Keeping it safe and legal

When using a paper sponsorship form you could also carry your Supporter Agreement with you to show you are genuinely raising funds for the charity.

To comply with the fundraising guidelines, and for your own safety, please only knock on the doors of people you know.

## Our Top Tips!

- Be seen on social media
- Spread the word to your local community, as well as telling your friends, family and colleagues
- Be confident and enthusiastic
- Aim high

Please email our Fundraising Team at [fradmin@havenshospices.org.uk](mailto:fradmin@havenshospices.org.uk) to request your Supporter Agreement, which shows you are legitimately fundraising for Havens Hospices.

