

**Fundraising Tips and Guidelines**

Fundraising should be **FUN**: make sure whatever you plan it’s something that you will enjoy as well as your friends and family. Think about your network of people and their interests, the more they have fun the more they give!

Don’t be put off by the amount you have to raise; break it down into bite size pieces maybe monthly targets and try to raise your target each month.

Remember Havens Hospices do not chase or put time limits on your fundraising, if it works for you hold one big fundraising event after you have run alternatively you may find it easier to focus on raising your money before you run.

You will be surprised how generous people are, so many of us would never run a marathon and are more than happy to donate.

**The Legal Bit!**

**Minimum Sponsorship**

* If you have a charity place in any event where a minimum pledge is asked you MUST make donors aware. Signage at your event, a letter home to parents if school fundraising, announcements at the event means that you are following fundraising regulations.

**Collecting Tins**

A full guideline sheet is available (from Havens)

Key Points:

* Record where you leave your collecting tin and make sure you collect when either full or you have finished fundraising
* Make sure the tin is properly sealed and labelled
* Only use official Havens Hospices property
* If you have a charity place in an event make sure a sign is by the tin stating so.
* Return the unopened tin to Havens Hospices to be counted. Don’t be tempted to open and count the contents yourself
* Remember if you are collecting in the high street or at a venue you must NOT shake the tin, people must feel able to donate without feeling pressurised.

**Gift Aid**

There are strict rules and guidelines around claiming of gift aid.

Points to remember:

* If you have a charity place with minimum sponsorship gift aid cannot be claimed from anyone living at the same address as you and/or who is an immediate relative
* Gift aid cannot be claimed from offline donations raised at an event
* Gift aid can only be claimed from donations made on sponsor forms if the donor has filled out correctly; House number and postcode must be completed with the address; When donors write: C/O Work or as above etc, unfortunately gift aid cannot be claimed
* Donating on line is a more effective way for the charity to receive all the gift aid that it should. If you can set up an online page and direct donors to it that is better for all.

**Raffles**

If you are planning to hold a raffle once again there are strict guidelines to adhere to, please bear in mind the following:

* Cloakroom tickets can only be used as raffle tickets if the draw is being made on the same day that you sell the tickets.
* If you sell tickets for a period of time before the draw is made you will need correctly printed tickets that meet the criteria set down by the Gambling Commission. Havens Hospices can provide these and also full details of the Terms and Conditions.
* Raffle tickets must all be sold for the same face value ie £1 a ticket, £5 for 5 tickets, not 6 for £5.
* Make sure you only sell raffle tickets to those who are 16 and over.