

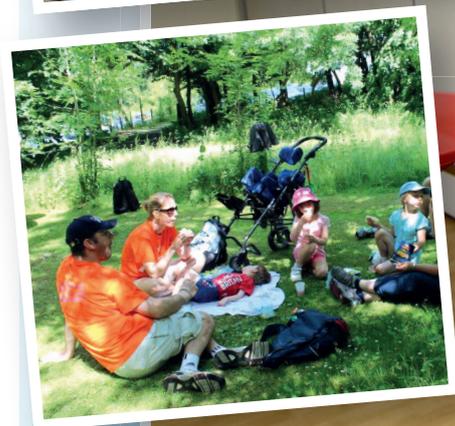


BATTEN DISEASE FAMILY ASSOCIATION

*Together we WILL make a difference*

Registered Charity In England and Wales 1084908 - Scotland SC047408

# Fundraising Toolkit



Top tips to make your fundraising easier



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## Planning

Set up a fundraising committee/group to help you with ideas and allocate key roles such as treasurer, PR and secretary. Make a list of all your ideas and think about when you are going to put them into practice. Put together a time plan with key activity dates and responsibilities to help you see clearly who needs to do what and by when. Set yourselves a realistic target to work towards.

- Set up your online sponsorship page via [www.virginmoneygiving.com](http://www.virginmoneygiving.com) or [www.justgiving.com](http://www.justgiving.com)

## Tell all your Friends, Family and Work Colleagues

To increase your chances of your fundraising success you will need loads of support so once your online page is set up send the link to everyone you know including suppliers and corporate contacts. Send a launch email, add a link to your Facebook account as well as Twitter.

## Publicise your Event

Use the event to get some publicity for your company and your team, find a hook (an interesting angle) and send press releases to all your local/and or national papers. The press love something unusual especially if it has a human interest side. Please make sure that anything branded with BDFA is checked with us first.

## Matched Giving

Many companies will match funds raised by their employees so make sure that you check your company policy and keep them involved with your plans. They may also be able to help with advice on writing press releases.

## Community Groups

Contact your local rotary clubs, freemasons and WIs. They are often keen to help local causes either by making a donation or providing practical support.

## Gift Aid

If individuals donate money via cheques then please ask them to fill out a Gift Aid form to increase the value of the donation to BDFA.

## Safe & Legal

BDFA cannot accept any responsibility for any injury, losses or damage caused or sustained as a result of fundraising events held 'in aid of' BDFA.

If you are planning a collection at the event you need to get permission from the venue or a licence from the Local Authority. For more advice please call the fundraising team on **01252 416 323** or email:

[fundraising@bdfa-uk.org.uk](mailto:fundraising@bdfa-uk.org.uk)

- Hold regular **catch up meetings** to make sure you move your plans forward.
- **Let us know how you are getting on.** We love to add event reports and photos to our website and e-news.

# Fundraising Ideas



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Here are a few popular ideas to start the thought process off. Remember, be as creative as you can, have fun and be safe.

## Get your T-shirt Sponsored

Perhaps some companies will pay to have their logo seen at your event.

## Collection Boxes and Buckets

There are millions of pounds of 1p and 2p coins in circulation, make sure you take advantage and get collecting boxes at your place of work or even your local pub.

## Dress Down Days

Simply pay £1 to come to work in your jeans or be more creative and have a themed day, perhaps relevant to your fundraising to remind everyone what is going on.

## Raffles

Ask everyone to donate prizes and sell as many tickets as you can.

## Quiz Night/Lunch

Hold a quiz night at your local pub or community centre. Charge each team to enter and give a prize for the winning team.

## Promise Auction

Get as many people as possible to offer a service for auction. It might just be making tea for everyone for one day but it's surprising how much people will bid for a slave!

## Company Cycle

Colleagues, friends and family can be involved in a cycle ride. Try to find somewhere interesting to cycle to so supporters can meet you there to cheer you home.

## BBQ

What's more fun than getting together for something to eat outside in the nice sunny weather. Maybe include your slave auction.

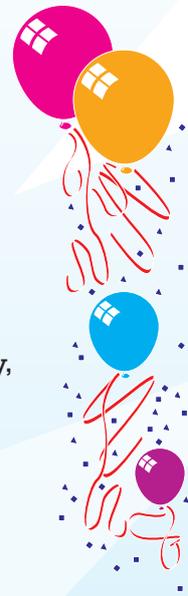
## Cake Bake

Schools or work – everyone appreciates home made cakes so get the cooks together and hold a sale.

## Party Night

Organise a work evening using a local venue who will give you a good price for the venue to support your fundraising. It could be a 60's night, a Bond night or perhaps an Abba night. Try to get sponsorship, provide food, a paying bar (the venue might give you a cut of the bar bill) and add an auction or raffle to boost funds.

**BDFFA can provide collection pots, buckets, blank A4 posters, leaflets, balloons and wristbands for your fundraising. Please contact us to request materials.**



# Safe & Legal



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No matter what type of event you might be planning to raise your target amount, there will be safety and legal issues that you will need to consider.

BDFFA can take no responsibility for injury, losses or damage caused or sustained as a result of fundraising events in aid of BDFFA. It is the responsibility of the event organisers to comply with safety and legal regulations.

Below you will find some best practice guidelines for you to consider before running your event so that everyone has a safe, fun and successful event.

## Risk Assessment

It is advisable to carry out a risk assessment to ensure that you have proper plans for public safety. The Health and Safety Executive define a risk as nothing more than a careful examination of what could cause harm to people, so you can weigh up whether you have taken enough precautions to prevent harm.

Hazards mean anything that can cause harm including open flames, food contamination, inadequate safety barriers etc. A risk is the chance – high, medium or low – that someone will be harmed by the hazard. It is advisable to complete the risk assessment early on in your planning.

**Keep the assessment simple and follow these five steps:**

### Identify the hazards

- Physical hazards such as vehicles, guy ropes, slippery surfaces, electrical and fire.
- Substances such as fumes, gasses, igniting fluid.
- Environmental such as noise, lighting, weather, water areas.
- Psychological such as long hours, inadequate breaks, stress.
- Ergonomic such as poor seating/standing routines, lifting

### Who are at risk and how could they be harmed?

- Colleagues, volunteers, contractors, vendors.
- Young and inexperienced people.
- New and expectant mothers.
- Staff or visitors with disabilities.
- Lone workers

### Controlling the risks - do existing precautions:

- Meet legal requirements?
- Comply with known event standards?
- Represent good practice?
- Reduce risks as far as reasonably practicable?

### Recording the Findings

Write down your findings or use tape/disc recording or photography.

### Reviewing and Revising

Your risk assessment can be as short and concise or as long and detailed as you wish. It is simply required to be 'suitable and sufficient'. All plans change and when they do you should spare a few minutes to revise your assessment.



# Considerations & Guidelines



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Your risk assessment will help you to identify any safety precautions you should consider. Some suggestions are:

## First Aid

Having a first aid box and a qualified first-aider present at any event is good practice. At larger events and depending on the risk level you might want to consider The British Red Cross or St Johns Ambulance. Examples of high level risk events might be an abseil, zip slide or equestrian event.

## Fire

Dependent on the advice of the local fire brigade you may want to provide fire extinguishers, fire point notices or an assembly point. Vendors on site should have their own fire fighting equipment and remember if you are hiring an inside venue, check its capacity.

## Evacuation

No matter where your event is taking place you should have an evacuation plan. Check with the owner of the building as they may well have a plan in place.

## Security

If you expect to handle large amounts of cash think about cash boxes, night safes/banking and ensure that you have a minimum of two volunteers counting and recording at all times. If you have VIPs/celebrities expected to attend then you will need to think about some secure areas, barriers, security guards etc.

## Communication

Communication between organisers, stewards, emergency services, volunteers is vital. It must be loud enough to be heard above any outside noise. One person should be put in charge. Method of communication should be decided early on, it can be a PA system, walkie-talkies, mobiles. Whichever method you choose, make sure that everyone understands how to use it.

## Disabilities

All arrangements must take into account people with disabilities including access, comfort areas and facilities, viewing areas, emergency procedures, carers. Visit: [www.bcodp.org.uk](http://www.bcodp.org.uk) for further advice.

## Food Safety

Events involving the production, supply or sale of food either by you or catering organisations must comply with regulations. Please visit: [www.foodstandards.gov.uk](http://www.foodstandards.gov.uk) for advice.



## Insurance

BDFFA carry £5 million insurance cover for events but this is only for very specific events. You may need additional/different insurance for your event and you should discuss this with our Fundraising Team on **01252 416 323** or email: [fundraising@bdfa-uk.org.uk](mailto:fundraising@bdfa-uk.org.uk)

If we are able to cover your event through BDFFA's insurance we will send you a letter confirming this.



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## Licenses and Permissions

You may need a public entertainment license for sporting events, plays, films or dances. Please check with your local authority and be aware that different size events need different periods of notice.

Small event - village hall quiz, auction, book sale - 28 days

Medium sized events - carnivals, village fetes - 28 days

Large events - over 5000 in attendance, road closures, entertainment licences etc

## Alcohol

A license will be required for any event selling alcohol so check your venue has a permanent license. If not, an occasional license can be obtained through the licensing justices at the local magistrates court.

## Raffles and Lotteries

Lotteries are a great way of raising money however there are strict rules on how they are run. For full details visit: [www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk). Anyone thinking of running a lottery in England, Scotland or Wales should get a copy of the booklet 'Lotteries and the law' available from [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk) For those in Northern Ireland please see: [www.nicva.org](http://www.nicva.org).

## Collections

There are very specific laws surrounding collections in a public place. Please contact us if you would like to carry out a collection for BDFFA. We can provide buckets or collecting tins.

## The Environment

Please respect and look after the environment by considering the following points:

- Is the site large enough for the event?
- Have you discussed the impact of the event with the landowner?
- Are you providing sufficient litter bins/collections for the number of people expected?
- Where are the nearest neighbours? Will they be affected by the noise levels?
- Review and note the condition of the site both before and after the event. Photos will be very useful here.
- Is there sufficient local transport to cope with the event?
- If using fireworks, consider advising all local farmers and stables so they have the option to keep animals in for the night.

## Publicising your Event

If you are using BDFFA's name or branding in publicity materials we request that you send a draft in for approval prior to release. Please feel free to use the blank poster enclosed to help design your own.

If this event is totally independent of BDFFA then please advertise it as 'in aid of BDFFA'. If you are working with BDFFA on the event then the wording should be 'on behalf of BDFFA'. Please clarify with the office before printing. Please always use the charity registration number **1084908** on all publicity materials.

## And if everything goes horribly wrong!

Your planning and risk assessment will mean that your event runs smoothly but in the unlikely event that something goes wrong your paperwork will serve you well. Keep a copy of all agreements, licenses, letters and risk assessments and make them available as required.

# Banking Funds



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## Online

Encourage as many people as possible to visit your online page. This makes handling money very simple and they automatically collect gift aid and transfer the money directly to BDFA's account. Please make sure you keep an accurate account of all donations made so you can let your donors know the final amount and you are able to thank them personally.

## Bank Transfer

Bank account: Co-operative Bank

Account name: BDFA

Sort code: 08-92-99

Account number: 65542134

## Cheques

All cheques should be made payable to 'BDFA' and sent to:

BDFA

The Old Library

4 Boundary Road

Farnborough

Hants. GU14 6SF



# Task List



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Task	Completed
Set up fundraising committee	
Set target	
Decide event	
Set up an online fundraising page	
Prepare and send launch email to all friends and contacts	
Plan a diary of events/activities	
Visit venues	
Generate publicity for your event/activities	
Complete your risk assessment	
Check safety and legal issues	
Apply for relevant licenses	
Check company policy for match giving	
Monitor progress	
Hold the event	
Thank everyone and publicise total raised	
Feedback to BDFA	

## Thank you for supporting BDFA

Remember fundraising should be fun, safe and ultimately help support families and fund research into Batten disease. If you have any questions please don't hesitate to call the fundraising team in the office on **01252 416 323**.

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