

Your Guide to Fundraising



Find out how you can raise
funds and change lives

www.chf.org.uk

Thank you for choosing to fundraise for Chailey Heritage Foundation!



This guide is jam-packed full of ideas, tips and guidelines to help you with your fundraising. We can't wait to hear about how you get on!

How Your Funds Change Lives

Chailey Heritage Foundation is a pioneering charity supporting a very special group of children and young people who have complex physical disabilities and health needs.

Through our Special School, Residential Care, Life Skills Centre and Hub, we support young people through their school life and as they transition into adulthood.

£50 could pay for craft materials for our holiday clubs, giving the children and young people a chance to **play** and **have fun** with their friends in an environment tailored to their needs.



£225 could pay for specialist football equipment including a ball, a pump and goalposts. This means young people can enjoy the **competitive** and **social** aspects of team sports with their friends.

£500 could pay for a group of young people to visit an outdoor adventure centre for a day, where they can enjoy **activities** specially adapted to their needs.



£3,500 could help us buy an eyegaze computer, which could empower young people with limited mobility to **play** their favourite **computer games**, giving them the chance to enjoy their free time in a way that others may take for granted.

Interested in knowing more about our current needs? Would you like your donation to support a specific area of our work? If so, get in touch and we'd be happy to help.

On Your Marks, Get Set, Fundraise!

There are so many ways you can fundraise for us and we'd love to help you get started. Here are a few ideas to inspire you.



Challenge Yourself

Take on an exciting challenge like an **abseil** or **skydive** to get your heart racing. We also have places in many challenges throughout the year, from **10k runs** to **cycling events**, so check out our website or get in touch with us for details.

Once you've chosen your challenge, don't forget to set up an online sponsorship page on JustGiving. It's really easy to do. Go to **www.justgiving.com/chs** and click 'Fundraise for us'. If you get stuck, contact us and we can guide you through it.

Feast While You Fundraise

Host a **bake sale**, **tea party** or **barbecue** to bring people together and raise funds. You could even host a **Big Chailey Picnic** – check out all the info (and many more ideas) at **www.chf.org.uk/bigchaileypicnic**. Raise funds by selling tickets or asking for donations on the day.



*We
have been
helping children
with disabilities
to pursue their
potential since
1903*



All of our pupils and the young people in our residencies rely on using a wheelchair for some or all of the day

Hey, Big Spender!

Did you know that you can fundraise when you shop? If you regularly buy online, or you need to make a big purchase, check out Give as you Live, easyfundraising or Amazon Smile. All donate to a charity of your choice when you shop online at no extra cost to you.

Host an Office Sweepstake

Whether its tennis or footie, make the most of big sporting fixtures. Get a prize donated, or offer 50% of the takings to the winner with the rest donated to Chailey Heritage Foundation. An ideal choice for the workplace.

Get Your Hands Dirty

If your workplace, college or school has a lot of staff, a car wash is an easy way to fundraise - just roll up your sleeves, grab a sponge and get going. Set a date and ask for donations.



We'd love to hear about your own original ideas too! Call the fundraising team on **01825 724 752** or email **fundraising@chf.org.uk**.

Your Countdown to a Great Event

Whether you're hosting a summer barbecue or a winter feast, follow our five steps to success.

5 Plan Ahead

The more prepared you are for your event, the more you'll be able to kick back and enjoy it. We would recommend that you start making your plans around two months before it takes place, although you may need more or less time depending on the scale. Break it down into tasks so you are confident that you know what you need to do and when.



4 Save the Date

Give your friends the heads up. (And tell their friends to tell their friends!) Make sure it doesn't clash with a major event too - you don't want all the hard work that you've put into planning that garden party go to waste because it clashes with the Wimbledon finals!

3 Many Hands Make Light Work

Make the most of your friends' skills. Many will love to help put their talents to use. Could Carol use her creative flair to design your posters? Maybe Geoff the Chef could serve a slap-up meal. Or social media-savvy Sally could help you spread the word on Facebook. Your friends may well be flattered to be asked, so don't be shy!



2 Cash In!

The big day has arrived. Your event is a sell-out! But can you raise more funds beyond ticket sales alone? You could:

- > Ask local businesses to donate prizes to your **raffle**.
- > Get friends to donate their time and run an **auction of promises**.
- > Warm up the event with a '**heads or tails**' game.

We can also provide collection buckets and tins – just let us know.

Don't forget to read over for guidance around legalities and safety at your event (p8-9).



1 Thank Your Supporters

Be sure to thank everyone who donated to your fundraising and show them that you appreciate their support.

Making a Real Difference

This is Lydia. Chailey Heritage Foundation isn't just where she goes to school. It's also her home.



More than 60 children and young adults currently live with us either year-round, or for short breaks

Complex health conditions mean that Lydia has to travel to hospital in London more or less every month. Until recently, she was travelling by minibus, because her style of wheelchair didn't fit in the wheelchair-accessible car that we had. From our rural Sussex location, the round trip could sometimes take up to six hours. Navigating central London's busy roads can be stressful

for both Lydia, her carer and driver who travel with her. It can also be very difficult to find a parking space for a minibus when they arrive at hospital. Although minibuses are a wonderful resource for groups travelling to local attractions, they're uncomfortable for long distance journeys like those that Lydia has to make on a regular basis.

However, thanks to donations raised by our supporters, we have been able to purchase a new wheelchair-accessible car. Lydia is now enjoying much more comfortable journeys to her medical appointments. Not only that, as Lydia doesn't live with her family, she enjoys seeing her relatives at weekends. By purchasing a new wheelchair-accessible car, she can enjoy day trips at weekends, sitting alongside her Dad or Nan – something that she cannot do in a minibus due to the seating configuration. The funds were raised by community groups, schools, people taking part in challenges and individual donations. Donations we receive really do **make a difference**.

Keeping it Legal and Safe

Fundraising for charities is regulated by law. Please consider the following when planning your fundraising.

Assess the Risks

If you're holding an event, a basic risk assessment is a good way to check if you need to put any measures in place to keep your guests as safe as possible. This shouldn't put you off – if anything, it should put your mind at rest! Please ask if you would like a template risk assessment to use as a guide.

If you're unsure about anything, please contact the fundraising team on **01825 724 752** or email **fundraising@chf.org.uk**



First Aid

Consider how best to keep you, your helpers and the public safe. Every event varies in risk so please seek advice from St John Ambulance or the Red Cross if you are unsure.

Insurance

If your event involves the public you will need to have Public Liability Insurance. Check with the venue first as they may already have insurance that covers your event. Chailey Heritage Foundation can accept no liability for any event or activity.

Licenses

Some things such as providing alcohol, entertainment, holding a raffle, doing a public money collection or putting up signs in public areas may require a license. Contact your local authority to check which licenses you may need.



Raffles and Prize Draws

If you run a prize draw over a period of time (i.e. not just selling raffle tickets on the day of your event), or you sell tickets at more than one venue, you will need a local lottery license. Please contact your local council when organising a raffle or prize draw.

Food Hygiene

Please follow the guidelines set out by the Food Standards Agency when preparing, handling and cooking food. You can find out more at www.food.gov.uk. If you're using a caterer, you need to make sure they have a Food Hygiene Certificate and Public Liability Insurance.



Collecting Money

When collecting on private property e.g. a shop or supermarket, you will need to get written permission from the owner or manager. Keep this on your person the whole time you're collecting. To collect in any public place or house-to-house, you will need a licence from your local council. You must be 16 years and over to collect money in public.

Young Fundraisers

We want to make sure that our young fundraisers are kept safe and are legal. There are some activities which children and young people cannot legally do without adult involvement. These include street and house-to-house collections, raffles and events involving alcohol. The age restriction depends on the activity and location, so if you are in any doubt, please contact us for guidance.

We recommend that parents/guardians have agreed to their child taking part in the fundraising activity. We also request that responsible adults – whether a teacher (if fundraising at school) or parent/legal guardian - are present at all events where children are fundraising for Chailey Heritage Foundation.

*More than
90 children
attend our
specialist
school*



Spreading the Word



/chaileyheritagefoundation



@chaileyheritage



/chaileyheritagefound

Use Twitter and Facebook to promote your fundraising. Share your JustGiving page, thank supporters and give updates about how your fundraising is going. Make sure to tag us on Twitter and Facebook to reach more people.

Put up **posters** in your local area so people know when and where your fundraising event is taking place. We have a logo that you can use so please ask us first and we can email it to you. Don't forget to state that your event is 'In aid of Chailey Heritage Foundation' and include our registered charity number: 1075837.

Why not write a **blog** or send out **personalised emails** with a link to your fundraising? Consider sending a **press release** to your local newspaper or radio station and see if your story gets picked up. Ask us if you need help.

Tell people **why** you're supporting us. Do you have a personal reason for supporting Chailey Heritage Foundation? Inspire your friends and family by letting them know about it.



We love seeing and hearing about the exciting things our fundraisers have been up to. Share your story with us and send in your photos to **fundraising@chf.org.uk**. We might even post it on our website (with your permission of course)!

Pay In Your Funds

Once the fun part is done, it's time to send the funds you've raised over to our team.



By Phone

Call the team on **01825 724 752** and donate by credit or debit card over the phone.

By Post

Send us a cheque or CAF voucher made payable to Chailey Heritage Foundation to:

The Fundraising Office
Chailey Heritage Foundation
Haywards Heath Road
North Chailey
East Sussex
BN8 4EF

Please include a cover letter so we know all about the brilliant fundraising work you've done.

Online

Head to **www.chf.org.uk** and click the purple 'Donate Now' button.

By Bank Transfer

Account name: Chailey Heritage Foundation
Account number: 10953396
Sort code: 60-10-26

Every month we provide nearly 1,000 life skills activity sessions to young people with disabilities

Raised Funds in Cash?

If you have collected donations in cash, please do **not** send it in the post. (We don't want your hard-earned funds going missing!) You are welcome to drop it in to us to the address above. Our reception is open Monday to Friday between 8.30am-4pm, but it's always best to call to let us know when to expect you.

If it's not practical to visit us in person, we request that you:

- Count the funds you have raised. You should make sure you have another person present when you do this, so they can check you reach the same figure.
- Pay the funds into your bank account.
- Transfer the same amount of funds to us (using the bank details above) as soon as possible.

A Note About Gift Aid

Gift Aid is a great way to make your donation worth more by boosting your fundraising by 25p for every £1 at no extra cost to you. You cannot claim Gift Aid if:

- You are not a UK tax payer.
- You are making a donation in return for tickets, goods and services.
- You are making a donation on behalf of someone else, a group or a company.

*Please pay all money raised to Chailey Heritage Foundation within **4 weeks** of your event.*

Thank you again for supporting Chailey Heritage Foundation

The money you raise helps us to support the young people with disabilities in our care. We really appreciate all your efforts and can't wait to see all the exciting things you get up to!



Chailey Heritage Foundation, a pioneering charity providing education, care and transition services for children and young people with complex physical disabilities and health needs.



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[chaileyheritagefoundation](https://www.youtube.com/chaileyheritagefoundation)



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