



Fundraising Pack

Everything you need to get going!



What We Do

We provide practical and emotional support to people living with cancer, both during and after the treatment period. We support people with all kinds of cancer across the UK.

Our Cancer Coach programme is a six week structured 'self-management' course for people living with cancer. Developed by a range of cancer professionals, the programme offers much needed encouragement and emotional support, which is fundamental to recovery. Groups are run by people who can empathise and understand what it's like - as they have experienced cancer themselves.

Our Cancer Kits include a range of practical items for adults and children currently experiencing cancer. They have been designed by people who have had cancer themselves, to provide practical and handy items that people will find genuinely useful during their treatment. We have Cancer Kits, Chemo Kits and Kids' Kits, which we supply free of charge.



With your support...

... you're helping us to help others.

Without the help of donations and volunteers, we wouldn't be able to support those living with cancer across the UK, as 100% of our funding comes from voluntary donations and gifts.

The money you raise will help us to successfully deliver our support services, which are available to adults and children all over the UK, and keep them completely free.

Donations go towards supplying Cancer Kits to people undergoing cancer treatment, to help make the recovery process more comfortable, and towards training volunteers to run the Cancer Coach Telephone Support Groups, offering ongoing support to cancer patients.

So we'd like to start by saying a huge thank you for wanting to fundraise for us!



We're here to help

This pack is your guide to having the perfect event. It contains ideas on what sort of event you could host, how to collect and send in money, how to keep it all legal, and information on how we use your money to support people living with cancer.

Need Some Ideas?

Sometimes the trickiest bit about organising a fundraising event, is deciding what to do. We've listed a few ideas below to get the creative juices flowing. From bake sales to barbeques, we've got you covered.



Throw a Party!

Why not throw a party and invite all your friends? Sell tickets and you can donate all your proceeds. It's an easy way to raise some money for charity and have some fun.

Host a Sponsored Cook-Off

Get competitive and show off your cooking skills by hosting a cook-off with your friends and family. Charge an entry fee, each person can bring their signature dish, and vote to see who comes out on top! Fundraising never tasted so good!





Have a BBQ

Enjoy the classic British summer with friends and family, whilst raising money for a good cause, by hosting a sponsored BBQ. Just keep your fingers crossed for sunshine!

Give Up Caffeine for a Month

Calling all coffee-lovers! Do you think you could give up coffee for a whole month? Get friends, family and colleagues to sponsor you, and see if you've got what it takes.



Host a Good Old-Fashioned Bake Sale

Nothing says fundraising like a bake sale. Host one at home and invite your neighbours, or host one at work and supply your colleagues with an afternoon sugar boost!



Challenge Your Friends to a Tournament

Fancy getting a bit competitive? Invite your friends round for a board game tournament. Charge for tickets and give the winner a prize.



Start a Book Club

Are you a bit of a bookworm? Why not meet up with friends every month and share your love of reading. Collect some money every session, and discuss novels over a cup of tea or glass of wine.



Declutter at a Car Boot Sale

Combine spring-cleaning with raising money for a good cause. Get everyone in your house to fill a box of unwanted stuff and sell it for charity! One man's trash is another man's treasure, after all.



Gingerbread Decorating Competition

This is a great activity to do with kids and adults alike. Charge to enter the competition, supply some sweets and get messy!



Odd Jobs Day

Offer up your odd-job services to your friends, family and neighbours for a day. Offer to do all those jobs they've been putting off, charge them a few quid to give to charity. It's a great way to get to know your neighbours too!



How to maximise your fundraising

Here are some tips on how you can make the most out of your hard work. From publicity to Gift Aid, we're here to help.

Get Social!

In order to boost the reach of your event - you've got to promote it! Use social media to let friends, family, and people in your local area know what's going on. Use Facebook and Twitter to keep your supporters updated about event information, fundraising targets, and your final achievements.

We would also love to know what you're up to, and we can help to promote your events on our social media accounts too. We love a good opportunity to shout about our wonderful fundraisers!

 /csupportuk

 @cancersupportuk

 @csupportuk

You can email hello@cancersupportuk.org, if you need more help promoting your event!

Set a Target

A great way to motivate yourself to stay on track is to set yourself a target - and make it public! You can set up a Just Giving page so everyone can easily donate to you, and see just how much of your target you've raised.

It means you won't be able to give up until you've achieved (or even exceeded) your target!

So close!

95%

JustGiving

Gift Aid it!

Perhaps easiest, and most important of all - don't forget to Gift Aid all your donations! Gift Aid allows UK charities to claim back the basic rate tax already paid on donations by the donors.

This means we can claim back 25p from the government from every £1 donated - boosting the value of your donation by a quarter, at no extra cost to you!

Keep it all safe and legal

It's important to keep everything safe and legal, so your fundraising can stay fun. Here are a few things to consider.



Publicity Materials

We're happy for you to use our logo and branding to help spread the word about your fundraising. Please contact hello@cancersupportuk.org and we can send over a copy of our logo.

All your publicity materials must contain the phrase 'Raising funds in aid of Cancer Support UK, a registered charity in England and Wales (1105703) and in Scotland (SC039731).' Cancer Support UK cannot authorise you to act as an agent for or on behalf of the charity, so your publicity materials must not say that you represent us.

Raffles and Lotteries

If you are organising a lottery, such as a raffle, tombola or sweepstake, be aware that it is subject to strict legislation, as it is considered an act of gambling. A lottery covers any events that are purely down to luck or chance. For further details, refer to the Gambling Commissions Website at www.gamblingcommission.gov.uk

Insurance

If you're hosting a fundraising event, it is your responsibility to ensure that risks are taken into account; you may need to take out one-off insurance for your event. Cancer Support UK's insurance does not cover you for any loss or injury as a result of your fundraising.

Data Protection

You must ensure that any personal details you acquire as part of your fundraising complies with the Data Protection Act. You mustn't share people's information without their permission, or keep hold of it for longer than you need to. For more information, refer to the government's Data Protection Act information page at <https://www.gov.uk/data-protection/the-data-protection-act>.

Other Considerations

- A few other useful things to consider at your event are:
- Accessibility - Is your event accessible to all?
 - Food Hygiene - Nobody wants to get poorly, so ensure food is prepared and stored safely.
 - Risk Assessment - Is your event safe? For more information about undertaking a risk assessment, visit www.hse.gov.uk
 - First Aid - It's always handy to have a first aider on site, just to be safe.



How to pay in your money

Send us a Cheque

An easy way to get your money to us is to pop a cheque in the post to:

Cancer Support UK
The Old Church Business Centre,
89b Quicks Road, Wimbledon,
London

WC2H 9JQ

Please enclose your donation form, sponsorship forms and details about your amazing event!



Donate by phone

You can also donate by making a one-off credit or debit card payment over the phone, by contacting our head office on the following number: **020 7470 8755**

Donate Online

Donate from the comfort of your own home by logging on to our website and donating:
www.cancersupportuk.org/donate.

You can also set up a Just Giving page. Your supporters can make their donations directly, without you having to do anything!



How we use your donations

Where does my money go?

The money you donate helps us to successfully deliver our practical and emotional support services, which are available to adults and children all over the UK.

The money you raise goes towards supplying Cancer Kits, Chemo Kits and Kids' Kits to people undergoing cancer treatment, to brighten their day and to help make the recovery process more comfortable. It also goes towards training volunteers to run the Cancer Coach telephone support groups, offering ongoing emotional and psychological support to cancer patients.

Your donations also help us to keep all our services completely free of charge to people who need them.

We use your donations where the need is most urgent but if you would like a donation restricted to one of our services, or would like to talk to us about funding our special projects, please call us on **020 7470 8755**.

Every donation makes a real difference.

£10 could help fund ongoing support to adults and children living with cancer.

£25 could help pay for one of our specially designed Cancer Kits to go directly to an adult or child undergoing cancer treatment.

£50 goes a long way to providing emotional support to someone in need, and could help fund our Cancer Coach telephone support groups.

£100 could pay for 10 hours of our Cancer Coach telephone support groups, offering an outlet for people who need someone to talk to.



You're all set!

You now have everything you need for a successful fundraising event! You have all sorts of event ideas, and know how to collect donations and pay them in. You can photocopy the sponsorship form in this pack if your event involves being sponsored. If you have any questions, don't hesitate to get in touch! hello@cancersupportuk.org



Keep in Touch!

Don't forget to keep us updated with your progress; we'd love to see what you're up to. Send us photos of your event, tag us on Facebook and Twitter. We're always on hand to help you promote your event, and shout your successes from the rooftops!



Thank you!

Without the support of people like you, we wouldn't be able to help adults and children up and down the UK living with cancer. You're fantastic!



 /csupportuk

 @cancersupportuk

 @csupportuk

www.cancersupportuk.org

Cancer Support UK (CSUK) is a charity registered in England and Wales (1105703) and in Scotland (SC039731).