



# **FUN**DRAISING **PACK!**


With your help, we will continue To cure, sometimes; To help, often; To comfort, always.

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[Childrenindistress.org.uk](http://Childrenindistress.org.uk)

# THANK YOU

We are so pleased  
that you have  
chosen to fundraise  
for  
Children in Distress



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## Who we are:

Children in Distress is a small UK charity located in Glasgow, founded in 1990 and registered with the OSCR (Office of Scottish Charity Regulator), number SC039383, directly associated to the Romanian charity of the same name, Fundatia Copii In Dificultate, which is located in Bucharest, Romania.

## What we do:

We raise funds in the UK to help the most vulnerable children in Romania and provide specialist Hospice care, educational community outreach and respite care for children, their families, and carers.

## Our ongoing mission is:

For over 30 years our work in Romania has grown. Our initial focus of caring for children with HIV/AIDS has evolved into provision of respite, palliative and end-of-life care, and we have developed some of the best trained and most experienced pediatric nurses in Romania.

Hitherto, our flagship centre, St Margaret's Hospice has provided specialist care to infants and children with a range of complex neurological needs, physical disabilities, and those who need a little extra support to overcome discrimination, disadvantage, and an opportunity to change their future.

# HOW WILL YOUR MONEY MAKE A DIFFERENCE?

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Last year Children in Distress supporters raised an incredible £125,827.00. That money was used to help support the many struggling families in Romania. It also helped us achieve our goal of opening our children's family house, Casa Maria . This helps us care for the children with the most severe disabilities.



We rely 100% on voluntary donations so every penny you raise really will help us make a difference.

**£88**

Could provide a child with 11 visits to see the doctor and receive the specialist care they need

**£90**

Could provide a child with a months worth of activities to support their health and wellbeing

**£240**

Could provide a child with healthy and nutritious meals for 1 month

**£300**

Could provide a child with 15 different therapies that help them manage their medical conditions

# FIRST THINGS FIRST

Organising an event can be really fun!!

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1

## The event

Decide what you want to do and think about who you know and what they would be interested in: a five-a-side football match, a pub quiz, bucket collection or bake sale?

2

## The Location

Where are you planning on holding your fantastic fundraising event? Could you host your evening at home or at work, or at a local hotel or community centre?

3

## The Date

Have a think about which date will be the best for highest attendance: will you have your event at the weekend or during the week? Make sure you consider other important dates and national holidays which may clash with your event and give yourself enough time to prepare

4

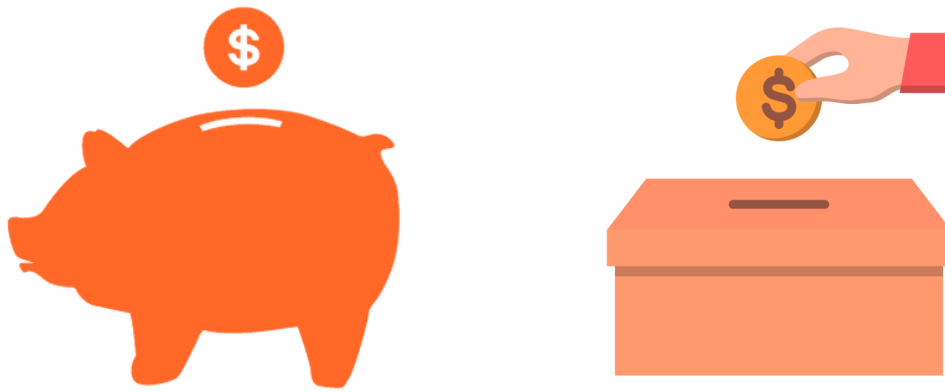
## The Fundraising

How are you going to raise money? Will you be holding a raffle, auction or selling goods? Will you charge for attendance?

5

## Spread the word

Make sure everyone knows about your event by displaying posters locally and emailing close friends and family. Always remember social media is great at helping spread the word!



6

## The Publicity

Contact your local news paper, radio and TV station to tell them about what you are doing and why.

7

## The Support

Get in touch with local restaurants, hotels and shops to see if they will donate any prizes for you to raffle or auction. See if you can get your venue or catering donated or at a discount price. Get your friends and family involved: you will be surprised at how many people are willing to help when its for a good cause. You can contact the fundraising officer for a letter of authority by emailing: [Lesleyann.connelly@childrenindistress.org.uk](mailto:Lesleyann.connelly@childrenindistress.org.uk)

8

## The online part

Make sure you use Facebook, twitter and Instagram to tell people about your event. Don't forget to set up your online sponsorship page and share this too! If you tell us about your event we will share it with our supporters on Facebook, twitter and Instagram too! The internet is an amazing promotional too: make sure you use it.

9

## On the day

Children in Distress can provide you with lots of informative material for your event. If you are looking for posters to be made, banners or leaflets just email the fundraising officer and she will be delighted to help!

[Lesleyann.connelly@childrenindistress.org.uk](mailto:Lesleyann.connelly@childrenindistress.org.uk)

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## Tell us about it and send in the cash

Once your event has finished, collect the money you have raised and you can send it to us either by cheque or bank transfer. We love hearing all about what you have been up to, so please send any news and pictures to our fundraising team and we will feature them on our website, social media and vision magazine.

# The IDEAS

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## The Team Challenge

Why not gather a team of friends and family and enter a run or challenge as a group: training is always more enjoyable when you have company. As a group you can inspire one another and set a team fundraising target



## The quiz night

Grab your thinking caps and organise a quiz. Invite your friends and play quiz master in your living room, online or in your local pub



## The competition

Get your friends over for a WII, X-box, PlayStation or board game tournament. There are plenty of games and sports to choose from, tennis bowling....snakes and ladders! So ask all your guests for a donation and offer a small prize to the winner.



Here are some ideas that could help you fundraise for Children in Distress



## The cupcake Challenge

You can take up the cupcake challenge in whatever way that suits you! Take your freshly baked cupcakes to work or school to sell, hold a traditional tea and cake afternoon at home for friends and family or sell cupcakes at a local event or fete.

# The IDEAS

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## The Fancy dress party

Why not gather your friends and family together and create your own fancy dress party. You can host this in the house or in your local community hall. All guests purchase their ticket for small donation and offer a small prize for who every turns up in the most unique costume.

## The Tea and coffee morning

Having a coffee morning in your local community hall is a great way to raise funds and spread information about your chosen charity. Not only that but it is a great way to get to know the people in your local community, and see if they too would like to create a fundraising event.



## The Treasure Hunt

This activity is suited for friends and family as well as schools and groups! Create clues and get everyone searching either individually or as part of a team, for the amazing treasure chest you have hidden. The winner gets to keep the chest and every thing they find inside!!

## The Social media birthday fundraiser

Why not use the social media buzz around your birthday to raise awareness and valuable funds for a charity close to your heart. If you have a story behind your fondness for that particular charity, use your birthday as an opportunity to tell it, because it is that personal connection that will resonate with your friends explain to them that this year instead of gifts you would like them to make a donation to your charity .

# The IDEAS

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## The Bingo Night

Why not gather your friends and family together and create your own bingo night. You can host this in the house, online or in your local community hall. All guests purchase their bingo cards for a small donation and offer a small prize for the winner.



## The Karaoke Night

What a fun idea to host a karaoke night for all your friends and family. Why not try hosting in your local community centre or pub. Ask anyone who wants to take part to make a donation and at the end of the night the winner will receive a small prize

## The Other Ideas

Fundraising is all about having fun, while raising money for a good cause. There is no idea too big or too small so if you have an idea that you would like to try but don't know where to start, why not contact our fundraising officer who will be happy to help! :



## The Sponsored Walk

Walking is one of the safest and easiest ways to get fit and healthy, why not use this to help fundraise. Download our sponsorship form and ask you friends and family to sponsor you either by distance or by how long you can walk for, and remember to drink plenty of water hydration is key!



## The Bike Ride

Why not gather a team of friends and family and go on a bike ride. Ask everyone who is taking part for a donation, and people can sponsor you as a group! Try making it fun by cycling somewhere new, or competing with friends and family to see who can get there first!



1

## Office Olympics

Become an office champion in speed typing or letter franking, bin basketball or relay chair racing!

2

## Dress down day

Ask your colleagues to ditch their suits and jackets for jeans and a t-shirt in exchange for a small donation

3

## Collection Tins

Put them in your reception area or canteen and let all of your colleagues know that they are there!

4

## Leg Waxing

Get your male colleagues to take up the challenge and get their legs waxed for sponsorship money!

5

## Make the most of inter-departmental rivalry

...and organise a football, netball, tennis or rounders game asking the participants to donate to take part.

6

## Matched Giving

Some organisation's offer matched giving to employees, meaning you could double your fundraising total!

7

## Baby Picture competition

Ask all of your colleagues to bring in a picture of when they were a baby. Each person donates £2 to enter and you each have to guess who is who. The person with the most correct answers wins a small prize.

# Fundraising... **In The Community**

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1

## **Bag Packing**

Speak with the manager at your local supermarket to see if you can offer your bag packing services to members of the public in exchange for a donation. Don't forget to rope in your friends and family.

2

## **Car Washing**

Recruit some willing friends and family, wrap up warm and get car washing in your local community. Charge £5 for a wash and wax and just watch the pennies roll in!

3

## **Your local rotary and faith groups**

Get in touch with local groups and see if they can support you. You could offer to talk to them about Children in Distress and your fundraising and ask for a donation.

4

## **Seasonal Fundraising**

Organise an easter egg hunt, pancake day party, Halloween disco or carol singing services to raise funds for Children in Distress.

5

## **Coffee Morning**

Ask your local community hall if you can use their space, and host yourself a wonderful coffee morning. Items can be purchased individually or you could put on a promotion of Tea/coffee, sandwich and cake for a fixed price. Not only is this a great way to fundraise but its also a great way to spread awareness of Children in Distress.

# The Sponsorship

## The online Part

Within a few minutes you can create a personal online fundraising page. Email the links and share on Facebook, Instagram and Twitter with all of your friends, family and colleagues for immediate donations!



**JustGiving**

[www.justgiving.com/start-fundraising](http://www.justgiving.com/start-fundraising)

## The offline Part

If you have friends and family who aren't online, or you're going to do an event where you know you can ask people to sponsor you, you can also raise money offline.

For a sponsorship form please contact:

[Lesleyann.connelly@childrenindistress.org.uk](mailto:Lesleyann.connelly@childrenindistress.org.uk)

Or call: 0141 559 5690

And our staff will send you out as many as you need.

Personalise it with your name and date of the activity. Alternatively call or email us and we will post the form to you.

If you raise money offline, please refer to page 16 To find out how to return the money to us.

Sponsorship is a great way to raise funds and get family, friends and colleagues involved in what you are doing. You can do this online or offline, or a combination of both. Just make sure you let everyone know what you are doing and why. Sharing your personal story can really encourage people to get behind you. You'll be amazed at how supportive and generous people can be.

*giftaid it*

Don't forget to encourage your sponsors to Gift Aid their donation if they are a UK tax payer. We can claim 25p for every £1 donated!

# The PROMOTION

Spread the word! Gaining publicity for your event or challenge will help you raise funds, whilst raising awareness of **Children in Distress**



TO TWEET OR NOT TO TWEET?  
THAT IS THE QUESTION...

...and the answer is yes please!

At Children in Distress we use Facebook, Instagram and Twitter to post about our latest news, fundraising and our amazing children. Join us online and tell us about your event, ask questions and share your pictures!

Twitter: <https://twitter.com/ChildrenID>

Instagram: <https://www.instagram.com/childrenindistress/>

Facebook: <https://www.facebook.com/childrenindistressUK>

## The social Side

- \* Use your Facebook profile to post regular updates about your progress and tell everyone how it went afterwards, you can also set up a community page and invite people to like and share it.
- \* Use your twitter account to share what you are doing with your contacts or local celebrities to encourage retweets.
- \* Take some video footage of your event and post it on your social media and you tube.
- \* Post a link to your online sponsorship page regularly, reminding all your contacts why you're fundraising

## Your local Paper

- \* Your local paper will be interested in your fundraising and why you are doing it ( your personal story), especially if you are doing something unusual or quirky. Your story has a greater chance of success if it is sent with a picture.

# The Legal Part

It's important to make sure that your fundraising event is safe and legal as well as fun and successful! We don't want to make it daunting, but here are a few things you need to know

## Your responsibilities

In law, you will be a trustee of funds raised and must ensure that all donations and sponsorship money from your event is paid to **Children in Distress**. You must inform potential donors if any of the funds you raised will not be paid to the charity.

Please understand that if you do something that threatens or damages the name or reputation of **Children in Distress** we will ask you to stop fundraising.

## Food and Beverages



If you are providing food, you need to follow the simple guidelines for preparing, handling and cooking food set out by the **Food Standard Agency**. Visit [food.gov.uk](http://food.gov.uk) for more details

If you have asked a caterer to come to the event you must ensure that they provide you with a copy of their **food hygiene certificate** and **public liability insurance**

## Lotteries and Raffles

The legislation surrounding lotteries and raffles can sometimes be confusing. Make sure you check the latest information and advice at [gamblingcommission.gov.uk](http://gamblingcommission.gov.uk)



# The Legal Part

Ensure you have adequate first aid cover available for your event- take advice from a voluntary first organisation such as

**St Johns Ambulance** or the **British red cross** when deciding the type of cover you will need. Some things to consider:

- Location and type of event
- Size of audience
- Proximity of medical facilities
- Duration and timing of event

## Health and Safety



## Risk assessment



Make sure that you conduct a risk assessment to identify any risks at your event. A risk assessment does not have to be a complicated task. Remember a hazard is anything that causes harm and the risk is the chance, high or low, that someone could be harmed by the hazards, together with an indication of how serious the harm could be.

For help or a copy of **Children in Distress's** risk assessment form please contact the fundraising officer.

# What are the Risks?

## Insurance

If your event involves the public you will need **public liability insurance**. Your venue may already have the insurance- you will need to check with them.

If you are using suppliers of contractors you should obtain a copy of their **risk assessment** and **public liability insurance**



## Licences

Some activities that require a licence are:

- **Providing alcohol or live music**
- **Holding a collection**
- **Holding a lottery**

Please check with your **local authority** to see if you do require a licence



## Under 18's

If you are under 18, your parent/guardian is responsible for you: please show them this pack and make sure they are happy with what you have chosen.



## Publicity Material

When you are writing about your event you need to say it is being held ' **in aid of Children in Distress**'.

Please contact us if you wish to use our logo on your own materials.

Please also include the charity number using these words:

**Registered charity no. SC039383**

## Collections

When organising collections please make sure you have written permission from:

- The local authority when collecting in the street.
- The person responsible for private property i.e. Supermarkets
- Collections in pubs/offices are counted as house to house and require a permit.

Collection boxes and buckets must clearly be labelled with **Children in Distress's** name, address, logo and charity number and must be sealed

If you need any help or advice please call 0141 559 5690 or email : [Lesleyann.connelly@childrenindistress.org.uk](mailto:Lesleyann.connelly@childrenindistress.org.uk)

# The Money

So you have held your event: we hope you enjoyed it! The hard part is done now so all that's left is to pay your hard earned money to **Children in Distress**

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## Send a cheque to our office:

Made payable to:

**Children in Distress**

Ladywell Business Centre, Unit 31,  
94 Duke Street, Glasgow,  
G4 0UW

We ask that you pay the money raised to us within six weeks of the event.

If this is not possible please let us know.

## Pay direct into our bank account:

Royal Bank of Scotland

Sort Code: 83-07-06

Account : 10114023

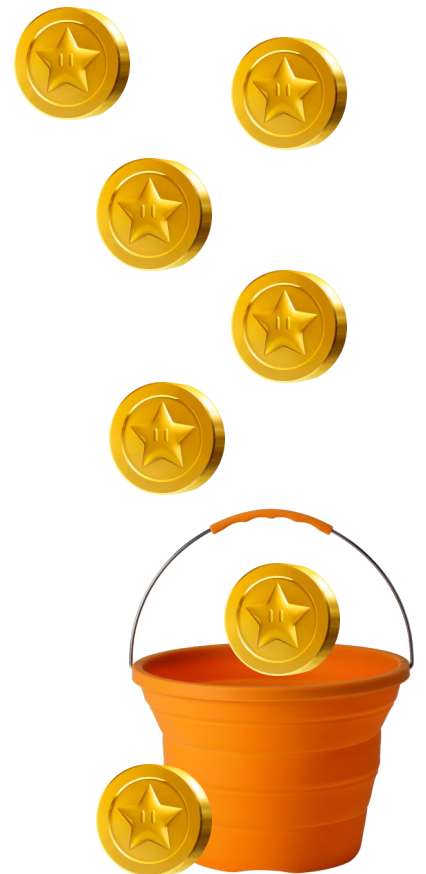
Please put your name as reference and email:  
Lesleyann.connelly@childrenindistress.org.uk

## Or pay by credit/debit card:

Either online or over the phone:

[www.childrenindistress.org/what-we-do/make-a-donation/](http://www.childrenindistress.org/what-we-do/make-a-donation/)

0141 559 5690



*giftaid it*

Please encourage your eligible sponsors to make gift aid declarations ( using their home address). We can claim an extra 25p for every £1 donated

Questions? Contact us on 0141 559 5690/ Lesleyann.connelly@childrenindistress.org.uk



# Other ways you can get involved

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## Volunteer with us:

# VOLUNTEER



From becoming part of our **CID's little helpers** or being a **fundraising ambassador** to volunteering in one of our **charity shops** the opportunities are endless. Please contact [Lesleyann.connelly@childrenindistress.org.uk](mailto:Lesleyann.connelly@childrenindistress.org.uk) for more details

## Set up a supporters group:



Why not set up a dedicated group in your local area to help support **Children in Distress**. Your group could raise funds through various activities throughout the year, and fundraising is always more fun with friends and family.

If you are interested in setting up a supporters group then please email: [Lesleyann.connelly@childrenindistress.org.uk](mailto:Lesleyann.connelly@childrenindistress.org.uk) or call our office on **0141 559 5690**



**With your help, we will continue**  
*To cure, sometimes; To help, often; To comfort, always.*

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**Contact/Donate at:**



**Children in Distress, Ladywell Business centre,  
Unit 31,94 Duke Street, Glasgow, G4 0UW**



**0141 559 5690**



[Homepage - Children in Distress](#)



[lesleyann.connelly@childrenindistress.org.uk](mailto:lesleyann.connelly@childrenindistress.org.uk)



<https://www.facebook.com/childrenindistressUK>



[Children in Distress \(@ChildrenID\) / Twitter](#)



<https://www.instagram.com/childrenindistress/>



[Donate \(paypal.com\)](#)