

# Your guide to fundraising



**Help your Hospital**

**e: [fundraising@poole.nhs.uk](mailto:fundraising@poole.nhs.uk)**

**t: 01202 448449**

# Welcome and thank you for choosing to support Poole Hospital.

There are numerous ways to fundraise but most importantly you should choose something which you will find fun!  
Once you have decided what you would like to do, don't forget to let us know because we love to hear all about you and your fabulous event. Plus we may be able to provide you with balloons, banners, our logo, buckets and more!

## About Poole Hospital Charity

Poole Hospital Charity funds equipment and care above and beyond that provided by the NHS. The charity – formerly known as The Wish List – supports wards and departments across the Hospital.

Our goal is to continuously improve services for our community. Since the launch in 2004, the charity has funded equipment ranging from tiny cots to major ward refurbishments.

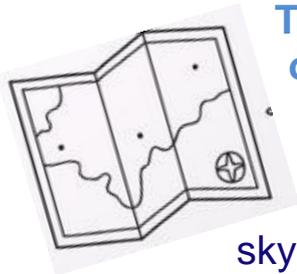
Many departments will fundraise specifically to improve their individual wards. Poole Hospital Charity supports all areas of the hospital and aims to work closely with all departments to continually improve the Hospital and enhance patient care.

Thanks to the generosity and support of the local community, we have made a huge difference to the experience of thousands of patients.



# Getting Started

The Charity team are here to help and support you with your ideas and plans. Here are few suggestions to start you off:



**Take part in an organised Challenge Event** –From running to skydiving and

beyond, there is a huge variety of challenge events you could participate in and raise sponsorship for doing.



**Plan your own sponsored event** –

If you can think of it you can do it! How about a head shave, a 24 hour netball match or a week long abstinence from social media?



**Involve your work colleagues or school friends** –Nominate PHC for the charity of the year/month/week. Have a dress down or even a themed dress day, clean up office language with a swear box, or even better, challenge your boss to something outrageous?!



**Organise your own event** –Organise something special like a charity football match, summer BBQ or a pamper party.

**Poole Festival of Running  
London Marathon  
Ride London  
London to Paris Cycle  
Ride  
Great Wall of China Walk  
Summer Skydive  
Plus so much more!**

Get in touch for more info or if you have something specific in mind!



# A-Z of Fundraising Ideas

**A**rt exhibition  
Auction of promises

**D**ress down days  
Dog show  
Doughnut sale

**B**attle of the bands  
BBQ  
Barn dance  
Beat the Goalie  
Bingo  
Book sale

**E**aster Egg hunt

**C**ake sale  
Carol Singing  
Carnival float  
Craft fair  
Car washing

**F**ootball match  
Fancy dress  
Film fiesta

**G**uess whose baby photo  
Guess the weight....  
Game night

**H**ead shave  
Hula Hoop contest

**I**ndoor sports challenge  
It's a knockout contest

**J**azz soiree  
Jumble Sale  
Jenga Contest

**K**araoke

**L**oud tie day  
Ladies' Lunch  
Lawn Mowing

**M**atched funding from your employers  
Mile of coins  
Mini Olympics  
Murder Mystery evening

**N**ature trails  
Non-Uniform Day

**O**ffice swear jar  
Open Garden

**P**aintballing  
Pancake race  
PHC Party Pack  
Poetry reading

**Q**uiz night

**R**affle  
Ramble

**S**wap shop – clothes/  
games/anything!  
Sponsored silence  
Student vs. Teacher...

**T**alent show  
Teddy Bear  
picnics  
Tombola

**U**niversity  
challenge  
Unicycle  
racing

**V**alentine's  
Day ball

**W**elly throwing contest  
Wedding Favour donations

**Z**zzz 24 hour challenge  
Zodiac evening  
Zumbathon

**X**mas Jumper day

**Y**oga workshops

# Useful Tips

## Gift Aid

Donations by a UK tax payer may be eligible for Gift Aid. This is a government scheme that enables us to reclaim 25p for every £1 donated. Donors will need to complete a declaration form.

## Social Media

Make sure you have liked our Facebook page and are following us on Twitter. You can keep up to date with our news and we can help promote your fundraising efforts this way.

## Your image

Remember that people will see you as an extension of the hospital so try to consider if your activity/ event is appropriate for the promotion of healthcare.

## Matched Funding

Many companies actually donate a pound for every pound you raise, ask your employer or a friend's employer if they can match your fundraising total.

## Online Giving

Set up a personalised online giving page - A quick and easy way of raising sponsorship money is by collecting money online..

We recommend [justgiving.com](http://justgiving.com) simply search for "Poole Hospital Charity" and hit the "Fundraise for us" button.

Once the page is set up all you need to do is share your page with your friends, family and work colleagues. You can even set up a text to donate number!

## Sponsorship Forms

We encourage you to use online sponsorship forms as it is easier for you to promote and collect money. We can provide sponsorship forms though, just get in touch.

## Publicity for your Fundraising Event

Whatever the size of your activity, it is important to advertise and let people know what you are doing. If you let us know what you are planning we can assist where we can to promote your event.

# Important Information

## Fundraising Deed

At the end of this pack is a Fundraising Deed. This is an official document that once completed you can use to prove that you are fundraising for Poole Hospital Charity. Please read the form carefully, complete and sign it, and return it to the Charity Office. A member of the fundraising will approve sign and return it to you.

## Fundraising Materials

We are able to provide collections boxes, buckets and other fundraising materials. An order form can be found at the back of this pack. We also have running vests and cycling jerseys for you to wear should your event require it. Please contact us to discuss how we can help.

## Speakers

If you would like someone to come and speak at your event, whether to give a presentation, draw raffle tickets or officially accept the donation, please do not hesitate to ask. We will endeavour to provide speakers from a fundraising and/or medical perspective.

Please let us know if you intend to contact a celebrity to attend your event. We are very sorry but we are not able to contact celebrities on your behalf.

## Legalities of Fundraising

Please be aware that there are certain procedures that must be followed when fundraising. These are laid down by central and local government in order to protect you – the fundraiser – and your donors. If you are unsure about any aspect of fundraising legalities, please do not hesitate to contact us and we will be happy to help.

## Liability

Poole Hospital Charity cannot accept any responsibility for your event, nor for anyone who participates in it. Please ensure you have the relevant insurance to cover your liability.

## Public Collections

If you would like to hold a street collection or door-to-door collection on public property (this includes Carol Singing) you must have a permit from the local council.

### **Raffles/ Lotteries**

There are laws and regulations pertaining to raffles and lotteries. These must be fully complied with and you can find out more at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

### **Banking and Insurance**

We strongly advise that you do not use your personal bank account for the collection of donations. This is to protect you. Online giving pages such as just Giving and Virgin Money Giving are excellent as donors pay online and the money is sent straight to us.

Please do not send cash through the post. Our office is open 10am-4pm weekdays and monies should be received by the office within 4 weeks of collection.

Cheques should be made payable to Poole Hospital Charity

### **Health & Safety**

Please ensure that you have all the necessary safety procedures in place when organising an event and that all your participants are aware of them. You may need an official first aider such as St Johns Ambulance or Red Cross – be aware that these organisations get booked well in advance. All events should have a completed Risk Assessment.

Also, ensure there are at least two people involved carrying any money. Your personal safety is paramount.

### **License**

Please check with your local council whether you need any special licences. For example, for the provision of food or alcohol or music.

**Thank you once again  
and  
Good Luck!!**

# Poole Hospital Charity

Registered Charity No 1058808

## FUNDRAISING DEED

Please complete and return to:

Fundraising Team  
Fundraising Office  
Poole Hospital  
Longfleet Road  
Poole  
BH15 2JB



## FUNDRAISING AUTHORISATION

This document authorises the person named below (“the Fundraiser”) to carry out fundraising activities on behalf of Poole Hospital NHS Foundation Trust, Poole Hospital Charity (charitable fund) of Longfleet Road, Poole, BH15 2JB (“the Charity”). The Trust’s registered charity number is 1058808.

1. This authorisation will remain in force until the fundraising activity has been completed and all the funds raised have been fully accounted to the Charity.
2. Any receipts and other communications given by the Fundraiser to the public will record that the Fundraiser is raising money on behalf of the Charity.
3. The Fundraiser will notify the Charity if any events other than those scheduled are planned. The Charity has the right not to recognise any fundraising activities which it believes are not in the interest of the Charity.
4. The Fundraiser will keep accurate accounting records for all the monies raised on behalf of the Charity and these records will be open for inspection.
5. The Fundraiser will account to the Charity preferably within 28 days of the monies being raised without making any deductions.
6. The Fundraiser is entitled to be reimbursed for any reasonable out of pocket expenses incurred during fundraising activities provided that a valid receipt is produced to the Charity.
7. This authorisation represents the entire agreement between the Fundraiser and the Charity. The Fundraiser is not permitted to represent the Charity for any other purpose.

### 1. **Date of Activity:**

### 2. **Please Describe Fundraising Activity:**

Your Details:

Company:.....

Name:.....

Address:.....

Post Code :.....

Phone number:.....

Email:.....

**SIGNED**

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Fundraising authorisation signed on behalf of Poole Hospital Charity:

<p><b>Office Use only</b></p> <hr/> <p>Name</p> <hr/> <p>Signature</p>	<p><b>PHC Authorisation Stamp</b></p>
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**Charity Fundraising Material Order Form**

If you require any items for your event, please call the Charity Team on 01202 448449 to arrange a date and time for collection.

<b>Name</b>		<b>Date</b>	
<b>Address</b>		<b>Postcode</b>	
<b>Tel no or email</b>			
<b>Event</b>		<b>Event Date</b>	
<b>Item</b>		<b>Quantity</b>	<b>Item Number(s)</b> (Office use only)
PHC Collection Tin			
PHC Collection Bucket			
PHC Banner			
PHC Display Boards			
PHC Balloons			
PHC Pens			
PHC Newsletters & leaflets			
PHC Memory Sticks			
<b>PHC Clothing – Our clothing range is chargeable</b>			
PHC T-shirt - <b>£6</b> (free when £50 is raised)			
PHC Running Vest - <b>£20</b> (free when £100 is raised)			
PHC Cycling Jersey - <b>£30</b> (free when £200 is raised)			

**Please ensure any unsold items and any other charity materials are returned to the Charity office after your event.**

**Date items collected:** \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Team initial:** \_\_\_\_\_

**Date items returned:** \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Team initial:** \_\_\_\_\_

## Charity Gift Aid Declaration

Boost your donation by 25p of Gift Aid for every £1 you donate  
Gift Aid is reclaimed by the charity from the tax you pay for the current tax year.

Your address is needed to identify you as a current UK taxpayer.  
In order to Gift Aid your donation you must tick the box below:

- I want to Gift Aid my donation of £\_\_\_\_\_ to Poole Hospital  
Charity (1058808)

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

### My Details

Title \_\_\_\_\_ First name or initial(s) \_\_\_\_\_

Surname \_\_\_\_\_

Full Home address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please notify the charity if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.