

Fundraising Booklet

Round Table Children's Wish,
857 Wimborne Road,
Bournemouth,
Dorset, BH9 2BG

T: 01202 514515
E: info@rtcw.org
W: www.rtcw.org

Registered Charity No: 1060225

Message from the Fundraising Team

"Thank You"

A huge thank you from all of the team at Round Table Children's Wish for choosing to fundraise for us.

Round Table Children's Wish is a registered, charitable company dedicated to granting **'handcrafted'** wishes for children and young people with life threatening illnesses.

We pride ourselves on providing a caring and supportive approach which allows us to create a handcrafted wish which is tailored to the wish child and their family.

No two families are the same so why should the wishes be!

We aim to bring this same approach to our relationships with all those who generously give their time and money to support us. Their efforts mean that we can continue our work.

This is why your choosing to help us is so important. To be able to grant even more wishes the charity needs a steady flow of funds. Any fundraising you undertake will help us to do something magical, turning wishes into treasured memories.

Should you have any questions or if you would like more information please do contact us, by calling **01202 514 515** or emailing **info@rtcw.org**

Thanks once again and the very best of luck.

Sincerely,

The Team at Round Table Children's Wish

Holding Your Own Fundraising Event

There are so many different events you can organise to raise funds, from something simple like a bucket collection, coffee morning or bake sale, to something bigger like a dinner dance. Whatever you have decided to do we have a few suggestions to guide you...

Have a plan – and stick to it!

What? Take a little time to think about how you want to raise money and what materials you will need to do this.

When? You will also need to think carefully about when you will fundraise. Make sure you give yourself plenty of time to organise your activity and try not to clash with other events.

Where? Think about where you will hold your event, will it be at your school, work, home or outdoors? You may need to book a venue, and you will have to consider disabled access and how people will get there.

How much? An important part of planning is setting a budget. Again you need to try and stick to this. If you keep your costs low there will be more profits for you to pass on to the charity. Can you ask people to donate goods or services, could a company sponsor you?

Let people know what you are doing!

Make use of Facebook and Twitter, and other social media sites. Keep people updated on how you are getting on, for example if you are running a marathon, post about your training sessions. Put up photos and videos to grab people's attention.

You can even approach your local paper to see if they would like to run a story on what you are doing, especially if it is something a little quirky. Not only will it help you make people aware of your fundraising, it will raise the profile of the charity.

Remember: The more people who know about your fundraising the more you will raise.

Set yourself a target!

Let everyone you know how much you are trying to raise (and who for) and ask them to help you reach your goal. We can give you examples of the cost of wishes, this really helps you demonstrate to people why you need their support.

Say Thank You

Once your event is over be sure to thank everyone who helped you and all those who donated.

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Keep It Safe and Legal/Gift Aid

Collections

If you are holding a collection for us we can send you one of our collection pots and an authority letter stating that you are fundraising for us.

If you hold a street collection you will need to get a licence from your local authority. The Fundraising Team can give you some help with this.

Events

If you are putting on an entertainment event in a public place you will need to get a public entertainment licence from your local authority. If your event is being held indoors check that the venue has one.

If you are serving food or drinks make sure you have the appropriate license and that all food is prepared in a safe and hygienic manner. Label any foods which may be an allergy risk. Do a risk assessment of your event, try and highlight any potential risk factors, such as any health and safety issues, and put steps in place to prevent or minimise these.

Again our Fundraising Team is on hand to help you with any of this.

Raffle

If you are holding a raffle take a look at the Fundraising Institute's Best Practice guide or contact the Fundraising Team at info@rtcw.org to make sure you are keeping to the law.

Gift Aid

Claiming Gift Aid allows charities to claim an extra 25p for every pound donated. In order for RTCW to be able to claim Gift Aid you need to ask your sponsors to agree to do so, and provide you with their full name, address and postcode.

Remember: they have to be a UK taxpayer!!

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Our Fundraising Top Tips

- Set yourself an achievable target, it's always good to have a goal to work towards.
- Make use of social media sites such as Facebook and Twitter to let people know about your fundraising; to ask them to give money or sponsor you, and help raise awareness of the charity.
- Do ask the team if you have any questions or if you need fundraising materials, we are here to help you.
- Keep asking! If you don't ask you won't get!! Sometimes your supporters just need a reminder that they haven't sponsored you – you may even encourage people to give to you more than once.
- And when people have donated remember to thank them. We can send you some examples of wishes we have granted so you can show your supporters what their money can help us do.
- Gift Aid those donations! If you are collecting sponsorship why not set up an online fundraising page with Virgin Money Giving or Just Giving? These sites automatically collect Gift Aid and send it to us direct.
- Once you have completed your fundraising send your money to Round Table Children's Wish, 857 Wimborne Road, Bournemouth, BH9 2BQ. If you are sending a cheque please make it payable to Round Table Children's Wish or RTCW.
- **Don't forget to let The Fundraising Team know what you are up to. We love to hear about the amazing things people are doing to support us. We can even give you a mention on our Facebook and Twitter pages or on our website!**

A-Z of Fundraising Ideas

Stuck for ideas on how to raise funds for Round Table Children's Wish? Our Fundraising Team has put together a few of their favourite ideas to inspire you. If you're still stuck you can email info@rtcw.org or call our office on 01202 514 515.

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- A** Auction of promises, Aerobathon, Arts & Crafts sales
 - B** Book sale, BBQ party, Balloon release
 - C** Cake Bake, Car boot sale, Car wash, Cookery competition
 - D** Dress down day, Dress up day, Dinner Party
 - E** Easter, egg hunt, Ebay
 - F** Fetes, Football Tournament, Face painting
 - G** Golf day, Guess the no. of sweets in the jar, Gift Aid
 - H** Head shave, Heads and Tails game
 - I** Ice cream sale, Iceskating
 - J** Jumble sale, Jog-athon
 - K** Karaoke Contest, Knobbly knee competition
 - L** Lunch Party, Limbo evening, Litter picking
 - M** Mufti days, Matched funding
 - N** No smoking, No drinking, Non-uniform day
 - O** Online donation page, Office bake off, Odd-job day
 - P** Pub quiz night, Plant sale, Publicity
 - Q** Quiz nights, Quit something you love ie.chocolate
 - R** Raffles, Race nights
 - S** Sweepstake, Sponsored silence, Shocking tie day ~Swearbox
 - T** Tombola, Themed nights, Treasure hunt
 - U** Unwanted gift sale
 - V** Virgin Money, Giving Page
 - W** Waxing Party, Window cleaning, Wine tasting evening
 - X** Xmas fair, Xmas party
 - Y** Yard of ale competition
 - Z** Zombie party, Zip wire, Zumba-athon

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Fundraising Materials and Merchandise.

We have a range of materials to help you with your fundraising. To request materials contact charlotte@rtcw.org or call 01202 514 515.

Our free resources include:

- **Stickers**
- **Pens**
- **Leaflets**
- **Posters**
- **Balloons**

We also have a number of items you can purchase or sell to help raise even more money for RTCW.

- **Wristbands (recommended donation £1)**
- **Badges (recommended donation £1.50)**
- **Keyrings (recommended donation £2)**

We are able to loan collection pots, buckets, pop ups and banners. We do ask that fundraisers consider making a donation to cover the cost of postage on heavier items.

We have RTCW branded t-shirts, in either white or blue, they come in sizes S-XXL. We can also supply additional branded clothing items, such as hoodies, on request. This will be provided at cost price.

If you are taking part in a run or challenge you will receive a free t-shirt.

If you are taking part in a longer run or marathon you will receive a complimentary running vest.

How Your Money Makes a Difference

Anything you raise will help us to grant handcrafted wishes for some very deserving children and young people.

To give you an idea of what your monies will help us achieve ...

£10 would buy a Cuddly Toy or memento

£20 would buy a Game for a PC or Games Console

£100 would buy a family Disney Princess Dinner at Disneyland Paris

£200 would pay for a limo sightseeing tour around London

£1000 would buy a laptop for a child to use in hospital

£2000 would pay for a child to meet Santa and his reindeers in Lapland

£3000 would help cover the cost of a trip to Disney Land or a holiday in the sun!

Don't forget that you, or your supporters, can make a donation directly to RTCW. There are a number of ways you can do this:

You can make a one off donation via our website www.rtcw.org/donate or by texting "RTCW14" to **70070** along with the amount you would like to give.

Cash or cheques can be sent to our office, **857 Wimborne Road, Bournemouth, Dorset, BH9 2BG**. We can provide you with our bank details upon request.

The Fundraising Team is more than happy to talk to you about making a regular donation such as a Direct Debit, giving through your wages, leaving a legacy, giving a gift in memory of a loved one or in lieu of flowers. Contact us by email, info@rtcw.org or call our office **01202 514 515**. Alternatively you can get more information on our website.