



Fundraising tips

1. Choose an event, date and venue

Work out what event suits you best and start to plan how you will organise it. Decide whether you want to hold your event at home, in the garden, at a friend's house, at work or at a local community centre or school. Depending on your event, think about what time of year will be best to hold it and also keep an eye on local events to make sure someone else has not done the same thing recently.

2. Set a fundraising target

Decide how much you are going to charge for entry/participation to your event. You could also combine raffles and auctions into your plans to raise a bit more cash! Let us know how much you plan to raise and then we can help you with ideas and encourage you to meet your goal.

3. Invite your guests

The more guests you have, the more you can raise! E-mail, phone and post out the details of your event to all your friends, family or colleagues.

4. Promote your event

If you want your event to be open to anyone, put up posters in your local area or drop flyers off in key places. If you are not confident in designing them, contact the office and we will help. If you want a mass turn out contact your local newspaper or radio station for coverage.

5. Get some help

Don't take on the event on your own if you don't feel comfortable. Ask a friend or family member to lend a helping hand and use them for ideas too! You could also contact your local shops, pubs and restaurants to donate items, prizes or display posters.

6. Collect donations from your guests

Make sure you collect money from your guests and where possible get them to fill in a Gift Aid form for all donations. This will enable us to claim an extra 28% on every pound raised at no extra cost. If you are being adventurous with your event then the easiest way to collect is by setting up your own online fundraising page. It's simple, go to <http://www.justgiving.com/scoliosis> and then follow the online instructions. For those of you who would rather collect donations offline simply download our sponsorship form

7. Make it safe and legal

You need to make sure that your event is safe:

- Make sure you have adequate emergency and first aid procedures for your event.
- If you are being adventurous with your event make sure that you have the appropriate licenses.
- Take extra care when preparing food and drinks to maintain high hygiene standards.
- Be aware of people with food allergies.
- Make sure you keep donations in a safe place.
- Don't forget to dispose of rubbish or waste material safely and if possible recycle!

For more information on safety advice please do not hesitate to contact the office.

8. Have fun

The key to having a fantastic event and successful fundraising is to enjoy yourself! The more fun you have and the more you get involved, the more your guests are likely to give!

9. Thank your guests

Everyone who attends your event and makes a donation is making a difference to the Scoliosis Association (UK). Make sure that you thank everyone for coming, and you could also let them know how much you have managed to raise. Don't forget to tell us about how successful it was too and send photos if you can.

10. Send in your money

Please make cheques payable to 'Scoliosis Association (UK)' and pop in the post to Scoliosis Association (UK), 4 Ivebury Court, 325 Latimer Road, London, W10 6RA. *Please do not send cash in the post*. When we receive the cheque we will get back in contact to thank you for all your hard work.

For any other advice and information about your event and how we can support you in carrying it out, do not hesitate to contact the office on: **020 8964 5343** or e-mail: **fundraising@sauk.org.uk**.