

Thank you
for helping me
and my family



Raising smiles with your fundraising

Thank you for fundraising for Children's Hospice South West (CHSW). Together we will raise awareness and vital funds for babies, children and young people living with life-limiting conditions, and their families across the South West.

This pack has information and materials to help with your fundraising including top tips, an event poster and sponsor form. Don't forget to join our Be Incredible Facebook group to share your fundraising.

£100...

could help provide a parent with an uninterrupted nights sleep, to give them the strength to face tomorrow.

£450...

could pay for the equivalent of 3 days of Music Therapy to help express thoughts and feelings.

£1,500...

could fund 24 hours of round the clock medical care for a baby, child or young person at the end of life.



Fundraising ideas and tips

Whether you have signed up for an event and are raising sponsorship, or you're holding your own fundraising event, below are some fun ideas to get you started:

- ☺ Ask family and friends to sponsor you via your online fundraising page
- ☺ Spread the word and ask for sponsorship on social media using the sharing graphic available to download at www.chsw.org.uk/tools
- ☺ Host an in-person or virtual quiz or bingo event and ask for donations to take part
- ☺ Get baking and have a cookie and cake sale
- ☺ Hold a supermarket collection day
- ☺ Organise a raffle or tombola
- ☺ Hold a dress down day at your school or workplace in return for a donation
- ☺ Always have your sponsor form ready so you don't miss any donations
- ☺ Advertising your fundraising events using the enclosed poster template
- ☺ Additional fundraising information and tools are available to download at www.chsw.org.uk/tools
- ☺ Join our Facebook group to join other fundraisers www.facebook.com/groups/beincredible

Collecting your fundraising

Fundraise online. Simple to set up and means you have no money to collect! Sponsors can add Gift Aid (an extra 25p for every £1 donated). Set up an online giving page on Facebook, or at www.justgiving.com

Cash donations. Use the sponsor form included, collect cash and pay in donations online or by sending a cheque in the post. Gift Aid can be added too!!



Thank you for fundraising

Every penny you raise is truly amazing and really can raise a smile. You will be helping to support families facing some of their toughest times while providing comfort, care, and cherished memories for families who need it most.

You are also part of something bigger as you join our community of like-minded individuals who share your passion for making a difference.

Are you supporting us in memory of a loved one, to support a current family using one of our hospices or as a result of learning more about Children's Hospice South West?

If you are happy to share your story, we'd love to hear from you - please contact the Area Fundraiser at your local hospice, details are below.

Here to support you

Our Fundraising Teams are on hand to support you, simply contact your local CHSW children's hospice

Little Bridge House 

Redlands Road, Fremington, Barnstaple, Devon EX31 2PZ ☎ 01271 325 270
reception.lbh@chsw.org.uk

Charlton Farm 

Charlton Drive, Wraxall, North Somerset BS48 1PE ☎ 01275 866 600
reception.cf@chsw.org.uk

Little Harbour 

Porthpean Road, Porthpean, St Austell, Cornwall PL26 6AZ ☎ 01726 871 800
reception.lh@chsw.org.uk



How your fundraising helps

You will be helping Children's Hospice South West make the most of the lives of babies, children and young people with life-limiting conditions, and their families. The funds you raise will help to support families now and in the future.

Each hospice is a loving and caring place, where every member of every family who stays can forget their worries for a while, be a family again and find expert help and support with facing an uncertain future.



Making the most of short and precious lives across the South West
www.chsw.org.uk

Registered Charity No. 1003314





Raise a smile fundraising event

for Children's Hospice South West

Event

Where

When

Contact





Fundraising sweepstake

To help raise smiles for babies,
children and young people living
with life-limiting conditions
and their families



per guess



Event, challenge
or competition

Such as 'Guess the...'

Winning prize



Fundraising sweepstake

Host a sweepstake at your workplace, office or private society/social club to help raise smiles for Children's Hospice South West (CHSW)



Event/challenge/competition (such as 'Guess the...')

.....

Organiser's name:

Winning prize:



Entrant	Guess	Entrant	Guess

How to host a workplace sweepstake

- ☺ Fill in the details of your sweepstake above including the winning prize; will the entry money be split between the winner and CHSW or is there a prize with all entry money going to CHSW? Participants must be informed before they enter and make a guess
- ☺ Ask colleagues to make a guess, (please note sweepstakes can only take place in 1 location, this can be multiple buildings at the same location, and all participants must work at the premises or be a society/club member)
- ☺ Keep a record of all guesses on this sweepstake poster
- ☺ After the event/challenge/competition, present the winner with the specified prize
- ☺ Please read the full guidelines on our website before holding your sweepstake: www.chsw.org.uk/sweepstake

How to donate to CHSW

- ☺ Visit www.chsw.org.uk/donate and use the online form
- ☺ Send a cheque made payable to 'Children's Hospice South West' to your local hospice. Addresses can be found on our website: www.chsw.org.uk/contactus
- ☺ Bring cash/cheque to your local hospice.

Date paid/sent: _____

Amount paid/sent: £ _____

Please indicate how you paid

CHSW website Post Hospice

CHSW takes your privacy seriously. We will store your details securely on our database(s) and we will only use your personal information to provide the services you have requested from us. We will never share your data with third parties for marketing purposes without your prior explicit consent. For more information please see our Privacy Policy at www.chsw.org.uk/privacy or call 01271 325 270



Please sponsor me

Title: Full first name:

Surname:

Home address:

Postcode: Tel no:

Email:

Team name:

My employer offers a matched giving scheme to match the amount I raise

Your employer's name:

Event name and date:

I pledge to raise
£
to help short and precious
lives across the South West

We take your privacy seriously. For full details about how we store, protect, share and use your personal data, please see our Privacy Policy www.chsw.org.uk/privacy

Thank you for your sponsorship, if you would prefer not to receive an acknowledgement, please tick here



giftaid it **Full name + home address + postcode + ✓ = Gift Aid**

If I have ticked the box headed 'Gift Aid' I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want Children's Hospice South West to reclaim tax on the donations detailed below, given on the date shown. I understand that if I pay less Income Tax/or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand that the charity will reclaim 25p of tax on every £1 that I have given.

Full Name (First name and surname)	Home Address Not your work address (this is essential for Gift Aid)	Postcode	£s Pledged	£s Received	Date Given	Gift Aid
Mr John Smith	37 Lavender Close, Brighton, East Sussex	BNI 3SR	£20	£20	14/01/2024	✓

Please sponsor me

Sponsor form continuation sheet

giftaid it

Full name + home address + postcode + ✓ = Gift Aid

If I have ticked the box headed 'Gift Aid' I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want Children's Hospice South West to reclaim tax on the donations detailed below, given on the date shown. I understand that if I pay less Income Tax/or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand that the charity will reclaim 25p of tax on every £1 that I have given.

Full Name (First name and surname)	Home Address Not your work address (this is essential for Gift Aid)	Postcode	£s Pledged	£s Received	Date Given	Gift Aid
Mr John Smith	37 Lavender Close, Brighton, East Sussex	BN1 3SR	£20	£20	14/01/2024	✓

Return your sponsor money using an option below and complete the details to the right:

- ☉ Return your sponsor forms and cash or cheque, made payable to 'Children's Hospice South West,' to your local hospice or the head office (please do not send cash or coins in the post):
Little Bridge House (head office), Redlands Road, Fremington, Barnstaple, Devon EX31 2PZ
Charlton Farm, Charlton Drive, Wraxall, North Somerset BS48 1PE
Little Harbour, Porthpean Road, Porthpean, St Austell, Cornwall PL26 6AZ
- ☉ Visit www.chsw.org.uk/donate and use our online form. Please remember to post your sponsor forms to us so if your sponsors have ticked the Gift Aid box we will be able to claim an extra 25p for every £1 you raise!

Date paid/sent:

Amount paid/sent: £

Please indicate how you paid

Post CHSW website

Local hospice

Fundraising guidelines

Collections

Written permission from the owner is required when collecting on private property such as a supermarket or pub, and a licence is needed when collecting on council land or house-to-house. Always use sealed collection tins or buckets provided by Children's Hospice South West.

Collection tins

Collection tins placed on till points in retail outlets must adhere to legal requirements. CHSW tins are numbered and logged to a specific location, you need to tell us where you place each tin and never remove the number. You will need permission from the outlet's owner to place a collection tin there.

Collection tins require a seal (which we provide) by law, and it must be replaced each time you open and empty the tin. Always have 2 people present when you open a tin and count/record the money.

Raffles

Books of raffle tickets are available from stationers; rules state the raffle should be drawn on the same day you sell the tickets and, each ticket should not exceed £2 in price. If your raffle lasts longer than 24 hours there are strict rules that apply, call us for guidance.

Sponsor forms

When completed, your sponsor form will contain lots of personal information; please keep it safe before you send it to us, and avoid leaving it on public display.

Letters of authority

We can write you a letter which you can show to prove you are fundraising for Children's Hospice South West. If you would like one of these, please get in touch.

Health and safety tips

Carry out a risk assessment to ensure you have properly addressed any hazards at your fundraising event; we can provide a template to help. Make sure you have first aid cover and inform the local Police and council if your event is in a public area. Always get copies of insurance and certificates from any suppliers.

Children

If children will be at your event, you must consider their safety and your protection. Encourage parents to attend with their children, make plans to deal with lost children and do not take photographs of children without parental permission. Request copies of DBS checks from suppliers such as children's entertainers and do not allow children to enter raffles or games where the prizes include alcohol.

Alcohol and food

If you plan to sell alcohol at an event that is not licensed, you will need to arrange an alcohol licence, even if the premises are licensed. Contact your local council for advice.

If you are serving food in a public area, you may need a licence, and you should always get copies of food hygiene certificates from caterers.

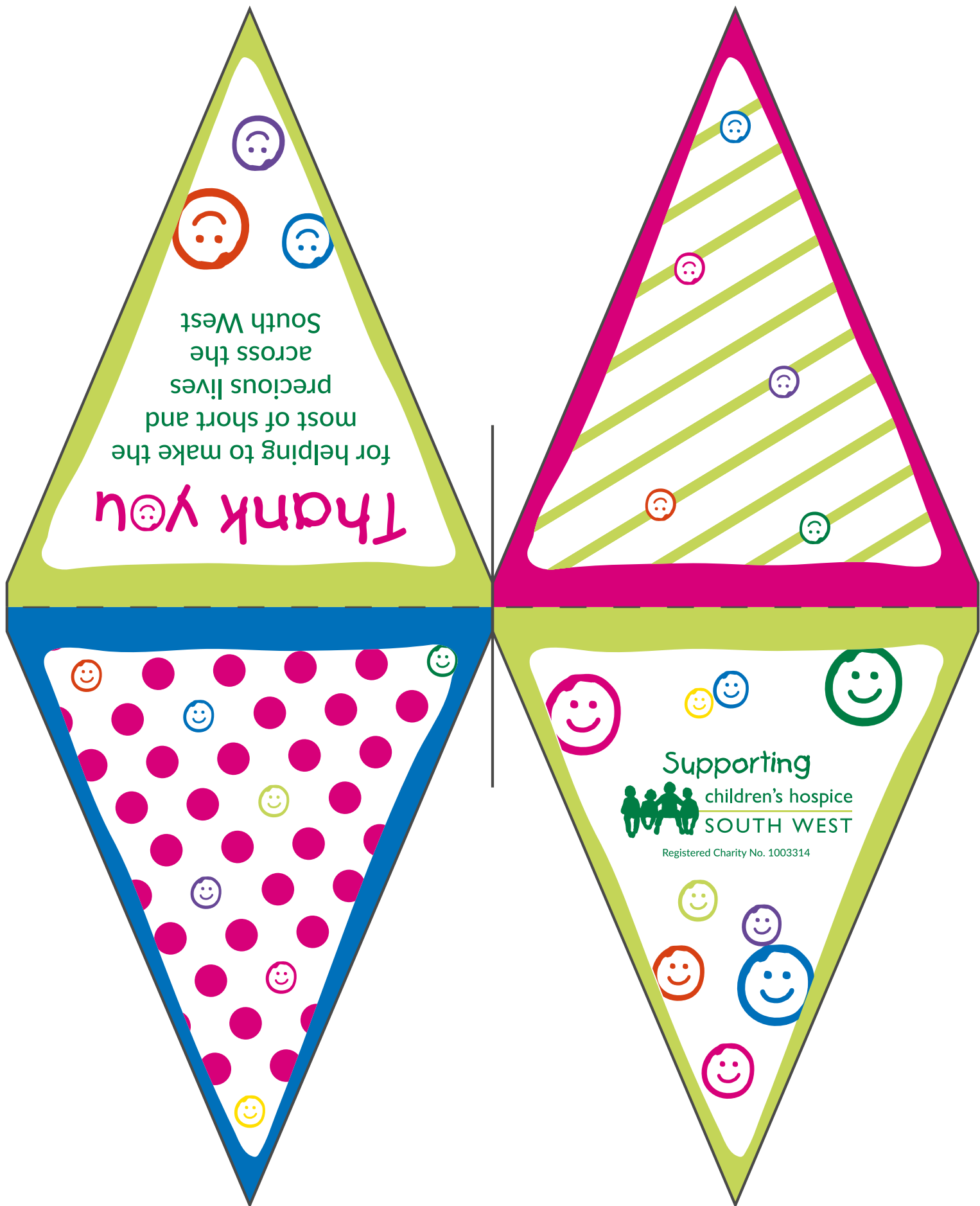
Music

If you intend to play music at your event you may need a PRS licence. Visit www.prsformusic.com for guidance.

Insurance

You may need to take out insurance for a fundraising event, including Public and Products Liability Cover, insurance against theft of money/damage to property or special cover for valuable equipment.





To assemble the bunting

- ☺ Cut along the solid black line so you have 2 diamond shapes
- ☺ Fold each diamond along the dashed line to make a double sided bunting flag
- ☺ Thread the bunting string/fabric under the fold and glue the 2 bunting flags together
- ☺ Repeat this process until your bunting is as long as you require

Top tip: alternate the bunting flags so you have 4 different designs on each side!

I'm fundraising because:



Registered Charity No. 1003314

Your fundraising bib

1. Add why you are taking part
2. Cut out your bib around the dashed line
3. Add holes with a hole puncher as marked on each corner (for added strength, wrap some transparent adhesive tape to these corners before making the holes)
4. Attach your bib to your clothing to tell everyone you are raising money for babies, children and young people living with life-limiting conditions and their families.