

Handy hints and tips if you are running your own fundraiser

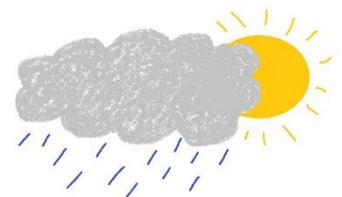


- Keep it simple!
- If it's a sponsored venture you have set up yourself and it will be on public roads or through parks, you will need to think about your training, health and safety and you may need to seek permission from the council or police. Just give us a ring and we can go over anything you need to do with you
- Whatever you are doing, please make sure to talk to us about what our public liability insurance will and won't cover should you be involved in any incident
- Don't do it all yourself—ask your friends and family to help you



- Allow yourself enough time to plan and set a date that doesn't clash with any others

- Set a target of how much you would like to raise
- If it's something like a Coffee and Cake Day, decide where to hold it—at home, work, at a community hall, in your garden (beware of British weather!)



- If you are selling food and drink from your own home, you don't need a licence. If you are using a community centre, check what regulations apply there. You might find it helpful to have a look at this website:

www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups



- If you want to hold a raffle at your event, you don't need a licence as long as the tickets are sold and drawn at the event and no cash prizes are offered



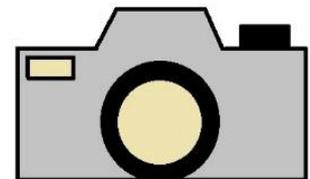
- Plan to collect all money in our official collection tins – please allow 5 – 10 working days for delivery from when you make your order with us

- Tell people about your event and why you are doing it - parents at school, colleagues at work, people at church....



- Use our leaflets and posters to publicise what you are doing. You can download these from www.smasupportuk.org.uk/posters-about-sma-and-our-work or contact us and we can send you copies

- You might want to tell your local newspaper and radio station what you are up to and why
- Make sure you have set your event up safely – no trailing wires that people will trip over, good access for people using wheelchairs
- Very rarely, but sadly sometimes, people's motivations for supporting a cause and getting involved are not all good. So please, when you are fundraising, always safeguard your children and any adults with care and support needs
- Take photos and share them with us. Remember: we need permission from all individuals before featuring photos, particularly from parents of children



- When your event is over, make sure to follow all the instructions that came with your collection tins



- You can pay the money you have raised to us by choosing one of the methods described on the back page

Email fundraising@smasupportuk.org.uk or phone 01789 267520

at any stage for help and advice.

We hope you have fun and enjoy seeing your hard work pay off!

Thank you!

