

Fundraising Toolkit



Welcome

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Thanks for joining the Quarriers Fundraising Team - welcome aboard!



How your support can help...



This guide will give you everything you need to get you started.

No matter how big or small your idea, we're here to help you every step of the way. Whether you raise £5 or £500, every penny counts.

People like Kiana really need your help...

Scotland has thousands of children performing significant caring roles within the family home, often with very little help and support. Quarriers Young Carers Services work with hundreds of children across Scotland who are in this position.

Kiana is just like any other nine-year-old – excitable, animated and loves to dance. But there is more to her than meets the eye – she also helps to care for her little brother Keane,

who has multiple disabilities. Keane is seven and has neurofibromatosis – a rare genetic disorder that has left him partially sighted, with various learning difficulties, as well as autism and attention deficit hyperactivity disorder (ADHD).

He was only two years old when he was diagnosed and big sister Kiana has grown up helping Keane cope with the world. She says “I get anxious when I’m not with Keane and I do worry about him.”

Kiana’s mum, was concerned about the effect it was having on her daughter and is pleased that Quarriers Young Carers Service is there to support her.

The service gives Kiana a break from caring and provides a supportive listening ear. It also gives her the opportunity to meet up and have fun with other children without worrying about Keane.

Quarriers is committed to making life better for the many families we support and your support can help make that happen.



Fundraising ideas



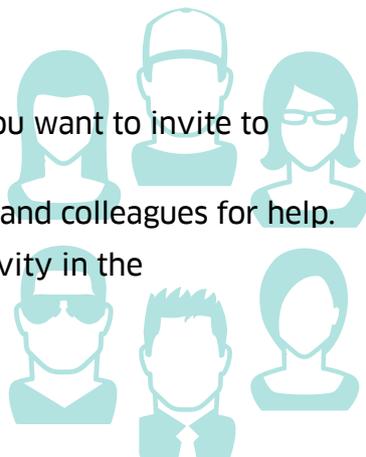
What

- Choose something you will enjoy doing.
- Look at ways to maximise the money you raise, such as asking your employer to match your fundraising total or holding a raffle at your event or activity.
- Keep it simple - see the next page for some helpful ideas.
- Why not contact us for a 10 Minute Teabreak pack?



Who

- Think about who you want to invite to your activity.
- Ask friends, family and colleagues for help.
- Advertise your activity in the local community.



Why

- Tell everyone why you are fundraising for Quarriers and help spread the word about the fantastic work we do for the people we support.



When

- Try to avoid clashes with school holidays or any other local events.



Where

- Where are you going to hold your fundraising activity? Will it be indoors or outdoors?
- Do you need to book a venue? If so, can you get one for free? Ask local community centres and schools.
- Pick a location that is easily accessible by public transport.



A few ideas to get you started!



Steps to success



1. Choose an idea

Whether you love being active, socialising or baking, you should choose an idea that you will enjoy. You could organise a sponsored bike ride or sports tournament, or if social events are more your thing, how about arranging a cheese and wine evening or a bingo night?



2. Set a target

Set yourself a target of how much you want to raise: it will give you that extra bit of incentive to really go for it!



3. Set up an online fundraising page

Visit www.virginmoneygiving.com/giving/ or www.justgiving.com to set up your personal fundraising page and collect sponsorship online.

4. Keep it legal

Insurance

Please remember you are responsible for the activity. Quarriers cannot accept liability for any fundraising activity or event you undertake. If you are holding the event in a venue which has liability insurance, such as a village hall or pub, check they have the appropriate insurance and that it covers your activity.

Food hygiene

Food safety laws apply when food is available, whether it is for sale or not. Ensure you follow food hygiene procedures. For more information, visit www.food.gov.uk/scotland or www.food.gov.uk/

Raffles

You don't need a licence to hold a small raffle on the day of your activity as long as all ticket sales and the draw itself take place during the main event. Check www.gamblingcommission.gov.uk for the latest information and advice.

Risk assessments

Identify any hazards and assess any risks prior to your activity, then assess how you will deal with them. Ensure you have adequate first aid cover available for the scale of your activity.

Money

For your own protection, make sure you count the money you've collected with another person present if at all possible, and have them verify the total amount raised. Make sure any cash donated is kept in a secure place and is banked as soon as possible.

Get consent

You will need to get parental permission if children are helping or if you're taking photographs of children. Please display a notice at your event stating "Promotional photography taking place. Please contact an event organiser if you do not wish to be photographed."

Collections

If you're collecting in a venue such as a shopping centre or football stadium, you will need to gain permission from the owner or manager. If you collect donations on the street, you must get a permit from the local authority for the area you are collecting in.

Other points to remember

- Tell us about the event you're planning and we can make sure you're properly supported.
- If you're having entertainment or selling alcohol at your event, these may need a license - check this out ahead of time.



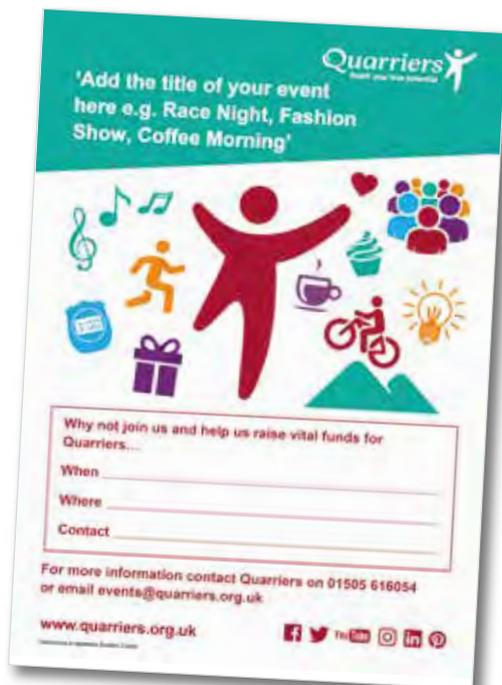
5. Remember we are here to help

We're all in this together, so if you want to chat about anything or need advice on where to get more materials, please drop us a line at events@quarriers.org.uk or call us on **01505 616054**.



How to market and promote your event

Make sure you use our poster to promote your event or activity. Simply download at www.quarriers.org.uk/toolkit, add your event details and display in as many places as possible! Ask the shops in your local area if they could display it in their window to help you advertise your event for free.



Your local newspaper will usually have an events listing section, so make sure you let them know what you're planning.



Social media is a fantastic way to get your message out there. Get tweeting, update your Facebook page, pin it on Pinterest, Instagram it and share on Snapchat - there are plenty of options to choose from!

 [@quarriers](https://twitter.com/quarriers)

 www.facebook.com/quarriersfans/

 www.pinterest.com/quarriers

 [@quarriers](https://www.instagram.com/quarriers)

Add a message to your email signature: it could be an appeal for sponsorship or some useful info on your event. It's quick, easy and, best of all, free.

Virgin Money and Justgiving are two simple safe and secure ways for people to donate, and you can tailor the page to suit your needs. Visit www.uk.virginmoneygiving.com/giving/ or www.justgiving.com

Try to get video clips and photos of your event: this can help you raise even more after the event. Be sure to get written consent from anyone you photograph by asking them to complete the enclosed model release form.

Top tip: Family and friends can be a great resource so get them on board to help.

How to send us the money you raise

The money you raise from your activity is so important to the hundreds of people we help every day.

Your support will enable us to continue our vital work, helping people affected by a disability or epilepsy, and also helping vulnerable children, young people and families.

Cheques should be made payable to Quarriers and sent to: **Quarriers, Fundraising Department, Quarriers Village, Bridge of Weir, PA11 3SX**. Please also include your donation form and sponsor form with Gift Aid section completed.

You can donate online at **www.quarriers.org.uk/donate**. Please select 'other' when asked what prompted you to make a donation today and write Community Toolkit in the box available.

Or alternatively, call us **01505 616054** to process your payment over the phone.

Get in touch

We are here to help and can offer support and advice as well as resources like extra posters. If you need any more information, or maybe just a few ideas to get your activity off the ground, please get in touch.

Phone: 01505 616054

Email: events@quarriers.org.uk

Website: www.quarriers.org.uk



Donation form



Please complete this form and return it to us at:

Quarriers, Fundraising Department, The Exchange, Quarriers Village, PA11 3SX

I/we raised _____

I enclose a cheque/s or postal order/s made payable to 'Quarriers.'

I would like to pay my funds in by card. (Please complete the details below.)

Tell us about your event _____

When did your event take place? _____

Would you be happy for Quarriers to share your fundraising experience and images on social media with other supporters?

Yes No

Paying in details

Name on card _____ Amount £ _____

Card type: Visa / Mastercard / Maestro

Card No:

Security code

(last 3 digits of long number on signature strip)

Start date ____ / ____ Expiry date ____ / ____ Issue number _____

Signature _____

Title: _____ Forename: _____ Surname: _____

Organisation or group (if applicable): _____

Address: _____ Postcode: _____

Email: _____

Telephone: _____ Mobile: _____

(please provide a telephone number in case we need to contact you)

About Gift Aid

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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 £ _____ and any donations I make in the future or have made in the past four years to Quarriers.

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

All information provided by you is held by Quarriers under the provisions of the Data Protection Act 1998. From time to time we may contact you to keep you in touch with our work. If you would rather not hear from us, please tick this box.

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Useful contacts

See below websites that provide useful help and information.

If you need any additional support, please contact us on events@quarriers.org.uk or call us on **01505 616054**

Quarriers Registered and Head Office:

**Quarriers, Quarriers Village,
Bridge of Weir PA11 3SX**

Tel: 01505 616000

www.quarriers.org.uk

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Fundraising Guidelines and advice

- Lotteries www.gamblingcommission.gov.uk
- Institute of Fundraising www.institute-of-fundraising.org.uk/guidance/code-of-fundraising-practice
- Licensing www.gov.uk/find-your-local-council
- Virgin Money Giving www.virginmoneygiving.com/giving
- Just Giving www.justgiving.com

Safety

- Health & Safety Executive www.hse.gov.uk
- Food Standards Agency www.food.gov.uk
- St Johns Ambulance www.sja.org.uk
- Red Cross Events - First Aid www.redcross.org.uk/eventfirstaid

Outdoor challenges and walks

- Kiltwalk www.thekiltwalk.co.uk
- Color Me Rad www.colormerad.co.uk
- The West Highland Way www.west-highland-way.co.uk
- London Marathon www.virginmoneylondonmarathon.com/en-gb/
- Glasgow Great Scottish Run www.greatscottishrun.com
- Edinburgh Marathon Festival www.edinburghmarathon.com
- Ramblers www.ramblers.org.uk
- British Cycling www.britishcycling.org.uk
- Ordnance Survey www.ordnancesurveyleisure.co.uk/leisure
- Map My Walk www.mapmywalk.com

Travelling abroad

- Foreign and Commonwealth Office www.fco.gov.uk
- Fit for Travel - travel information for people travelling abroad from the UK. www.fitfortravel.nhs.uk



A big thank you!



We'd love to hear from you.

events@quarriers.org.uk
www.quarriers.org.uk



Quarriers is a registered Scottish Charity No SC001960.