

Citizens Advice Cornwall Fundraising Ideas Pack



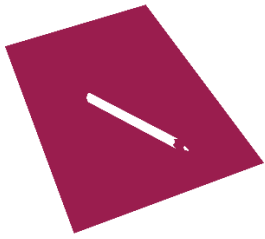
Help us to continue to provide free, independent and confidential advice on a wide range of subjects for everyone in the community.



**Because you never know when
you might need us**

Getting Started

Make a plan



Think about what type of fundraising you'd like to do and how you think you can achieve it.

From there you can create a checklist of what you need to do and when. Make sure to take time to plan as a good plan is the backbone of any event.

What help do you need?

We would never recommend that you run an event alone.

It's good to know there are other people to bounce ideas off and help you spread the word. They may also have skills and contacts that can help you. You



should never put yourself in a position where you are alone and no one knows where you are. Make sure if it's an event that needs packing up that someone is with you.

Set yourself a target



Keep yourself motivated by having a target for how much you want to raise.

You could be creative and design a something to help you keep track. People often use the image of a thermometer but it can be anything.

Make sure you check out our Fundraising Guidelines before you get started.

Don't forget to set up online fundraising to make it even easier for people to donate – see page 5 for details.

Promote your event



Social media is a great free platform for getting the message out there, creating an event page and inviting your

friends. You can keep people up to date with what's happening and ask them to share with their friends too.

Local radio and the **local press** will often run a piece on an event particularly if it comes with a story. If this is something you are interested in doing please email fundraising@citizensadvicecornwall.org.uk and we will see if we can help.

Posters are great on noticeboards and in shop windows, especially if it's a local event. If you need help let us know and we will send you a template.

When raising money for charity it is always great to show people what the money is for, this can help encourage more support.

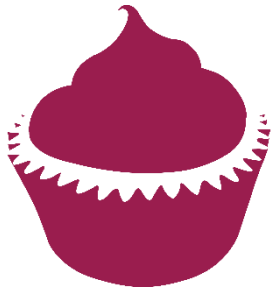
If you are happy to you can also share your reasons for choosing Citizens Advice Cornwall as your beneficiary charity.

Gift Aid

If you pay tax your donation could be eligible for Gift Aid. Gift Aid allows our charity to claim an extra 25p on each £1 you donate. Contact us to find out if your donation could be eligible.

Creative and Social Activities

Bake Sales and coffee mornings



Everyone loves a bit of tea and cake! Whether you are dab hand in the kitchen or you buy them ready made it's a great excuse to get

together and raise some pennies.

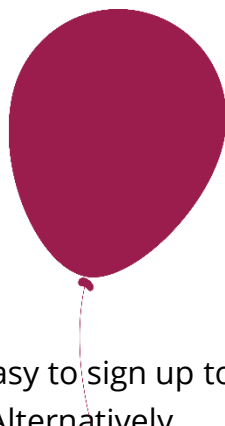
There are some key dates in the year that you could manage your event around including; Pancake Day in February, World Biscuit Day in May and Cream Tea Week in August.

Themed parties

You can go simple with a BBQ or a wine and cheese evening or you could go a bit more complex and fit it in with one of the many world food days throughout the year. Most months there are a selection of food days to choose from. Why not try a few? You could try Cheese Fondue day on 11th April or Cornish Pasty Week in February.

Celebrations

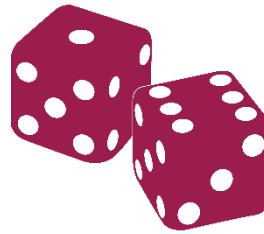
Got a birthday coming up? Or how about Christmas or Easter. Whatever the occasion you can theme your fundraising activity around it.



Birthday fundraisers are easy to sign up to and popular on Facebook. Alternatively what about a birthday tea party?

Easter Egg hunts are always fun or a **Christmas** Fair, there are lots of options to choose from.

Games & Quizzes



Are you competitive? Get a group of friends and family together online or in-person and organise a games night.

Alternatively how about bingo or a quiz? There are lots of sites online that can help you with games and questions.

Competitions

Looking for something a bit bigger? How about organising a competitive event? A park run, battle of the bands, photography etc. Who do you know and what do they like doing? That could give you an idea.



Our fundraising guidelines will give you some tips on what you can do safely and legally but we are also on hand to help with any questions.

Sales and book sales

Do you have a crafty hobby? Could you make some items to sell in aid of Citizens Advice Cornwall?

Have you had a clear out recently? You could organise bric-a-brac, book sale, or garage sale.

Beauty and pamper evenings



We all need a bit of self-care. Why not get a group of friends and family together

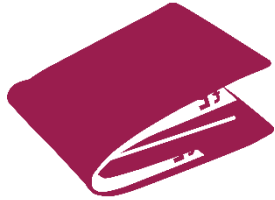
and have a home beauty, spa or pamper evening?

Adrenaline, Outdoor and Sporty Activities

Sports clubs

If you are part of a sports club or team why not chose us as your **Charity of the Year?**

Auctions



The auctioning of signed kit, pictures and merchandise goes down well with

supporters particularly if you have a large following. If you don't want to auction it yourselves how about donating it to one of our events?

Old kit can also be sold off not only raising money for charity but also promoting recycling.

Collections

Do you hold matches or games? Could you organise a collection at your next event? We may even be able to provide someone to do a speech to encourage donations.



Collection tins and buckets could be situated at entrances and exits or by the refreshments or you could just add a

donation on to the ticket price.

Beat the Pro

A great one for the golfers. Pick a hole on the golf course and challenge the public to beat your course pro.

Beat the Keeper

Similar to beat the pro but for any sport with a goalkeeper. Invite the public to see if they can get a goal past your club's keeper.

Running (or walking or swimming or dancing)



Throughout the year there are always lots of local or national events that you can take part in, from park runs to the London Marathon. If you secure a place let us know and we will do what we can to support you.

If you don't want to join an organised event why not organises something with friends and family?

Skydives and Bucket List Activities

Skydives have become increasingly popular over the years with more and more people facing their fears by jumping from a plane!

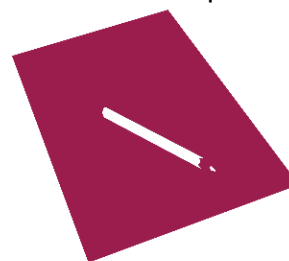
Perranporth Airfield offer skydiving sessions and if you book through us and raise over £500 you can jump for free.

More details on what the jump entails can be found here

www.cornishparachuteclub.co.uk



If you have something else on your bucket list, why not let us know and we'll see what we can do. Alternatively visit www.charitychallenge.com for inspiration.



Citizens Advice Cornwall would be happy to talk to your group or organisation about what we do. Just drop us an email

Schools and Online Fundraising

School Fundraising

Fundraising for us at your school, college or university isn't just about raising funds for us, it can also be a great experience for students.



Students can learn about planning and budgeting as well as the benefits of supporting charities.

Many of the ideas on the previous pages can be adapted for your school, college or university or you could try something different.

You could go simple with a non-uniform or fancy dress day, or what about a sponsored silence!

If you have more time and capacity how about a car wash, fair or sports day?



Link to Learning

Depending on what subjects you offer you could link an event to a subject. For example do you have textile students who could do a fashion show? Art or photography students who could do an auction?

Charity of the Year

Could you do multiple events throughout the year? Or maybe you have a RAG group? Why not make us your charity of the year?

If you want to find out more about us and what we do we'd be happy to come and talk to you and your students.

Online Fundraising

Just Giving -

Visit

www.justgiving.com/citizensadvicecornwall and select 'Fundraise for Us'. Once your link is set up you can share it with your friends and family and everything you raise online will automatically come to us including Gift Aid if you are eligible.

Facebook Fundraising



- Log in to Facebook and select create post
- From the drop down list select raise money
- Type in C.A.B. Cornwall and you can start raising funds!

Alternatively when Facebook gives you the option to do a birthday fundraiser chose us as your beneficiary.

Instagram Fundraiser

coming soon



Other

www.givey.com

www.thegivingmachine.co.uk

Online Shopping

You can raise free fund for us by shopping online visit:

www.giveasyoulive.com

www.easyfundraising.org.uk

www.dontsendmeacard.com



Businesses

Corporate Social Responsibility (CSR)

A CSR Strategy involves a business being environmentally, philanthropically, ethically, and economically responsible in their work.

Working with a charity - whether it is volunteering, fundraising or skill sharing - can help you fulfil some of those responsibilities.

At Citizens Advice Cornwall, there are lots of ways you can support us. We've listed a few below but we are more than happy to chat with you about other options.

Donation



We always welcome donations. Details of how you can make a donation can be found on page 5.

We can even put a thank you up on social media if you wish.

Gifts in kind

You may not be able to make a financial donation but you could still help us keep our costs down by donating a piece of equipment, a raffle or auction prize or your time.

Volunteering

We could not be who we are without our volunteers. If you or your team have any spare time you could donate that time to us. Whether its skills sharing, advice or training, your support would be appreciated. Please contact us to find out how you can get involved.

Office Events



Host an event at your workplace. It can be for staff which can help with team building or for customers/clients as a way of promoting your business.

Simple events such as bake sales always go down well or you could go bigger and do a sweepstake or open day.

Charity of the Year

Do you or your workplace have a charity of the year? A charity of the year is where a business decides to support and raise funds for one (or more charities) during the course of a year.

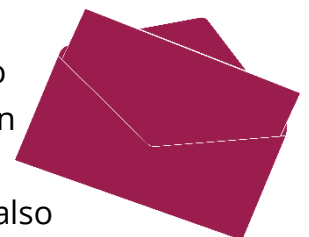
Why not consider us as your chosen charity? We'd be happy to come and talk to you further about what we do and what difference your support could make.

Sponsorship

We have several options for sponsorship depending on what audience you are looking to reach. These include sponsoring an event, a member of the team or a project. Let us know if you'd like more information.

Payroll Giving

Employees can chose to make a regular donation through their salary each month which can also be topped up by the employer if they wish.



Paying your money in

Online Fundraising

If you have raised money online you don't need to do anything as it will automatically come to us, including Gift Aid, if you are eligible. There is usually a slight delay in funds getting to us, so please let us know if you have raised money for us online, so we can acknowledge your donation sooner.



If your money was donated via social media platforms such as Facebook and Instagram, we may not automatically get your contact details, so if you would like to stay in touch please do let us know.

Via the bank/BACs

If you would like to pay your money in at the bank or do a bank transfer please email fundraising@citizensadvicecornwall.org.uk for our bank details.

By Post

Please send cheques along with any sponsor forms etc. you may have to:

Citizens Advice Cornwall
Duchy House
21 Dean Street
Liskeard
Cornwall
PL14 4AB



Why support us?

We helped Joss, who was struggling on a very low income, claim a total of £8,745 in benefits back pay which she should have been entitled to.

(Name changed to protect identity)

“It has saved too many hours, days, months of anxiety to remember, and that feeling of helplessness and hopelessness.

“I must say I never thought I had so many essential and fairly essential things to buy for myself (clothes/footwear) and the home until I had the money to buy some of them! Without means, things just wear out/run out and never get replaced and my debts are paid off. It was just in time as they were already spiralling out of control. Honestly you are brilliant.

Thank you so much ...”

Fundraising Guidelines

Health and Safety

As part of planning your event or activity you should complete a risk assessment. This will help you to identify any hazards or risks that may need rectifying.

If your event is in a public place you will need to let your local council and police know. You will also need to ensure you have adequate first aid in place.

If you are using suppliers get copies of any relevant certificates and insurance.

The Health and Safety Executive provides lots of great information as well as downloadable templates for risk assessments etc.

Raffles

Whether your raffle is online or in person there are still legal requirements that you must take in to consideration.

Raffles that are drawn on the same day as the tickets are sold do not need a licence if it is for charity. If your raffle is over 24 hours from when you start selling tickets you will need a lottery licence and to print the tickets in a certain way. If you are not sure please get in contact.

Tickets for raffles including alcohol or any age appropriate items must not be sold to those underage.

Alcohol, Food and Music

If you are serving food and/or alcohol at an event you may need a licence. Speak to your local council licencing department for clarification of what you will need.

For a music licence visit prsformusic.com

Collections and collection tins

If you are planning on organising a collection for Citizens Advice Cornwall you must let us know in advance.

Collection tins must always have a seal and there must be more than one person present when they are opened and counted.

You will need permission from the owner before placing a collection tin at an outlet.

You also need permission for collections on private property such as shops etc. and you will need a licence if it is on council land or door-to-door.

Insurance

You may need insurance for your event including public and products liability cover.

Children

If your event includes children you will require additional measures including ensuring that anyone running activities is DBS checked.

Ensure that parents are aware that their children are their responsibility and ensure you have a lost child plan in place.

Do not take pictures of children without written consent from their parents.

Do not allow children to take part in activities that are not age appropriate.

Further Information

Visit www.fundraisingregulator.org.uk

Or for licencing visit your local council website.