

Dame Hannah Rogers Trust

Fundraising Pack 2016



Hannahs Fundraising Pack 2015

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Welcome and thank you

Thank you for supporting Hannahs

At Hannahs your money really does help to transform lives. By fundraising for and supporting Hannahs you make it possible to keep up the high level of care and support we offer through Hannahs at Ivybridge and Hannahs at Seale-Hayne. The money you raise helps us to buy vital equipment, and extend our facilities and services. We are a charity with a well-deserved reputation for excellence when it comes to caring, learning and development. With the purchase of Seale-Hayne, many of our ideas about a society where disability is incidental are turning into a reality!

Hannahs future as a pioneering charity for disabled peoples' wellbeing and rights relies on your donations, fundraising efforts and voluntary work. Every year we need to raise over a million pounds to help us achieve our goals. As a charity, with big ambitions, your support makes a huge difference. Whatever you can do to help is greatly appreciated. There are lots of ways that you can get involved, so take a look through our Help Hannahs fundraising pack and be inspired! Our supporters help to make miracles happen – see what they have been up to and find out more about how you can join the journey and get involved!

Keep in touch we are always here to give advice, help and resources for any fundraising ventures: Fundraising Team 01626 325838 or supportus@discoverhannahs.org

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About Hannahs

Discover Hannahs

Dame Hannah Rogers left a £10,000 gift in her will in the 18th century to set up a school for poor and unfortunate children from Devon and Cornwall.

221 years on, Dame Hannah's offers groundbreaking, innovative education, therapy and care to profoundly disabled young people and their families from across the UK.

At Hannahs we want to live in a society where people living with disabilities experience the same opportunities to work, train, learn and live. Hannahs at Ivybridge provides education, therapy, and respite for children and young people with profound physical disabilities. We care 24 hours a day, every day, meaning that at Hannahs, every child grows up in a stimulating and supportive environment.

Hannahs at Seale-Hayne offers an integrated, supportive and vibrant environment with a range of learning, training and development opportunities for young people and adults with physical and learning disabilities.

For more information, please see our website www.discoverhannahs.org

We imagine a society where disability is incidental.

What a difference your fundraising makes

£30 covers the cost of a session in the hydrotherapy pool

£50 can help us to feed the Hannahs Farm animals where we run weekly sessions, giving people with physical and learning disabilities the opportunity to care for animals and to learn new skills.

£100 buys specialist speech therapy equipment to help a child find and use their voice

£300 Will help us to continue to provide work experience and job opportunities for people with a range of disabilities.

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Be Inspired!

August 2014: Pippa, Stacey, Renee and Kate took part in our summer skydive for Hannahs and raised nearly £2,000 altogether.

September 2014: Russell Chilton cycled from Milan to Exmouth in a mammoth challenge of endurance for Hannahs, and raised £540.35.

September 2014: Neil Craig and Mark Chorley from First Great Western became heroes and climbed Mont Blanc. They raised a staggering £8,000!

January 2015: Mike Cast and George Scott-Welsh braved the chilly depths of the River Dart and raised an amazing £1,400.

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Fundraising Ideas

So you have decided on your fundraising event or challenge but you want fun and exciting ways to help you push your fundraising. Here is a list of ideas that will boost your fundraising.

- A. Auction** - This could be a star item or auction of promises. Simply create a list of promises that you would be happy to carry out (hour ironing, cook a 3 course meal etc.) and get friends and family to bid.
- B. Bake-Off** – Channel your inner Paul Hollywood or Mary Berry, find some friends, and get baking!
- C. Car wash**
- D. Disco**
- E. eBay** - now's the time to sell all those unwanted/unused items from around the house and you can donate the funds raised to Hannahs
- F. Fancy Dress** - Host a fancy dress day at your place of work and get people to make a donation
- G. Garden Party** - open up your garden with light refreshments
- H. Head Shave** - sponsored head shave
- I. It's a Knockout!**
- J. Jelly Eating competition**
- K. Karaoke**
- L. Ladies/Lads night**
- M. Music evening**
- N. Name the Duck!**
- O. Olympic Games** – Host your own version of the Olympics, whether that be a sack race, or make your own hurdles
- P. Picnic**
- Q. Quiz Night**
- R. Raffle**
- S. Swim/ Sweepstake**
- T. Treasure hunt**
- U. Underwear out** – Wear your underwear over your trousers for a day
- V. Vintage swap**
- W. Whos that baby**

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X. Xbox tournament

Y. Yes day - Say yes to everyone's demands (within reason!) and ask people to sponsor you.

Z. Zumbathon

We have also included in this pack a game that is simple and fun and will kick start your fundraising with an instant £20! 'Guess the name of the duck' couldn't be easier. Simply place the poster in a staff room, kitchen, home etc. and get your friends and family to guess the name of the duck for a small donation. You chose the name before people play and keep it a secret. You will need a prize for the winner, this could be £5 of the prize money or you could use up that left over box of chocolates or anything else you may be able to get your hands on for a small prize.



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Fundraising Online

Setting up an online fundraising page couldn't be easier! Just Giving send your donation straight to us and claims Gift Aid on our behalf. There are many benefits to having an online page you. You can include it on your email signature, share it on Facebook, Twitter or any other social networking site. Keep your page interesting with photos and regular updates.

Go to <http://www.justgiving.com/> and click 'Make your page'.

If you need any additional help visit <http://www.justgiving.com/en/help>

Sponsorship Forms

We can also provide you with a bespoke sponsorship form, including all the important Gift Aid information. Contact the Fundraising Team to request a form. Remember it is REALLY important to get those that are eligible to tick the Gift Aid option. It is also very important that you keep the sponsorship forms safe and return these to the Fundraising Team along with the money raised to ensure that Gift Aid can be claimed. This can significantly increase the amount you raise.

How to give us the money you have raised...

Post us a cheque (made payable to the Dame Hannah Rogers Trust) for the amount you have raised, therefore keeping the cash for yourself, to:

**The Fundraising Team
Hannahs at Seale-Hayne,
Newton Abbot
TQ12 6NQ**

Or...

Drop off the money in person at either our Seale-Hayne or Ivybridge site



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Fundraising Event Steps

Step 1: Activity – choose what you’re going to do

Step 2: Venue – decide where you want to hold your event

Step 3: Date – choose your date and time carefully, to make sure as many people can attend as possible: will it clash with another local event?

Step 4: Guests – think about who is most suited to your event , and how many people you should invite.

Step 5: Planning – preparation is key to a successful, stress-free event.

Step 6: Budget – Set realistic income targets to make sure your costs are covered

Step 7: Promotion – Use every platform available to let people know about your event (see page 11)

Guidelines

Keep it legal!

There are some rules and regulations surrounding fundraising and events, but don’t let this put you off. Just get in touch if you are unsure or have any questions, Fundraising Team 01626 325 838 supportus@discoverhannahs.org

Charity Information

You will need to pop our charity number on all literature asking for money (letters, draw tickets, sponsorship forms). At Hannahs ours is: **306948**

Licences

Depending on the scale of your event and whether you intend to sell tickets, you may need a licence if you intend to provide alcohol, entertainment or hold any sort of large public collection.

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The local council are always happy to provide advice and their licensing offices can be contacted at:

- South Hams District Council: 01803 861234
- Teignbridge District Council: 01626 361101
- Plymouth City Council: 01752 668000
- Exeter City Council: 01392 277888

Data protection

There are rules governing how to use and store information from people who have donated money. Should you need to do this, you can only use their information how you said it would be used and stored safely until after the event, when it should be destroyed.

Make sure that you get permission from anyone that you take a picture of. You will need permission from a parent before taking photos of children.

Lotteries and Raffles

Lotteries are arrangements where people pay to participate for the chance of winning a prize. A raffle is just another word for a lottery. There are two types which you can organise to fundraise in aid Hannahs.

Incidental Non-commercial Lotteries

This is the most common type of raffle, often using cloakroom tickets. There must be no cash prizes, and the ticket sales and announcement of the results must be carried out during the event. No more than £500 can be spent on buying prizes although there are no limits on the value of donated prizes.

Society Lotteries

If you hold a larger raffle where, for example, tickets are sold over a period of time prior to the draw taking place, the raffle must be registered with the local authority. A named promoter should be nominated to take responsibility for the raffle. If you are planning to hold this type of lottery please get in touch with the Hannahs Fundraising Team on 01626 325838.

www.discoverhannahs.org

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Health and Safety

If organising an event for Hannahs you should use the risk assessment template that we provide as a checklist to ensure that you've thought of any potential hazards. Drop us a line and we can provide you with a form.

First Aid

If holding a large scale event you may need to have a First Aid Service on site. Contact your local St John's Ambulance or British Red Cross for information on how they can provide this for you.

Food

Food safety laws apply when food is available at an event, regardless of whether or not it is for sale. You will need to be aware of food hygiene procedures and these can be found on the Food Standards Agency website at www.food.gov.uk or contact them directly for leaflets and publications on: 020 7276 8829

Marketing

Social Media

Is a great tool for letting lots of people know about how fantastic you are! If you are raising money for Hannahs through an online sponsorship page be sure to include the link on your email signatures and post it on your Facebook page. Together we can build a strong online community so be sure to follow us online also. Like 'discoverhannahs' on Facebook and follow '@discoverhannahs' on Twitter.

Poster

Please find enclosed a blank poster. You can fill out all the important information and place it in prominent place. Should you require more please let us know.

Who do you know?

Ask friends, family and colleagues to spread the word.

www.discoverhannahs.org

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Let us know!

Please contact us! If you are hosting an event or taking part in a challenge please contact the fundraising team and share your ideas and plans. We can offer friendly advice and ensure you have everything you need to reach your fundraising goal. We can supply you with:

- Sponsorship Forms
- Collection Buckets and Collection Boxes
- Banners
- Hannahs Literature
- Help and guidance on how to organise your event or challenge

Please call our Fundraising Team 01626 325 838 supportus@discoverhannahs.org

It really is that easy!

- Choose an event/challenge
- Tell us
- Fundraise
- Shout all about it!
- Return funds to the Fundraising Team along with forms
- We will give you a big hug and say thank you and confirm the final amount raised
- You will feel great knowing you have helped

GOOD LUCK and Thank you for your support!

