

## FUNDRAISING GUIDE

At Age UK B&NES, we want to make our community a great place to grow old. We don't want older people to be lonely, struggling to make ends meet or just surviving day to day. Our aim is that all older people in B&NES live healthier, happier and more independent lives. We do this by running activities in the community such as exercise classes, day centres and social clubs, as well as services that offer Befriending, getting people home from hospital and information and advice.

But we can't do it alone.

We're a small, local charity and your support makes a big difference. However you choose to fundraise, we're here to help.



Contact us:  
[fundraising@ageukbanes.co.uk](mailto:fundraising@ageukbanes.co.uk)  
01225 466135

# Fundraising ideas

## **Pub Quiz**

Speak to your pub landlord and ask if you can hold a charity quiz night, you could even ask if they will contribute the prize for the winning team; a bottle of wine or a voucher towards food. You can find questions online - there's lots of sites with lists of questions free of charge. Just charge teams to take part.

## **Sponsored Walk**

Whether you want to organise your own route or join an organised walk, find a challenge that suits you and ask your friends and family to sponsor you or get a team together to take on the challenge together!

## **Dinner Party**

Prepare a menu and invite your friends and family along, for a price! You could set an amount for the evening or ask them to pay what they think the food was worth. You could even organise a mini raffle or some games on the night to raise some extra money.

## **Dress Up or Dress Down!**

Whether your class at school decides to dress up as their favourite cartoon character or your smart office decides to wear their pyjamas for the day, this can be so much fun! Charge people to take part and impose a bigger fine for those who don't! Don't forget to give a prize for the best costume.

## **Bake Sale**

This is an old favourite. Get a group of bakers together at church, work or school, or even invite your friends round to buy your delicious creations.

## **Auction of Promises**

This is easy to organise, and completely free! This works really well at work.

Ask people if they have a specific skill, talent or interest that they would be willing to 'donate'. This could be: A month of piano lessons, personal training sessions, cleaning someone's car, dog walking, making their morning coffee at work every day for a month, a photo shoot...it could be anything! Then auction of the lots to the rest of the office.

**Or perhaps you have an idea already? There's so many fun ways to raise money for your favourite charity.**

# Planning your event

So you've decided what you'd like to do. But what next?  
Use our how-to guide to make sure you have everything covered.

## Choose a date and time

Give yourself plenty of time to organise and let people know about your event.

Make sure you aren't organising it on a day where something big is happening that might overshadow your efforts!



## Choose your venue

Think about how much space you'll need and be realistic about how many people you think will attend.

It may be that you're aiming big and need to hire a hall (always ask if they'll give a charity discount!) or you may be using your own living room. It's always helpful to consider how people will get there and if there's enough parking.



## Set a budget

Try to plan what the event will cost before you start, you don't want to spend more than you raise! You may be able to get some things donated from local shops to keep the cost down.



## Will there be food and drink?

Make sure that food is prepared hygienically and stored safely. Label food clearly to warn allergy sufferers.

If you're selling alcohol at your event, you may need a license, check with the venue.



## What do you need?

We've lots of resources to help you make the event a success - t-shirts, balloons, collection tins and buckets, posters, sponsorship forms and Gift Aid envelopes, just get in touch and tell us what your plans are.



## Tell everyone!

Make sure you let everyone know about your event. Are you happy for people to just turn up? Or will you be selling tickets or asking people to RSVP?

You could put posters up, set up a Facebook group, make invitations or send a work email round. Let people know that friends and family are welcome if appropriate.

# Collecting your money

Depending on what you choose to do, there's lots of ways to collect money:

- Before the event
  - On the day (will you need change for people?)
- Online - we're registered with Justgiving, Virgin Money Giving and BT My Donate, all money raised will be paid directly to us
  - Sponsorship form - we have them ready to send to you
  - Gift Aid envelopes - to maximise your total!
- Some businesses will 'match fund' employees fundraising, check with your place of work before the event.

## After your event

**Add up the money let everyone who took part know how much they helped to raise.**

**Pay your money to Age UK B&NES:**

- Pop into our office at 18 Kingsmead Square, Bath BA1 2AE
  - Send a cheque through the post
- Contact us on 01225 466135 /fundraising@ageukbanes.co.uk to
  - arrange payment straight into our bank

Send us any photos you took and let us know how the day went,

**and give yourself a well-deserved pat on the back!**

Thank you so much for fundraising for Age UK B&NES.

Because of your support, we can help older people to live healthy, happy and independent later lives.

