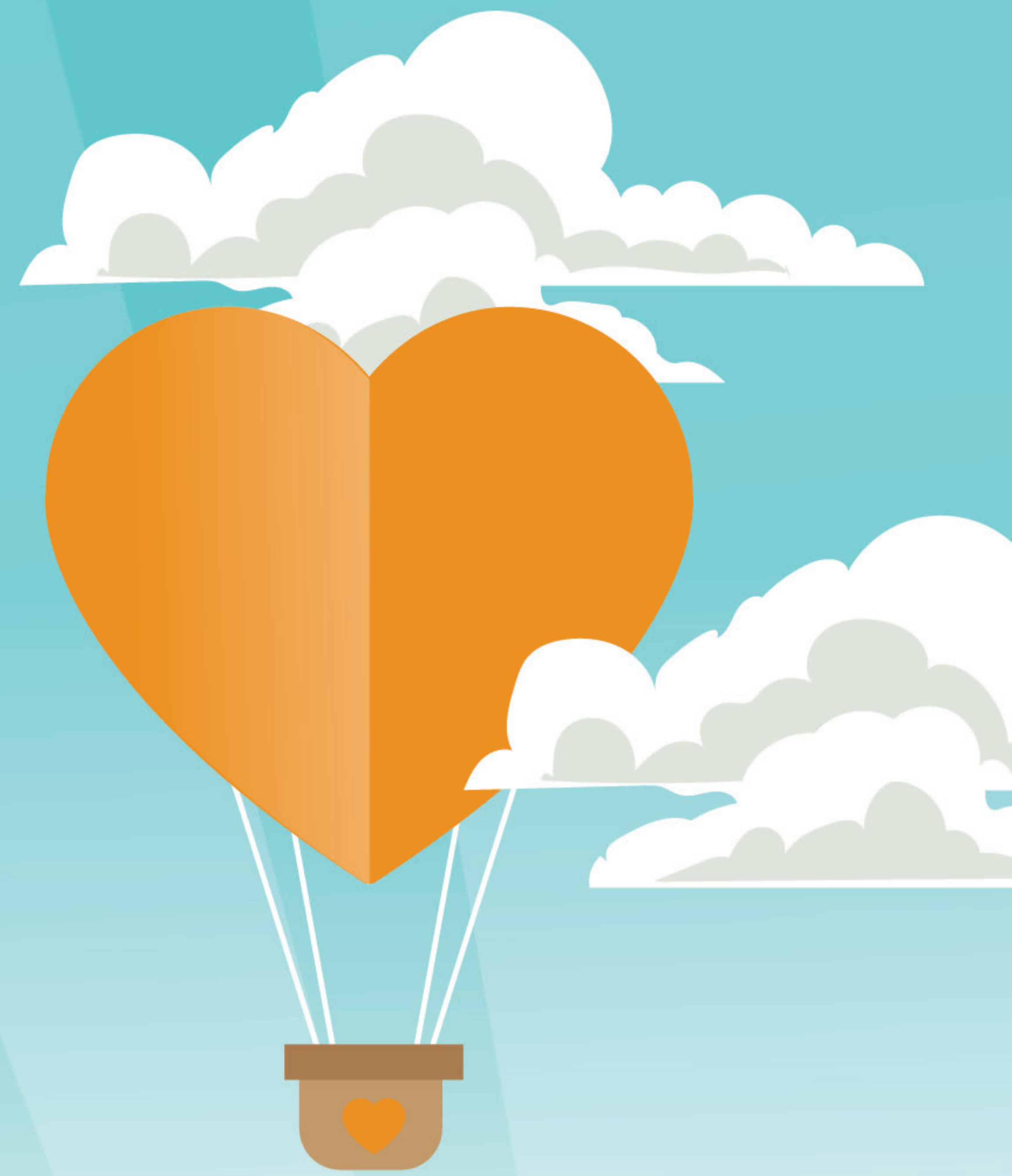


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Top tip

We are incredibly grateful for your willingness to fundraise for local people needing experienced palliative and end of life care. We are here to help you along the way



What your support means to us



Saint Francis Hospice is renowned throughout the region for providing experienced care to over 4000 people with terminal illnesses each year.

We can only offer high quality care and support with the help from people like you.

The NHS provides only 23% of our funding. To offer our specialist services free of charge, we rely on our community to do the essential fundraising.

Frankie's facts

Top tip

Set a target. Having a goal can be very motivational for you and your supporters!



£19

could pay for a psychologist session, for a patient or a member of their family

£606

will provide a day of care on the ward

£54

will give a patient an hour of Hospice at Home care

£286

can provide an emergency home visit from a Community Nurse Specialist

£10

could pay for play materials for a child receiving bereavement counselling



Frankie the Lion

Email or call us no matter how big or small your question, our fundraising team are on hand to help you every step of the way. Email fundraising@sfh.org.uk Call **01708 771431**



@saintfrancishospice



@SFHUK



@saintfrancishospice



Saint Francis Hospice

Get Online

An effortless way of fundraising and collecting sponsorship is to create an online donation page such as JustGiving or Virgin Money Giving. This is also a great way to share your story and give updates to your supporters. Find them at

www.justgiving.com

or **www.virginmoneygiving.com**.

Social Media is an amazing, effective, and a free way to get the word out there to your family and friends to encourage them to support you.

JustGiving



MONEY
GIVING

Top tip



We will invite you to our community group on Facebook: Hospice Heroes, it's full of great ideas, so do join us.

Top tip

Remember to use our social media handles; and don't forget the hashtag #LoveSFH



Spread the word

If you are holding an event, consider how you can publicise your event. You can download our poster template and ask local supermarkets and community boards to put it up for you.

Secondly, some local community and event websites may promote your fundraising, so check out what is around. Also, local press are always interested in stories about local people doing amazing things for the good of others, so why not tell your story.



Get in touch with us and share your story — it could encourage others to fundraise like you.

Top tip

Email marcomms@sfh.org.uk for a list of local media contacts.

Be safe and legal

Top tip

Get organised and get your event booked in as soon as possible with minimal clashes, as that can have an impact on your success.



While raising funds for Saint Francis Hospice should be a fun experience, there are a few rules to follow to keep us all safe and legal. SFH is committed to following the best practice as laid out by the Fundraising Code of Practice.

- By law, when you fundraise for a particular charity the money raised must go to that charity only. If you wish to fundraise for more than one charity, this must be made clear on all your information and through your communications.
- Please check with your local authority on all licences or collection permit requirements for your event and make sure to stick to current government guidelines
- Permits from the local authority are required if you are collecting monetary donations on public land. Collecting monetary donations on private property and/or at an event require the permission of the land/venue owner. ALL collectors, on private or public land, must be over the age of 16 years and be wearing an official ID badge. You must also seek permission if you are placing a collection box in a pub, club, office or shop.
- Licences must be considered if you plan to sell alcohol or have live music. You may need an entertainment licence or temporary event licence if you are planning to charge an entrance fee. Do check with your venue as some will have appropriate licences.
- Raffles do not require a licence if you are planning to sell (and draw) the tickets at the event. However, if you plan to sell tickets in the lead up to the event, you will need a licence from the local authority and will need to use pre-printed tickets, which must contain specific information.
- Competitions and gaming are regulated by laws that prohibit large scale gaming. However, there are exemptions, activities such as bingo or a tombola. But, do enquire at your local magistrate's court as to whether you need to apply for a gaming license.
- You should seek permission from event attendees to take or use photographs.
- If you are hosting an event, you will need to complete a risk assessment. We can provide you with a template and guidance on how to ensure your activity is safe. Depending on the size of your event, you may need to consider having a first aider.
- You may need public liability insurance cover if you are organising a fundraising event or activity, please check with the hospice or with your insurance provider.
- You are responsible for ensuring that your event or activity is compliant with the law. Please understand that if you do something that threatens or damages the reputation of Saint Francis Hospice, we may ask you to stop fundraising for us.

Top tip

Gaining permits and licences can be tricky, so the earlier you get those bits out of the way, the better!



Maximise your fundraising

There are many great ways to make the most of your fundraising and reach your target or goal. Having a raffle, game card or auction is a great way to raise some extra money, as everyone loves the chance to win a prize.

Top tip

You can fill up one of our collection pots with your old pennies and loose change — every penny makes a difference.



We have balloons, banners, t-shirts and more, which could help you. Find out how to place your order at the back of this pack!

Top tip

Companies may operate a 'matched funding scheme' meaning and employer may 'match' the fundraising efforts of a staff member — so make sure to ask your employer.



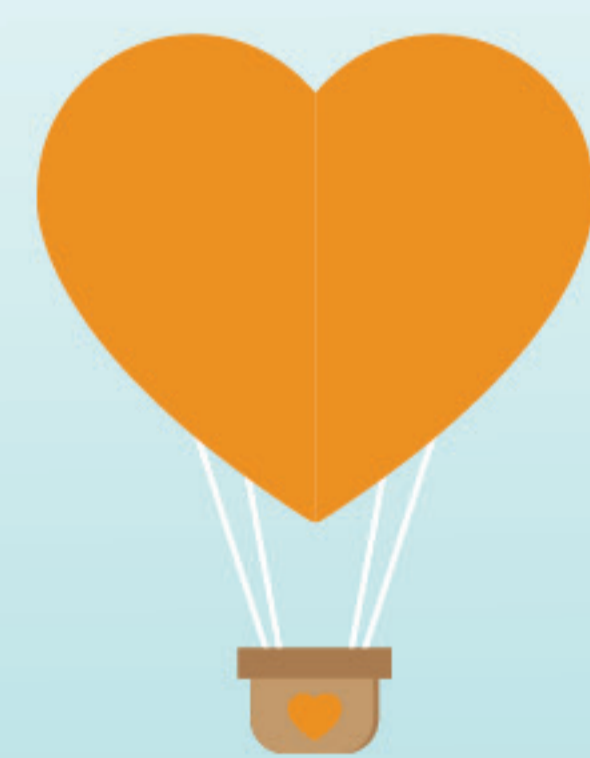
Top tip

Your work place, local businesses and community groups may also be able to assist in your fundraising efforts, so it is always worth asking.



Top tip

'It's not what you know, it's who you know!' Many of your family and friends might want to help you raise money. And, of course, the whole fundraising team is also here to help you!



www.sfh.org.uk



Virtual Toolkit **Go Orange: Go Virtual**

Now, there are so many ways that you can fundraise from anywhere in the world. Whether you are staying indoors, or stuck far away, virtual fundraising can yield very effective results. Here are our top tips to help you get started:

1

Be safe! However you are fundraising, make sure you feel safe and secure and are sticking to the current government guidelines.



2

Connect! No matter where you are, you can still connect with family, friends, and colleagues using various apps and technology. Apps like: Zoom, Microsoft teams, and skype are great for virtual quiz nights, digital dinner parties or an online Cuppa for Care.

3

Own goals! Creating your own personal challenge means you can create an event that's perfect for you! Garden games, pavement pounding, and sponsored sporting events are all amazing ways to test yourself and raise money for our Hospice.

4

Take it online! Raffles and auctions can now be done online, so make sure to investigate what you can do virtually (Facebook is a great tool for fundraising, and it is also a donation platform now)!

5

Share your journey! Social media and online giving pages, like JustGiving and VirginMoneyGiving, are great platforms to share your story; which always encourages people to donate to your cause. You can also give easy updates, share photos and videos to your supporters using the social media platform or communication method of your choosing.

To volunteer, sign up to our lottery, sponsor a nurse, participate in events, or find out where your nearest shop is: visit our website www.sfh.org.uk. To order a collection box or other fundraising materials, email fundraising@sfh.org.uk. And, for any other questions; our fundraising team are on hand to help you every step of the way or call **01708 771431**



Search Saint Francis Hospice

Order your fundraising materials:

We have lots of bits and bobs that could assist you in your fundraising.
We have balloons, banners, collection buckets and t-shirts.
We can also assist you with posters and other marketing materials.
To put in your order please email: **fundraising@sfh.org.uk**
with your request.

What to do next?

If you have now finished your fundraising — amazing! To pay in your money safely and securely we have a few options. The easiest way is to do a bank transfer (please let us know if you do fundraising@sfh.org.uk) or pay in over the phone. Please call our Supporter Relations Team on 01708 723953. Or, alternatively you can send it a cheque or make a drop off to:

**The Hall, Broxhill Road,
Havering-atte-Bower,
Romford, Essex,
RM4 1QH**

Account name: Saint Francis Hospice
Account no: 70792225
Sort code: 20-77-67

We are so thrilled you have fundraised for local people needing experienced palliative and end of life care and support. We would really love to hear your stories and see your pictures!

To get in touch, ask any questions,
or if you need some advice along the way please do contact us:

Email **fundraising@sfh.org.uk**
Call **01708 771431**

