



The Royal Wolverhampton
NHS Trust Charity



Fundraising Pack

Registered Charity
No:1059467



Thank you for making The Royal Wolverhampton NHS Trust Charity your chosen Charity and deciding to fundraise for us. Your support will make an incredible difference to our patients, their families and the staff that care for them.

There are many things to consider when organising your fundraising, so we have put together a general guide on the things you may need to think about before your event and what to do when your event has finished.

Please note that this is not an exhaustive list and if you require any further support, please contact the Fundraising Coordinator on (01902) 694473.

Register your event

Whether you chose to swim, walk, run, dance, climb etc., please contact us to register your event as soon as possible. Once registered, you will receive a letter of authority to show that we are aware that you are fundraising for RWT (this can come in useful if sourcing prizes or sponsorship!).

Do you have enough helpers?

Rather than working on your own, get a team together to support you. Decide who will be responsible for what, drawing on people's strengths and skills and the elements of fundraising they enjoy.

The RWT Charity has a Volunteer Fundraising Team that may be able to support you, please speak to the Fundraising Coordinator or Volunteer Coordinator as soon as possible.



Set the date and time

Try to choose a suitable date that allows you enough time to prepare the event (unless your event is to celebrate a special occasion then you may already have the date in mind). To make your event as successful as possible and raise much needed funds for RWT, avoid competing with another similar local event.

Set the budget

Setting the budget is important otherwise you may find that the costs begin to spiral out of control. Be realistic about your budget and stick to it. The lower your event costs, the more you will raise for The RWT Charity! You should try to have a fundraising ratio of at least 50p (expenditure) in the £1 (total money raised) or better. To ensure public faith is upheld, we may request to view your budget sheet at any time.

Once you know what you require to make your event a success, identify different people that may be able to provide support different elements of your event or very generous discounts!

The RWT Charity will not be held liable for any outstanding costs either pre or post the event. The event organiser is responsible for collecting sponsorship or outstanding payments.



Promotional Literature

We can supply you with special sponsorship forms and information about The RWT Charity and ways in which it supports the work of The Royal Wolverhampton NHS Trust. The easiest way to collect sponsorship is to register for free on our fundraising page:

www.justgiving.com/royalwolvesnhstrust



Please ensure that the registered charity number 1059467 appears on all promotional literature including tickets and flyers. Please note that the logo remains the property of The Royal Wolverhampton NHS Trust at all times and can only be used with agreement.

Any promotional literature that you produce yourself must receive written approval before distribution.



Find an appropriate venue / location

This is very important to the success of your event. It needs to be the right size for what you're planning. If it's too big, your event may appear empty but if it's too small everyone will be uncomfortably squeezed into the room!! Consider whether you will have formal seating plans or a more relaxed seating arrangement.

Other points to consider:

- ✓ Have you got a backup plan in case of bad weather or a problem with the venue?
- ✓ Have you put safety measures in place to make sure equipment is properly situated?
- ✓ If your event is in a public place, do you have permission from the council or landowner?
- ✓ Is your chosen venue accessible to all groups within the community i.e. does it have disability access, hearing loops for those with hearing difficulties?
- ✓ Have you informed your local highways office or police if you are likely to cause any disruption to traffic?
- ✓ If members of the public will be attending your event, have you made sure that this is covered by public liability insurance?
- ✓ Have you considered how the weather could affect your event? What you will do to reduce the risks?

Also think about the location as it needs to be easy for people to get to – consider local transport links.



Consider your audience / ideal guest list

The type of event and the amount you are hoping to raise will impact on who you invite and where you promote the event. If you plan to send out invitations, producing a guest list will make sure that no one is missed out!

Will people be able to purchase tickets "on the door"? Don't forget to include these numbers when planning your event as venues have a set "maximum capacity".

When sending out invites/promoting tickets make sure people have plenty of notice, if entry is free, you may have to send reminders out as people are less likely to miss an event if they have purchased a ticket.

Arrange entertainment / activities

Whether it's a DJ, live bands, Guest Speakers etc., you need to consider how you're going to keep your guests entertained. Refer back to your budget as you are hoping to raise as much as possible so don't want the cost to hire entertainment to eat into your budget.

As it's a Charity event, the entertainers may negotiate with you on their booking fee, or might even offer to perform for free!!



Manage RSVP's

If you have decided to send out invites, keep on top of your RSVP's so that you can keep an eye on your totals. Remove those who cannot attend from the guest list and if possible replace them to keep the numbers up.



Set up the venue

On the day of your event you will need to visit the venue to set up (or check that everything is done as you directed). You may have formal seating plans or it may be a more relaxed seating arrangement.

The RWT Charity has donation boxes, "wrap arounds" for collection buckets, display boards, leaflets etc. Please speak to the Fundraising Coordinator as soon as possible. Those attending will find out more about our Charity and it may inspire them to hold their own events in future!!



Keeping your fundraising "safe & legal"

It is important to have fun whilst raising much needed funds for RWT Charity; however it is equally important that you keep yourself and others safe.

For further details, please see The Charity Commission website: <https://www.gov.uk/government/organisations/charity-commission> or contact the Fundraising Coordinator on (01902) 694473 who will happily discuss your queries with you.

Alcohol

You will require a licence if you intend to have alcohol at your event. You can obtain a temporary licence from your local magistrate's court, however please leave as much notice as possible to arrange this (also remember to include this additional cost in your overall budget). To avoid this issue all together, consider holding your event on licensed premises. N.B The consumption of alcohol within or around RWT sites is strictly prohibited.

Food

Please contact the Environmental Health department at the local authority who can give you further information on food safety laws and food hygiene procedures.

Fire hazards

- ✓ Have you double-checked fire exits to your venue, and do you know where the assembly points are?
- ✓ Are all the fire exits clearly marked?
- ✓ Will there be marshals to direct people to a safe place?

First aid

- ✓ Have you arranged adequate first aid supplies at the event?
- ✓ Do you have qualified first aiders at the event?

Children & Young people

Fundraisers under the age of 18 are discouraged from holding a fundraising event without the supervision and guidance of an adult to help them. To ensure they are safe it is advised that they must not do any of the following without close adult supervision:

- ✓ Street Collection
- ✓ Raffles
- ✓ An event involving alcohol
- ✓ Will children be attending your and have you organised enough marshals to station hazardous areas (for example, where there might be hot food and drinks or sharp objects)?
- ✓ Have you set up a system for lost children?
- ✓ Do you need Disclosure & Barring Service (DBS) checks for individuals looking after the children? For more information, see: www.gov.uk/disclosure-barring-service-check/overview

Responsibility for monies at the event

During and following your event, consider where and how monies will be stored and transported. For example are collection tins in a secure location? How will cash be transported? (and stored for safe keeping), Will you require a companion to travel with you?

Insurance

You are encouraged to complete your own risk assessment and make your own insurance arrangements regarding your chosen fundraising activity. The Royal Wolverhampton NHS Trust does not accept any responsibility for any injury sustained to yourself or others during the course of the activity. It is the responsibility of fundraisers to ensure they obtain the necessary permits, licences or exemptions prior to commencing their chosen fundraising activity. Advice on this can be obtained from your local authority or the RWT Charity Fundraising Coordinator. A couple of things to consider are (not an exhaustive list):

House to House Collections / Street Collections

This includes collections from public buildings (such as public houses and restaurants etc.), door to door from people's homes. You will need to contact your local authority for a Collectors Licence (please note it is illegal to host a door to door collection without a licence).

Private Collections

This includes collecting donations/sponsorship from private premises such as supermarkets. Many have strict rules about collections on their premises and you will require the permission from the owner or manager. If you intend to fundraise this way, please contact the Fundraising Coordinator prior to organising your collection to ensure that it does not impact on future RWT Charity collections.

Collection boxes

Collection boxes can be obtained from the Fundraising Coordinator, please contact them on (01902) 694473 and specify how many you require. The boxes that will be sent to you will have been officially sealed and we request that they are returned us with the seal intact. Please see information above relating to public/private collections.

Raffles and Lotteries

A lottery is a game of chance whereby tickets are sold, enabling the holder to qualify for a prize. A raffle is just another word for lottery and there are rules which apply when running lotteries. Please contact the local authority for further guidance.

Types of lottery include:

Private Lotteries

This type of lottery is less complicated legally and much easier to run! You simply hold a raffle at your workplace or club. There is no need to obtain a licence and no limit on the size of the lottery. The lottery must be promoted by someone from within the company and only advertised on the premises. Tickets must state the price, the name and address of the promoter and who is eligible to participate.

Small Lotteries

A license is not required, when a raffle is not the main focus, but part of a larger event. Ticket sales and announcement of the results must be carried out during the event. No more than £250 can be spent on buying prizes, although there are no limits on the value of donated prizes. There must be no cash prizes.

Public Lotteries

If you intend to hold a larger raffle that is open to members of the public, this is classed as a public lottery. It must be registered with the local authority and as the organiser it is your responsibility to liaise with your local council all the necessary applications are made. A named promoter should be nominated to take responsibility for the raffle. You must register with The Gaming Board if ticket sales exceed £20,000.

Finally

Remember to have fun and take plenty of photographs during your event (Don't forget to ask peoples permission first!). We are very proud of our supporters and like to tell everyone about their hard work!

When possible we aim to provide updates within the local press, on our website and social media feeds:

https://business.facebook.com/pages/The-Royal-Wolverhampton-NHS-Trust-Charity-Charity-No-1059467/1406985722929611?business_id=1407708059524044

@TheRWTCCharity

You may also have the opportunity to appear within our annual report and editions of the Trust's "Your Hospital" magazine, which goes out to everyone across the Trust and G.P's within the local community.

Please pay all funds raised (minus expenses) to The RWT Charity within one calendar month of your event. If you are unable to do this, please contact us immediately as failure to do so could result in action from The Charity Commission.

Following your event, payments can be made in the following ways:

Direct into our bank account

Please state the Trust Fund i.e. General Purposes, Heart & Lung Centre etc.

Bank: Co-operative Bank

Account name: The Royal Wolverhampton NHS Trust Charity

Sort Code: 08-90-19

Account Number: 50101166

By Cash/Cheque

Please return all unopened collection tins and monies raised to the General Office at New Cross Hospital, Wolverhampton.

Please make cheques payable to: "The Royal Wolverhampton NHS Trust Charity" with the name of the charitable trust fund you wish funds to be paid to on the reverse of the cheque i.e. General Purposes, Heart & lung Centre, Neonatal etc.

Thanks again for making The Royal Wolverhampton NHS Trust Charity your chosen Charity and helping us make a real difference to our patients, their families and the staff that care for them. If you require any further information, please contact the Fundraising Coordinator on (01902) 694473.

