



Tips for your Fabulous Fundraising.

Step One - What, When and Where?

- Choose your fundraising idea.
- Download a sponsorship form from the Toybox website
- Bear in mind the skills, people and resources you have available to you. If you want to guarantee success, start simple!
- Give yourself plenty of time for preparations. Put together a planning schedule if this will help.
- Make sure that if you are planning an event, you have thought about budget and venue.
- Set yourself a fundraising target, so that you have something tangible to work towards and can tell others about your progress.

Step Two - Getting Organised

- Get a group of friends or helpers to support you and delegate different tasks.
- Carry out a thorough risk assessment and ensure that the people who run your chosen venue can provide Public Liability insurance.

Step Three- Getting Noticed

- Make a big noise about your fundraising plans.
- Use friends to spread the news by word of mouth and think social-media promotion in the form of regular Facebook and Twitter. Don't forget to use the @ToyboxCharity twitter handle or to post about your fabulous fundraising on our facebook page www.facebook.com/toyboxcharity
- Contact your local newspaper about your event.
- Try to get some free airtime on the local radio.
- If you are planning an event, ask a friend to keep a record of acceptances so that you know who is going to be attending.

Step Four – Your Fundraiser

- If you are running an event, make sure you have plenty of friends or volunteers helping you on the day itself.
- If you are running an event, plan what you will do in case of emergency and brief your team.
- If you are running a large event, you may need first-aiders, car-park attendants, stewards and security.
- If you are running a large event, think about how you are going to handle the clean-up.



Step Five - Following Up On Your Fundraising

- Collect and count money raised. Make sure at least one other person is with you.
- Send your money and photos in to Toybox and enjoy basking in the praise we'll heap upon you!
- Feedback to your supporters about how their money is making life better for street children!

Checklists

If you are planning on putting on a larger event, these checklists might come in handy. If this all looks a bit daunting, allocate one check-list to each of your helpers.

Venue

- Has your potential venue got everything you need, including good lighting, toilet facilities and easy access?
- Have you carried out a risk assessment?
- Can the site managers provide you with copy of their Public Liability Insurance certificate?
- Are there any disabled facilities?
- Is there enough parking? Will you need parking attendants?
- What is the safety capacity of the venue?
- Are emergency exits clearly marked and easily accessible?
- Have your helpers been clearly briefed about their responsibilities at the venue?

Equipment

- Has portable electrical equipment been tested and certified as safe?
- Are electric cables secure so as not to cause a trip hazard?
- Are your equipment operators comfortable that they know how to operate things?
- Are there trolleys available to help with moving heavy equipment?

First Aid and Emergency Measures

- Do you have adequate First Aid and Emergency procedures in place?
- Are your helpers familiar with these procedures?
- Will you need a qualified First Aider on site?
- Is there a telephone or mobile phone available for emergency use?

Food and Refreshments

- It is the legal responsibility of anyone selling or processing food to do so safely and hygienically.
- Has at least one of your helpers got a foundation level food hygiene certificate?
- If not, have all food handlers read the Guide To Food Hygiene?
- Download this free at <http://cleanup.food.gov.uk/data/guide-food-hygiene.htm>
- Have you labelled foods containing nuts or other allergens?
- Have you ensured that children and animals are kept away from food preparation areas?
- Have you provided protective clothing for food preparation (aprons, plastic gloves etc).

Children and Young People

- It is illegal for children under the age of 16 to collect money from the public without a responsible adult.
- Do you have parental consent for children to participate?
- Are all children adequately supervised?
- Have you got a contingency plan in place in case of emergency?

Waste

- Have you disposed of rubbish or waste material safely?
- Avoid the use of hazardous cleaning products and make sure protective clothing is available to helpers.

Disclaimers

Please be aware that the Health and Safety at work Act 1974 applies to volunteers as well as paid workers. You will need to consider when and how your event could be harmful- to organisers, guests, volunteers, helpers and the public and consider how you can minimise this risk.

Please note that Toybox cannot accept any responsibility for accident, injury loss or damage as a result of your event. We therefore strongly recommend that you check you have adequate insurance (i.e public liability insurance) and that you take all reasonable steps to ensure the safety of all concerned. It is the responsibility of those joining in activities to ensure that they are fit enough to take part.



Event Licenses

You may need a license if you are planning on including any of the following in your fundraising activities:

- Music and dancing
- Sale of alcohol
- Extended hours of licensed premises
- Provision of food and drink
- Publically showing a film or drama that is copyrighted
- Collecting money or selling things in a public place
- Collecting money door-to-door

When applying for your licence, please state that the event is in support of Toybox and quote the Registered Charity number 1084243.

If you want to distribute fundraising materials, they should be labelled: 'In support of Toybox, Registered Charity number 1084243.'

Miscellaneous Bits and Bobs

- Please remember that it is illegal to sell cigarettes, knives, alcohol or solvents to minors.
- Please obtain written parental permission for any children helping at your event and carry out a risk assessment.
- Please obtain written permission from the owner if holding an event on private property that is not your own.
- Please obtain written parental permission for use of photographs of children and young people.
- Please bear in mind that it is illegal to collect money door-to-door without a license.

The advice given here is intended as general guidance only and, to that end, the information conveyed is accurate at the time of writing.