

How to Fundraise for **Woodlands Hospice**



How to Guide



Thank you for fundraising for Woodlands Hospice, we greatly appreciate all the help and support to continue our work for our community.

In this booklet you should find everything you need to create, plan and hold a successful fundraiser.

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How We Can Support You

Fundraising Materials

We would love to support your fundraising and can provide the below items:

- For posters and leaflets, you can use our **Poster Template**, add our **"In Aid of Logo"** if you have the skills to design your own, or request something bespoke from our digital designer to advertise your event!
- T-Shirts
- Buckets
- Collection tins
- Raffle books
- Spot the balls
- Golden Goals
- Balloons
- Pens
- Bookmarks
- Pull up banners
- Large outdoor banners



Additional ways we can help:

- A formal Letter of Authority is available to assist in obtaining raffle and event prizes.
- A portable "Tap donation machine" with preset amounts can be used for donations at events.
- Assistance with volunteers, match funders, or speakers for events can be provided with advance notice.

How We Can Support You Online Presence

- We can support you online through our social media channels! Tag us and we are happy to share your forthcoming event. Just use all our handles:

 [/woodlandshospice](#)

 [@wearewoodlands](#)

 [/woodlands-hospice-charitable-trust](#)

- Tell the community about your events, we can add them to our [What's On](#) page and [Events Calendar](#).
- You can also [Create Your Own Fundraising Page](#) and share the link, sometimes people can't attend the event but still wish to contribute.



Collections

Collecting Donations for Woodlands Hospice? Fantastic!
Please take note of the following important information.

Public Collections

- A license from local authorities is needed for public collections.
- the application process takes at least 28 days; check local council rules.
- Written permission is required for collections on private property.

Collection Tins

- Tins and buckets, provided with security seals by Woodlands Hospice, must be used.
- Contact the Fundraising Team for supplies and return filled tins for tallying.

Door-to-Door Collections

- Door-to-door fundraising is prohibited, except by authorised Lottery canvassers.
- Visit the Institute of Fundraising website for more details.

For more information,
please visit the [Institute of Fundraising](#) website.

Raffles and Sweepstakes

Games such as raffles, sweepstakes, and charity lotteries can add an exciting element to your fundraising efforts. However, it's important to note that these activities are heavily regulated. Here's everything you need to know!

The most straightforward and safest approach to organising a raffle is through an incidental raffle, which takes place at a fundraising event. For this type of raffle, you can use "cloakroom" style tickets. Keep in mind the following rules:

What you must do:

- Sell tickets exclusively at the event, allowing anyone present to purchase one.
- Deduct a maximum of £100 from the draw's profits to cover expenses and prizes.
- Conduct the draw during the event itself.

What you must not do:

- Sell tickets prior to the event or to individuals not attending.
- Apply Gift Aid to the ticket sales, as ticket purchases are not considered donations.
- Allow rollovers for tickets.

For further details on raffles, please visit the [**Gambling Commission's**](#) website.

Insurance and Health & Safety

Please be aware that we cannot assume any responsibility for accidents, injuries, losses, or damages arising from your event.

We highly advise you to ensure that you have sufficient insurance coverage and take all necessary precautions to guarantee the safety of everyone involved.

Additionally, please verify the public liability insurance of any third-party suppliers you may engage.

For more guidance on health and safety, please visit the [Institute of Fundraising](#) website.

Get in Touch

From requesting a collection tin to assistance with raising money - no enquiry is too big or too small!

Our friendly fundraising team is here to help!