

Beaumont House Community Hospice



Fundraising Pack

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Beaumont House Registered Charity Number 1025442

'Local Help for Local People'

About Beaumont House

You don't need to be referred by a GP to Access the services at Beaumont House, our blue door is always open...

The Services We Provide:

- ① In-Patient/Respite Care
- ① Day-Care
- ① Hospice @ Home
- ① Complementary Therapy
- ① Bereavement Support
- ① Welfare and Benefits Advice
- ① Equipment Loans
- ① Resource and Information Centre
- ① Newark and Southwell Charity Shops
- ① 24 Hour Helpline
- ① Psychological and Spiritual Support
- ① Carer Support

For more information about any of our services or how to access them please call in, phone us on 01636 610556 or email on info@beaumonthouse.co.uk



Beaumont House in Numbers

£1,000,000

the amount it will
cost to run the
hospice this year

£700,000

the amount of money
we need to fundraise
this year

£0

the amount our
patients and their
families pay for their
care

1987

the year the
Hospice was
formed

250

the number of people
on average supported
each month

Getting Started With Your Fundraising



What?

What are you going to do to fundraise? Will you join a Beaumont House sponsored event such as the Sunflower Run or the Forget-me-not Sleepwalk? Will you take part in a challenge that is already organised such as the Great North Run? Or will you hold your own new fundraising event? Whichever you do, set realistic targets and make sure you stick to them. Remember the simplest ideas often raise the most money!

When?

If you decide to organise your own fundraiser, make sure it doesn't clash with any other fundraiser, fete or bank holiday. For outdoor events consider the weather and have an alternative venue should the weather be unpleasant!

Where?

Consider the size of the fundraiser, can you do this at home or do you need to hire a local venue? Will you need catering facilities? Are there enough tables and chairs? Do you need any specialist equipment, licences or insurances?

Remember... The Beaumont House Fundraising Team are here to help!

Fundraising Ideas...

Whatever you
do make it
FUN!

Coffee Morning

Office Swear Box or Cake Sale

BBQ, Curry Night or Dinner Party

Night at the Movies

Old School or Roller Disco

Cycle Ride or Fun Run

Come Dine With Me

Embargo - Give up alcohol or chocolate

Murder Mystery Evening

Car Wash

Raffle

Coffee Morning

Note to self

Get Online

JustGiving

An online fundraising page is the most popular way to collect sponsorship money. It is secure, quick and easy to setup and to donate. You can create your page in minutes, email it to your contacts and share it with your friends and family on Twitter and Facebook. JustGiving transfers all of your donations straight to the Beaumont House.

To set up your page go to:

www.justgiving.com/beaumonthouse/raisemoney

Top Tips

- ① Make sure you personalise your page including pictures – it will draw more people into your site
- ① To inspire people to donate, add your story so your sponsors know why you are fundraising and how their money will help
- ① Share your page on Facebook and Twitter or why not make a YouTube video
- ① Add the link to your JustGiving page to your email signature
- ① Carry your sponsorship page address around with you so you can hand it out
- ① Make the most of your work's communications such as emails or noticeboards
- ① Don't stop asking after the event, 20% of donations come in after the event, update your page with pictures of the event



Publicity



Depending on the type of fundraiser you are holding, you may want to tell as many people as possible about it, why not create a poster to use in your local area and on social media? The Fundraising Team can help you with this.

Why not inform the local media? Newspapers, TV, radio stations, websites or Facebook and Twitter pages may encourage local people to support you.

Make sure you:

- ① Give key information – who, what, when, where and why
- ① Keep it short and snappy
- ① Get across what makes your story special, the more novel the story the more likely it will appear in the media
- ① Provide them with a photo of you
- ① Include your JustGiving page address to encourage donations

Success Story



In 2012, Beaumont House opened up two treks across the Sahara Desert to the local public, 70 signed up and began fundraising.

Most of the trekkers decided to put on events to raise their sponsorship money, the events ranged from an old school disco, a race night and a fashion show to house gigs, a Greek night and a self-defence evening!

In all, the trek raised £114,000 for Beaumont House. The individual that raised the most sponsorship raised a huge £8,700!

Other Ways to Support Us



Volunteer

Beaumont House could not exist without wonderful volunteers. Volunteering is a fun way of giving back to the community and our volunteers tell us they find it a worth-while experience. If you can spare a couple of hours a week to assist in one of our shops, in house or at one of our fundraising events, get in touch!

Donations

Donating isn't always about putting your hand in your pocket, our two shops in Newark and Southwell are always looking for good quality clothing and items

eBay

We have an eBay shop, so anything you would like to donate that you think would maybe generate more money from eBay please let us know, you can also donate when you are selling on eBay, visit <http://pages.ebay.co.uk/ebayforcharity> for more information

Join the 100 Club

The "100 Club" is your chance to win £100 each month while donating to Beaumont House. A number is drawn each month, the cost is £2 per number per month and there is no limit to the amount of numbers you can purchase

Forget-me-not Tribute

A forget-me-not tribute fund is a simple way to remember someone special. Named after the person you wish to remember, you are creating a lasting tribute in their memory



The Legal Stuff



Charity Registration

It is a legal requirement to include the Beaumont House charity registration number on all printed materials e.g. letters, posters, tickets etc. Our registration number is 1025442. You will also need to make it clear that you are raising money “in aid of” Beaumont House

Raffles, Lotteries or Collections

You will need a Lottery Licence from your local council to run a raffle or lottery and you will be liable for it’s organisation. This does not however apply if the raffle is held at a one off fundraiser and drawn on the night.

Please do not conduct door to door collections or collections in a public place unless you have a special licence, please speak to the Fundraising Team and they can provide the licence details. Remember if you do hold collections to clearly show that you are collecting for Beaumont House and ask your collectors not to ‘shake’ tins or hassle people for donations.

Health & Safety

If you are running an event, you must ensure that you have adequate insurance cover. This may be provided by the venue. For all fundraisers a risk assessment should be carried out. If you are unsure about insurance or risk assessments please speak to Fundraising. To make sure your fundraiser is safe, why not contact your local first aiders to attend.

Alcohol

You may need an Occasional Permission licence from the local police if you wish to sell alcohol at your Fundraiser in unlicensed premises. However you may sell tickets that can be exchanged for alcohol without such a licence.

Boost your Money



Matched Fundraising

Ask your employer about matched funding, many employers will donate an amount to your cause based on how much you have raised yourself, which is a massive incentive for all of your friends, family and colleagues to sponsor you!

Gift Aid it!

The Gift Aid scheme enables charities to reclaim tax on donations, which means that Beaumont House receives an extra 25p for every £1 donated – at no cost to you or your sponsors. If your sponsor is a UK tax-payer, their sponsorship money is eligible for Gift Aid, but remember to write their details clearly on the sponsorship form, we need all fields filling in for each sponsor. Don't forget to tick the Gift Aid box and also don't forget to send us the original forms otherwise we cannot claim the gift aid.

If sponsors donate through your online page the site will do this automatically for you.

There are a few exceptions to these Gift Aid rules, if HMRC consider that you are receiving a benefit as a result of your fundraising, e.g. Beaumont House pays the cost of your Skydive or your London Marathon place and then requires you to raise a minimum amount of sponsorship, any sponsorship payments made by people who are connected to you will not qualify for Gift Aid. A person is 'connected to you' if they are:

- Your husband, wife, civil partner or linear relative, for example, son, daughter, parent, grandparent or grandchild
- any linear relative of your wife, husband or civil partner

Sponsorship payments made by people who are not connected to you can be made under Gift Aid and if you pay the full cost of the trip yourself, then all sponsorship paid, whether by connected persons or otherwise, can qualify for Gift Aid*

*We recommend that you check with the HMRC website for the latest guidance as the law does change from time to time.

Paying Your Money



You can bring your money into the hospice where we can give you a receipt.
You can bring in cash or you can write out a cheque payable to:
'Beaumont House Community Hospice'
Please contact us to if you wish to make a card payment or bank transfer.

Thank you



Thank you so much for choosing to fundraise for Beaumont House. Your help will go towards supporting people with life limiting and terminal illnesses as well as their friends and family, just when they need it most.

Contact Fundraising for Additional Publications: A – The A-Z of Fundraising
B – Meeting Your Target
C – Materials Order Form