

# A **BIG** thank you!

Firstly, thank you for supporting SeeSaw.

It is a tragic fact that:

**‘Every 22 minutes in the UK a child is bereaved of a parent’**

For every death by illness, road traffic collision, drug misuse, disaster, suicide or murder that you hear about, there are related families and children that need support.

By raising funds for SeeSaw you will be helping to make a difference to children and young people in Oxfordshire whose lives have been turned upside down because someone they loved has died.

We hope this fundraising pack supports you through your challenges and ideas. Inside you will find hints and tips to consider when planning your fundraising. You can contact our fundraising team for advice and support.

Do let us know what you are planning to do and when, so that we can help promote it on our social media pages.

With many thanks and best wishes from everyone at SeeSaw.

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## FUNDRAISING PACK

Many people help SeeSaw to raise the money which enables us to provide our grief support service for children and families in Oxfordshire.

### Some examples of ways you could support SeeSaw

- Become a fundraising volunteer ambassador
- Take part in a sponsored event
- Organise a quiz and chips night in a pub
- Organise a dinner dance or ball – *this comes with a few words of warning*
- Put SeeSaw forward as Charity of the Year at your workplace
- Make a regular donation
- Leave a gift in your Will to SeeSaw - see the separate page on our website for further details

Becoming a fundraising volunteer ambassador to help at our events can be rewarding and it is a good way to meet new people. Ideally you need your own transport, be willing to get stuck in and have a bit of spare time. We provide training and arrange meetings with other volunteers throughout the year. We won't ask you to do anything you don't feel comfortable doing and will try to match your skills and interests to an activity.

There are many sponsored challenge events taking place around Oxfordshire each year such as the Oxford Half Marathon and Bike Oxford for those who enjoy a tough physical challenge. If you are feeling more daring you could do a wing walk, firewalk, skydive or abseil. Our events page has details of any upcoming events.

You may have a group of friends who enjoy quizzes and holding a quiz night in a local pub or club is a great way to have fun, test your general knowledge and raise funds for SeeSaw.

If you have more time on your hands and would like to organise a gala dinner or a ball, then please contact us first. From experience we know just how much work is involved here and there are some risks too, but successful events can raise many thousands of pounds.

Local businesses often choose a Charity of the Year that they raise funds for. Check with the company that you work for to see if you can nominate SeeSaw. There is more information in our Corporate section on the website.

We really do know how busy people are and it just may not be your thing to organise an event yourself or to take part in a challenge. If you would still like to support SeeSaw then please consider setting up a regular donation each month. This helps us to plan with some certainty. You can set up a Standing Order through <https://www.justgiving.com/seesaw> - or please contact the fundraising team who will help you to do that.

A very special way that you can support SeeSaw is to leave a gift in your Will. Details about the different types of legacy gift can be found under the Leaving a Gift in your Will section.

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## Support to enable you with your fundraising

We want your fundraising effort to be successful and we have a range of SeeSaw promotional materials that we can provide you with: Leaflets, resources, balloons, collecting tins/buckets, posters, brochures, newsletters, banners and display boards.

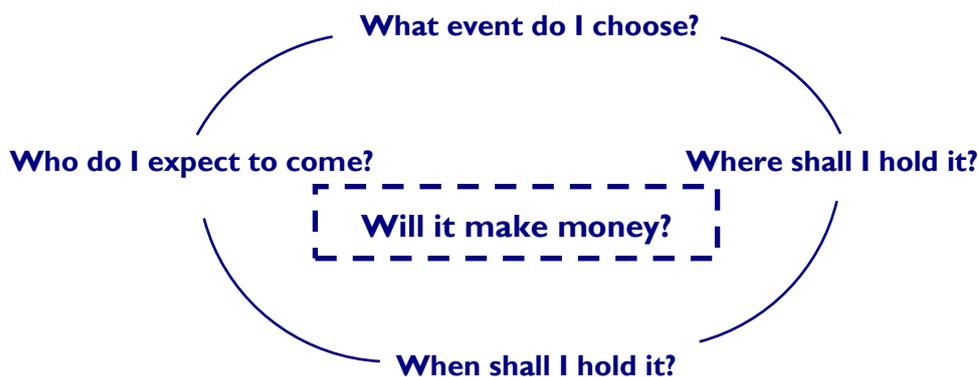
If you are taking part in a sponsored event, we have SeeSaw branded running vests and tee-shirts – just let us know what size you would like and we will get one to you.

We can help you to promote your fundraising event through our e-newsletter and our social media channels – Facebook, Twitter and LinkedIn.

We will do our best to support you with your fundraising efforts. Please get in touch with the fundraising team if you would like some help.

## Thinking about organising a fundraising event?

There are five important factors to consider before you start getting down to the nuts and bolts of planning an event.



Think about whether you need others to help you to organise and run the event, and if so who do you know with the time and energy to do this. Always check with the fundraising team whether you need a licence for your event. You will need a license to sell alcohol, play live music and run certain type of raffle.

Please be mindful of the costs involved in organising your event and keep your costs to a minimum or get them sponsored if you possibly can.

**If it will cost more to put on than it generates then you should not go ahead with the event**

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## Here are some of our fundraising activities

### The Oxford Half Marathon

Held annually in October the **Oxford Half** is one of the highlights of our fundraising year. You can run as an individual or as a team. Places are free and there is a minimum sponsorship of £250 for SeeSaw. You can set up a fundraising page on [www.justgiving.com](http://www.justgiving.com) and then send the link to everyone you know and ask them to sponsor you. We will give you a running vest to wear for the event. Get those running shoes at the ready!



### Cycling Challenges



Held annually in May **Bike Oxford** gives you the option of a 25, 50 or 80-mile routes.

If you are looking for a bigger challenge, then how about cycling 874 miles from John O’Groats to Land’s End in 10 days? There is a distance to suit all levels of fitness and ability.

### Scary challenges for adrenalin junkies!

Or how about doing a skydive, firewalk, wing walk or abseil? There are lots of challenges for adrenalin junkies available. Get in touch with the fundraisers to talk through your ideas.



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## **Black-tie Dinners or Balls**

These events require a huge amount of organisation and you should allow 9 months to a year planning time. Be sure that you will be able to sell enough tickets before committing yourself financially. Please check that we are not already organising a similar dinner around the same time!

**A few words of warning** - If you are holding an event in aid of SeeSaw then any **financial risks will be yours** should you be unable to sell enough tickets. SeeSaw cannot be held responsible for selling tickets on your behalf though we can help promote your event.

## **Publicising events**

If you are organising an event and want to encourage lots of people to come along to it is imperative to market and publicise your event as widely as possible. Social media is a great way to do this and we can share on SeeSaw's Facebook, Instagram, and LinkedIn pages.

Please let us know what you are planning to do so that we can support you and help you to raise as much as you possibly can for SeeSaw. After the event please send us your photographs – we always enjoy seeing what people have been up to!

## **The Law**

Please take a moment to read the following. There are some legal points that may affect your fundraising activities.

### **Face-to-face public collections**

- If you are considering collecting money on behalf of SeeSaw in public then please contact us first. You will need to obtain a Street Collection License from the local authority and/or permission from the landowner prior to your collection.
- You should use one of our sealed collecting tins/buckets. It is against the law to collect money in an open bucket. It is against the law to “shake a collecting tin” at people.
- Collecting tins should be returned to SeeSaw unopened.
- If you are planning to approach a supermarket, please call us first as we may have collecting days organised.

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## Raffles

- There are rules about holding a raffle and licences need to be obtained for certain types of raffle. Please ask us if you are not sure what rules apply to your raffle.

Whatever you are planning to do please contact us before-hand to talk it through to make sure you are not inadvertently breaking the law. We would hate for you or SeeSaw to get into trouble.

## Safety First

If you organise an event to raise money for SeeSaw safety is extremely important.

- Carry out a thorough Risk Assessment for your event. We have blank templates for these that you are welcome to use. It is a good way to check that you have thought through the potential risks.
- If you have children at the event please make sure that they are safe and supervised, either by a relative or carer or by someone who has been CRB (DBS) checked.
- If you carry cash around make sure it is as secure as possible, and endeavour to have someone else with you. Though it is unlikely that anything would happen please be aware that some criminally minded people are on the lookout for people carrying cash for charities.
- Please note that SeeSaw cannot accept responsibility for accidents at your event so make sure that it is as safe as possible and that you have public liability insurance if necessary.
- You may need to have First Aiders on duty for your event depending upon what you are planning. Remember to include the cost of this when deciding on whether the event will raise money or not.
- If you hold an event you must comply with the Health and Safety at Work Act 1974 and other relevant legislation. Undertake risk assessments and keep records of these.
- Make sure that equipment is safe i.e. that electrical equipment has been properly tested.
- If other people or organisations are helping you, make sure that they have proper insurance to cover their work e.g. bouncy castles must have their own insurance.

Please contact us to discuss if you have any concerns about your event.

## After the event

- Please make sure that any money you have raised reaches SeeSaw as soon as possible after the event.

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- When counting money please make sure there are two people present (you plus someone else who is not a relative) to verify the figures. Both people should confirm the amount and sign the appropriate form (contact me for the paperwork). We have a counting machine at SeeSaw which saves a huge amount of time.
- If people want to donate by cheque it should be payable to “SeeSaw”.
- SeeSaw’s bank account details: CAF Bank – sort code 40-52-40 – account number: 00009561. Please let us know if you are paying money into our account so that we can look out for it. Quote your name as the reference so that we can identify the payment.
- You must not put cash into your bank account to pay us later with a cheque - even if it seems a very sensible thing to do! Even if there is only one day between you banking the cash and sending us the cheque you could be accused of fraud.
- When you have totalled up how much was raised from your event make a note and send it marked for the attention of the fundraisers at SeeSaw, Bush House, 2 Merewood Avenue, Oxford, OX3 8EF.
- If you have held a raffle together with another activity you need to let us know how much the raffle raised separate to other activities.
- Do send photos of your event so we can share them on Facebook, Twitter and in our e-newsletter.
- Please do not be put off by what seems like a long list of rules and regulations. If you are unsure about anything, please contact the fundraisers.
- All these rules are intended to help you to have a successful and enjoyable event and to protect you as much as to protect SeeSaw.



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