



# Fundraising for Endometriosis South Coast

## Your guide to fundraising

- Fundraising tips and ideas
- Promoting your fundraiser
  - Social media help
- Collecting and donating funds
  - Posters and leaflets
- Legalities and safety tips



**Thank you** for choosing to fundraise for Endometriosis South Coast. We love each and every one of our supporters and truly appreciate the hard work that you carry out for us.

What your support helps us do

- Attend research event to ensure we can give all our supporters the most up to date information
- Provide training to support group leaders
- Get professionals into groups to give talks
  - Increase awareness

We try to hold group fundraising events which you are more than welcome to attend. You'll find them on our [events page](#)

But if you want to hold your own, this guide will help you to raise money and awareness of this debilitating condition.

If you have any questions contact the fundraising team on [admin@endosouthcoast.onmicrosoft.com](mailto:admin@endosouthcoast.onmicrosoft.com)

Good Luck

Team Endometriosis South Coast

# Fundraising tips

We have an online Crowdfunder page where you can start up your own fundraiser, where all donations go directly to the charity.

Make sure you tell people why you are doing what you are doing, tell your story and why you have chosen us as your charity.

Update your fundraiser often with photos and progress.

Promote what you are doing on social media

Make sure you tag us using the hashtags

[#ThisIsNotTheENDOfUs](#) [#ADENOughOfThis](#)



@endosouthcoast



@endosouthcoast



@EndoSouthC

Your friends and family are your allies, ask them to visit your page and share. These will be your biggest supporters.

Set a target, aim for the stars! There is nothing stopping you for aiming high. If you have a low target people are more likely to sponsor you less.

Add your fundraising link to email signatures and ask your employers to help out. They may provide match funding.

We can claim tax back from the government on donations, so make sure you ask everyone to tick the Gift Aid button.

# Fundraising Ideas

Make sure you have fun with the fundraising. Awareness is just as important as raising funds.

Events don't have to be big to make an impact.

- Bake sale, because who doesn't love cake! Ask for a donation for a piece of yummy cake and the funds soon add up.
- Ask us for some pins to sell
- Raffle (see rules section)
- Dress down day / wear yellow day at work
- Walk/Run/Bikeathon
- Thirty day challenges
- Street party
- Community car boot
- Quiz night



# Writing a Press Release

Another great way to spread the word about your fundraising is to send a press release to your local paper. It can help you raise awareness and more sponsorship. Keep your press release short and to the point.

Here are a few tips on what to write about:

- **Start** with a few details about what you are doing, when it's happening and which charity you've chosen to fundraise for. Include some details about your training or preparation.
- **Why** you're doing it, give your reasons and why the charity is important to you, talk about your connection with the charity or why you think their work is important.
- **How** much you're hoping to raise - make sure you include details about your fundraising target, how much sponsorship you've achieved so far and how people can sponsor you via your fundraising page.
- Other things to include it's a **good idea** to include a quote that the paper could use, and send a photo of you training or preparing for your event.
- **Send** a copy by email or post to the editor of the paper, and send another copy to one of the news reporters.



# Share on Social Media

Social media is an extremely powerful tool for helping raise money while fundraising.

You can share your fundraising plans, what you are up to, your story, any mishaps along the way, and generally drive more traffic to your fundraising page

Pictures are gold on social media make sure you are snapping away to show off your progress and share with your supporters. Make sure you keep letting people know why it is important to you.

Remember #'s

**#ThisIsNotTheENDOfUs #ADENOughOfThis**

And remember to tag us so we can share too.



# Cash Donations

You can collect cash using our secure collection tins or collection boxes.

To request a collection tin, email [us](#)

Always have two people around when money is handled, counted and transferred to the bank.

To collect in private properties (e.g. pubs and shops) you must get written permission from the owner.

To collect in public places or door-to-door, a special license is needed from the local authority.

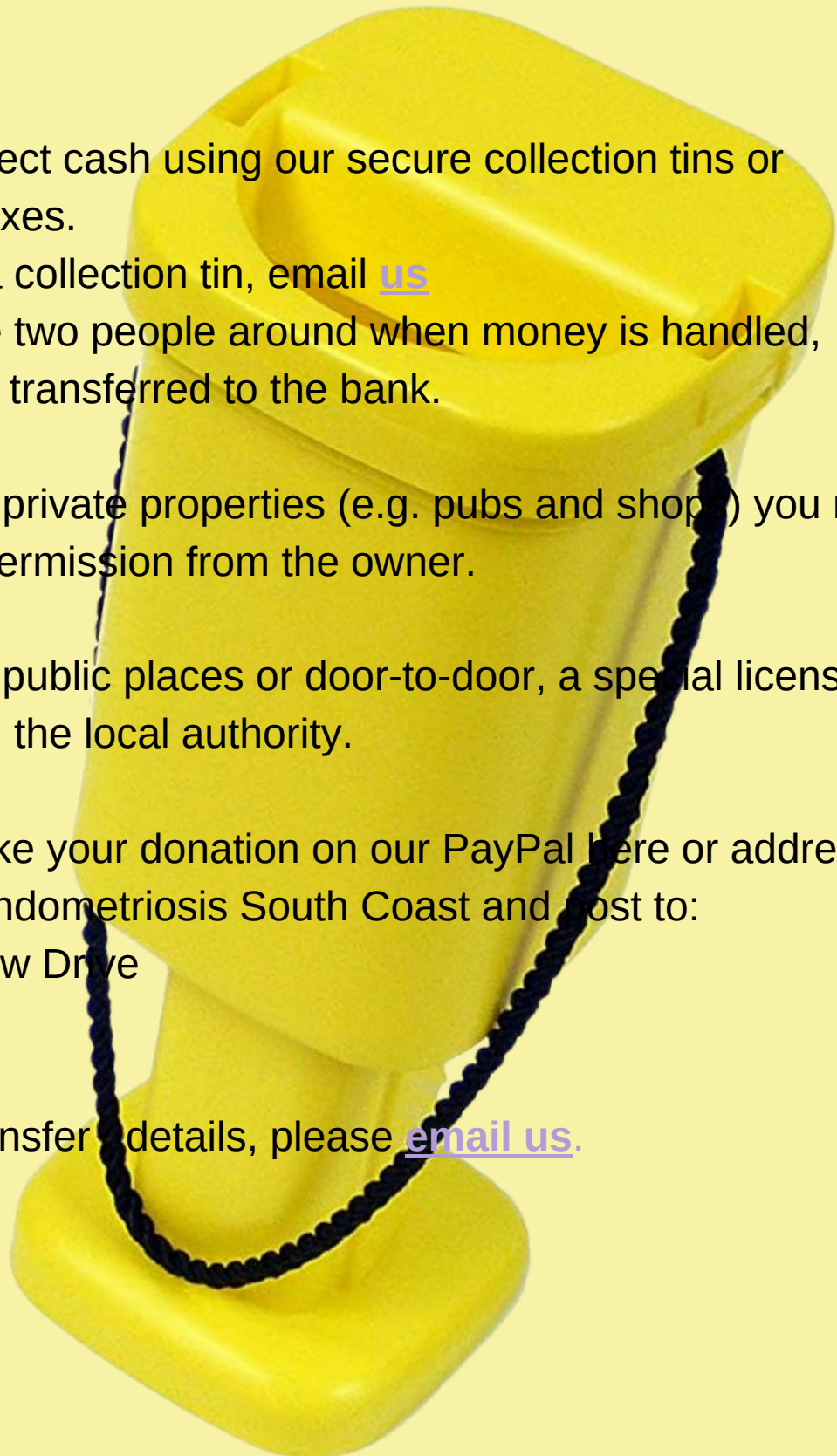
You can make your donation on our PayPal here or address a cheque to Endometriosis South Coast and post to:

25 Winterslow Drive

Portsmouth

PO9 5DX

For Bank transfer details, please [email us](#).



# Legalities

## First Aid

When considering what sorts of risk may be involved and what sorts of first aid provisions you will need, remember to consider the number of people, the types of people, location and type of venue, how long the event lasts, what the weather may be, and where your local medical facilities are.

## Food Hygiene

Ensure safe preparation, cooking and storage of any food you might have at your event. Check here for guidelines

<https://www.food.gov.uk/>

## Licences

Some things require a licence, including the sale of alcohol and entertainment, recorded music, doing a public money collection, putting up banners in public places, holding a raffle, lottery or auction. Make sure to contact your local authority to check which licences you will need!

## Insurance

It is your responsibility to ensure that you take out adequate insurance to cover your liability, as even at the most sedate of events, accidents can happen and you might be held liable. If your event involves the public you will need to have Public Liability Insurance. Check with the venue first as they may already have insurance that covers your event.

## Raffles and Prize Draws

You need to be careful not to break any laws when organising raffles and prize draws. For more information, visit: <http://www.gamblingcommission.gov.uk/home.aspx>



# Legalities

## Publicity

When making promotional material remember to always include the Charity's name and Charity Registration number (Endometriosis UK's is 1035810), explicitly stating that your event is organised in support of the charity on all promotional materials, including posters, brochures and press releases. Be clear to state exactly how much money will go to the charity.

## Use of Logo

Permission must be received in writing before any use of the Endometriosis South Coast logo – whether this is for fundraising purposes or otherwise. Correct use of our logo is key to upholding our reputation and you must email [us](#) to obtain written permission before using our logo for any purpose. The Endometriosis UK logo must not be altered or changed in any way, and any resizing should retain the proportions of the logo, ensuring that it does not become distorted or difficult to read. Any incorrect use of the logo could bring the organisation's work into dispute with the Fundraising and Charity regulators.

## Image & Filming Policy

If you would like to seek permission for filming or taking photos at one of our events or require a photo permission form, please [contact us](#)

**In no circumstances should children under the age of 18 be photographed at an event without prior permission from their parent or carer.**

## SOUTH COAST