



Fundraising Pack



We don't see the disability.
We see the adventures we can have together.

www.creatingadventures.org.uk



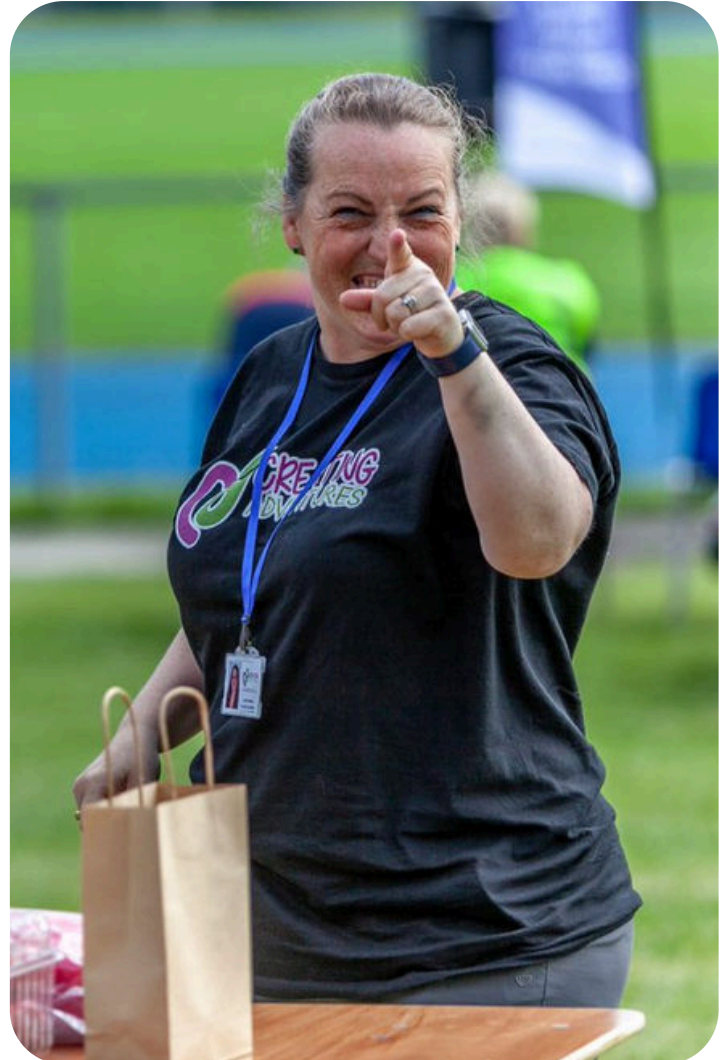
Thank you!

We are thrilled that you have chosen to raise money for Creating Adventures

Autism and Learning Disabilities affect thousands of adults every day and by raising funds, we can continue to provide safe, educational and fun activities to our members at Creating Adventures.

If you are struggling for ideas, check out this fundraising pack to kickstart your adventures and let the FUNdraising begin!

Keep us updated on your journey and inspire others to get stuck in too!





Organisation time!

Event



Have you decided what event you will be doing yet? Are you going for a sponsored walk, getting daring with Sky Dive or would you prefer to organise a family fun quiz night? You know your target audience best so think of what would get the most interest and support from them.

Date and Time



When will your event get the biggest attendance? Try not to choose a date that hosts a popular event in the community. Giving yourself plenty of time to raise funds is important.

Location



Will you be hosting your event at home, at work or in a public place? If your supporters will be attending on the day, is it accessible for everyone to get to?

Raising the funds



How will you raise the most money? How much would you like to raise? Think about whether you would like an entrance fee and will you be selling refreshments? Setting ambitious but achievable targets is key.

Spread the word



Get the word out to friends, family, work colleagues and your local community. Let people know what you are doing and the difference their support will make. We will share your details on our social media too!



Where to share?



Social media has made fundraising so much easier - information reaches people so quickly and it costs nothing, even better right?



Once you have set up your online sponsorship form, you can put the link across all social media platforms making it accessible for people to sponsor you with just a few clicks of a button.

If you would prefer to host your event in a public place or a local business, see if they can do cheaper rates for you as it is raising money towards charity. Many businesses will be happy to have a poster or flyer of your event for their customers; this could be a pub, restaurant, library or shop.

Don't feel like you have to organise the event on your own. As your friends and family to help by dividing the tasks between you all. This will be less pressure for you and it will get the word out to a wider group of people.





Time to collect!

Cheryl set a goal to walk 500 miles in 5 months to raise £500 - within one month she exceeded her target!



Don't be
afraid to ask
for
donations

Update
your
supporters
with
pictures

People are
usually
very
generous

When your event has finished you can gather all your takings and transfer them to our Creating Adventures bank account or you can arrange a for a fundraising handover.



We, the named sponsors agree to pay the amount stated to Creating Adventures.

[illegible]



The Legal Side

Money raised

As a fundraiser it will be your responsibility to look after donations and ensure that the money is handed over to us. If any money raised isn't coming to us, please ensure that everyone who has donated is informed.

Under 18's

If you are under 18, your parent, guardian or carer are responsible for you. Please ensure you have shared this pack with them and they are happy for you to proceed.

Reputation

As a charity, our reputation is extremely important to us and we take it very seriously. If you do anything that may damage this, we have the right to ask you to stop fundraising for us. Due to this, we recommend that you share your ideas with us before you begin to fundraise.

Health & Safety

Please ensure that you have health and safety measures in place for your fundraising event. You can get advice for First Aid from St John's Ambulance Trust and canvas the area before hand to remove anything that may cause harm or be a hazard to someone.

Insurance

If your fundraising event involves members of the public you will need public liability insurance as Creating Adventures' insurance will not cover you. If you are hiring suppliers, it is encouraged to ask for their insurance policies too for your own records.



The Legal Side

Licenses

Some activities may require a license. Please check with your local authority to see if you require one. Please be aware that if you are selling alcohol at your event, it is likely you will need a license for this.

Food

If you wish to provide food at your fundraising event, please follow the correct standards as set out in the Food Standards Agency. This can be found online at food.gov.uk and will provide you with further information. Don't forget to be aware of any food allergies and requirements for your attendees.

Publicity

Please make it clear to those donating that you are raising money for Creating Adventures. We recommend asking for our logo and advertising our charity number 'Registered Charity No: 1167842'.

Raffles

If your raffle lasts longer than 24 hours please be aware that it is then classed as a lottery. This means that you will require a lottery license and printed tickets that have certain important information on them. You can contact the local council for further details on this and how to go about them.

*Together
We Can!*



Contact Us

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Contact us:
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Call our office on 01925 500136

Visit our website
www.creatingadventures.org.uk



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