

York Teaching  
Hospital Charity

York Teaching Hospital **NHS**  
NHS Foundation Trust

# Jump into Action for York Teaching Hospital Charity



## Fundraise for us

Thank you for choosing to raise vital funds for the York Teaching Hospital Charity. The charity plays a vital role in raising funds for York Teaching Hospital NHS Foundation Trust to help to ensure the best quality of care is provided by funding aspects such as:



- Life-saving and up to date equipment
- Patient and carer support
- Additional staff and staff training and development
- Research and development
- Improving and enhancing the hospital environment

Every penny we raise is put back into our services for the benefit of our patients. With thanks to our supporters, the York Teaching Hospital Charity is able to make a real difference to the care that people receive when they visit the hospitals. Every penny you raise really does make a difference – no matter how small.

## Fundraising

The York Teaching Hospital Charity could not continue its vital work without its fantastic supporters who include individuals, schools, colleges, companies and groups and associations. There are lots of ways to get involved from organising an event or raising funds at work to jumping out of a plane! Whatever you decide to do, we will offer you all the support you will need to ensure your fundraising is a success (and that you have lots of fun along the way!)



## Organise your own event

It's amazing how much of a difference you can make by giving a little bit of time. By organising a fundraising event, you can have fun, make friends and improve the services and quality of care at your local hospitals.

This booklet will give you lots of tips, ideas and advice about organising your fundraising event.

## Our Top 20!!

### **Change is always a good thing!**

Save those pennies at home or at work. Every bit of change counts and it's amazing how quickly it all adds up. Put a jar in your home or workplace (even if just for a week) and watch it fill up.

### **Themed party**

Whether it's a Christmas cracker of a night or a spooky Halloween do, organise a themed party for all of your friends. Ask for donations or sell tickets to raise vital funds for the charity.

### **It's A Knockout competition**

It's fun, it's energetic and it's competitive! Organise this team challenge event – ask for sponsorship from each team to take part.

### **Summer fete**

Organise the ultimate Summer Fete with stalls, games, food and drink and lots more for your local community to get involved in. Donations to the charity from stall sales.

### **Who's that baby?!**

Ask friends and colleagues to bring along their baby pictures and match them to the right person! It's simple and fun and everyone can make a donation to have a guess! The winner receives a prize.



### **Dress down day**

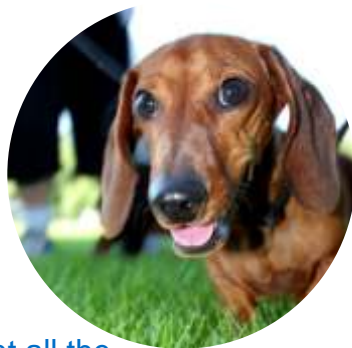
Strip off those uniforms and raise money for the York Teaching Hospital Charity! Take part at work or school and ask people to make a donation to dress down for the day.

### **Not today thanks!**

Give something up for the day – cigarettes, chocolate, speaking, swearing, nail-biting....the list is endless! Ask people to sponsor you or to make a donation.

### **Get those doggy's tails wagging!**

Put on those boots and start walking for York hospitals with your favourite pooch! Organise a sponsored dog walk in your local community and ask participants to make a donation to take part.



### **Sing your heart out!**

With shows like X-Factor and Britain's got Talent all the rage, organise your very own talent competition! Organise the venue, judges and find those masses of talented people to take part! Donations made on entry / to take part, with the winners receiving a prize.

### **Come dine with me**

Organise a 'Come dine with me' evening with friends, family or colleagues. Rate each others meals and make a donation to take part.

### **Wine and cheese evening**

Whether for friends, family, colleagues or for the wider public, organise samples of cheese and wines with expert speakers. Add an element of fun to your evening and ask guests to match the name of the wine / cheese with their region, price etc.



## **Sponsored sports match**

Football, rugby, netball, hockey and lots more! Invite teams to take part and ask them to gain sponsorship / donations from spectators.

## **Tombola / raffle**

Tombolas and raffles are always great ways to raise money for charity. Source prizes and organise the raffle / tombola at work, school or at a local community fair.

## **Swap Shop**

Find all those things you never wear / use anymore and organise a Swap Shop with friends, at work, school or College. Ask everyone for a donation to take part.

## **Murder Mystery evening**

Help, a murder has taken place! Add an element of mystery to your fundraising evening. Find a venue, organise a meal and sell tickets to all those attending.

## **Quiz night**

Quiz nights are always lots of fun and they bring out those competitive streaks in people! Organise a venue, write questions / famous quotes / play lines from songs and find lots of teams to donate to take part. Prizes given to the winners.

## **Sponsored Cycle Ride**

Whether it's just a few miles or from Lands End to John O'Groats, cycling is a great way to get active whilst raising vital funds.



## **Sponsored.....**

Slim, swim, run, walk and many more! Set yourself a challenge and ask friends, family and colleagues to sponsor you.

## **Collections**

Organise a street collection, supermarket collection or bag packing day for the charity. Ask friends, family and colleagues to help out.

## **Photographs Galore!**

A photo can say a thousand words....Organise a photography competition, ask local photographers to donate an image to auction or hold a caption competition. Choose a funny photo and entrants pay per caption with the winner receiving a prize.

## **The A to Z of all our other ideas!**

**A** – Abseil, assault course, arm wrestle, art exhibition, antiques fair, auction

**B** – Bungee jump, bingo, BBQ, bowling, bush tucker trial, bed push, barn dance, balloon race, bring and buy sale, book sale, ball, battle of the bands, break a record, boat race, beach party, bonfire night, bath of beans!

**C** – Cake sale, Christmas party, coffee morning, cricket match, casino night, comedy night, car boot sale, craft fair, car wash, cocktail night, carol singing, canoeing, ceilidh, card games

**D** – Darts match, diet, dog show, disco, dinner party, dance, dragon boat race, duck race

**E** – Employee fundraising, Easter egg hunt, egg and spoon race, Ebay your items for charity

**F** – Fancy dress party, fashion show, fun run, face painting, film night, football tournament, farmers market

**G** – Games night, gourmet evening, guess the....teddy's name / weight / how many sweets in the jar, golf day, games night, garden party, garage sale, gala night, Guy Fawkes party, Great North run





**H** – Halloween party, haunted evening, head shave, hockey match

**I** – Ice-skating, iron for others

**J** – Jazz night, jumble sale, juggle, jail break, job swap

**K** – Karaoke night, kiss-a-thon, knitting, Krypton Factor, kayaking

**L** – Learn a new talent...language / sport, lottery, Lent, line dancing

**M** – Mountain climbing, marathon, magic show, music concert

**N** – Netball tournament, New Years Eve party, non-uniform day

**O** – Open mic night, obstacle course, orienteering, overseas challenge, office Olympics

**P** – Pyjama party, parachute jump, pancake day, pool competition, plant sale, pub tournament / quiz, photography competition, pet show, paint balling, poker tournament, picnic, palm reading, pamper party

**Q** – Quiz

**R** – Raffle, race, races, race night, rugby match, rounders, rowing

**S** – Sponsored event, salsa night, swim-a-thon, swear box, sports day, snooker match, Santa's grotto, surfing, sweepstake, spelling bee, stag and hens, speed dating, shave it off!

**T** – Treasure hunt, tea party, three legged race, toy sale, tennis match, trek, tug of war, tarot cards

**U** – University challenge, unwanted gift sale / swap

**V** – Variety show, Valentines event, Vietnamese evening

**W** – Water rafting, walking, wheel barrow race, water fight, waxing

**X** – Xmas hampers / party, X-factor competition

**Y** – Yogathon, yoyo competition, yard sale, yodelling competition, yacht race

**Z** – Zip wire, zodiac reading, zoo quiz

# Our Top Tips to make your fundraising easier



## Organising your event

- Figure out the who, the where and the what. What kind of event do you want to organise, who will you be inviting and where will it take place
- Will you have enough people to help on the day / night
- What equipment do you need to hire
- Do you need to organise licenses, insurance, first aid cover
- Have you undertaken a risk assessment
- Do you have all the materials you need
- Have you publicised your event
- Write yourself a checklist
- Thank everyone for taking part / helping
- Have you put contingency plans in place in case of any issues that may arise, e.g., bad weather
- Have you devised a budget – what will the costs be compared to the income – can you organise sponsorship

## Raising the money

- Ask the fundraising office for sponsor forms
- Gift Aid – charities can claim back the tax paid on your gift of money as long as you are a UK tax payer
- Set up your own personalised Just Giving page. This makes it so easy for people to sponsor you and add that all important gift aid!
- Your place of work may be involved in match funding. This means they can often match pound for pound of what you raise so it's worth asking the question
  - You may be able to find a sponsor for your event. For example a company may sponsor the food and drink or the whole event in exchange for some positive publicity





## Advertising your event

- Print posters and leaflets to display in the local community and on notice boards (at work, school, etc)
- Ask the fundraising office for charitable materials such as collection tins / buckets, t-shirts and balloons
- Ask your local media to promote your event and attend a photo call on the day. Contact your local newsdesk and photographers
- Do you have a work intranet or newsletter where you can display your event? Are there local community websites or other intranets to promote your event on?
- Use social media such as My Space, Twitter and Facebook to promote your events
- Email friends, family and colleagues and ask them to forward details about your event on to others



## Keep it Legal

- You will need to apply for a collection license from your local authority to collect funds in the street. You can normally access this information from your local authority website. If you are collecting on private property such as in a supermarket, written permission must be sought from the Manager
- You must be over 16 to collect in public
- Raffles and lotteries are subject to very strict laws. Please consult your local authority, The Institute of Fundraising or the local fundraising office for more information
- If you are organising a public event, please contact your local authority for any necessary licenses and insurance and let the Police know if the event is in a public place  
continued....





- Ensure an adequate risk assessment has been carried out to minimise the risk of any possible issues to those attending – ask for our risk assessment form to assist you
- If you are carrying money, consider your safety. If possible, have someone to accompany you and take a safe route home
- Ensure you have first aid coverage if you are organising a large scale event
- If you are preparing food, please consider aspects such as storage, preparation and cooking. Please visit [www.eatwell.gov.uk/keepingfoodsaf](http://www.eatwell.gov.uk/keepingfoodsaf)e or [www.food.gov.uk](http://www.food.gov.uk) for useful information
- If you are hiring a venue or equipment, check that insurance is covered in your fee. It may be the case that you need to organise public liability cover to protect you from 3<sup>rd</sup> party claims (such as an injury due to negligence)
- Certain events may require a licence such as events serving alcohol, live music or an indoor sporting event. Check with your local authority or fundraising office
- The York Teaching Hospital Charity cannot accept any liability for any loss, injuries or damages which occur during the event

For more information on any of the above, please contact the Fundraising Office on 01904 721737, mobile 07960 180067 or email [lucy.lowthian@york.nhs.uk](mailto:lucy.lowthian@york.nhs.uk)



## Other ways to get involved with York Hospitals....

**Volunteering** is a great way to give your time for a fantastic cause. By volunteering for the charity you can make new friends, build confidence, learn and develop your skills and have lots of fun along the way. We have lots of volunteering opportunities available to suit your time and skills. Whether you can give your time regularly or once a year we would love to hear from you.



**Challenge yourself!** If you would like to take part in a more challenging event to raise money for the charity then we can help you to walk the Great Wall of China, Trek the Peru Inca Trail or climb Kilimanjaro! We can offer lots of help and advice to find the right challenge for you or your team. Please get in contact with us for more information.



**Leaving a legacy** in your will is an incredibly generous way to make a donation to the charity. By leaving a gift to the charity, you really can make a difference to ensuring the best quality of care is provided to people visiting the hospitals.

Please contact us if you would like more information about leaving a legacy.



## Contact Us

At the York Teaching Hospital Charity, we would always love to hear from you. Please contact us via post, telephone or email using the contact details below. You can also contact the Fundraising office to arrange a meeting in person.

**Address:** York Teaching Hospital Charity, York Hospital, 2<sup>nd</sup> Floor Admin Block, Wigginton Road, York, YO31 8HE

**Tel:** 01904 721737

**Mobile:** 07960 180067

**Email:** [charity.fundraising@york.nhs.uk](mailto:charity.fundraising@york.nhs.uk)

**Website:** [www.york.nhs.uk/fundraising](http://www.york.nhs.uk/fundraising)