

# Fundraising pack



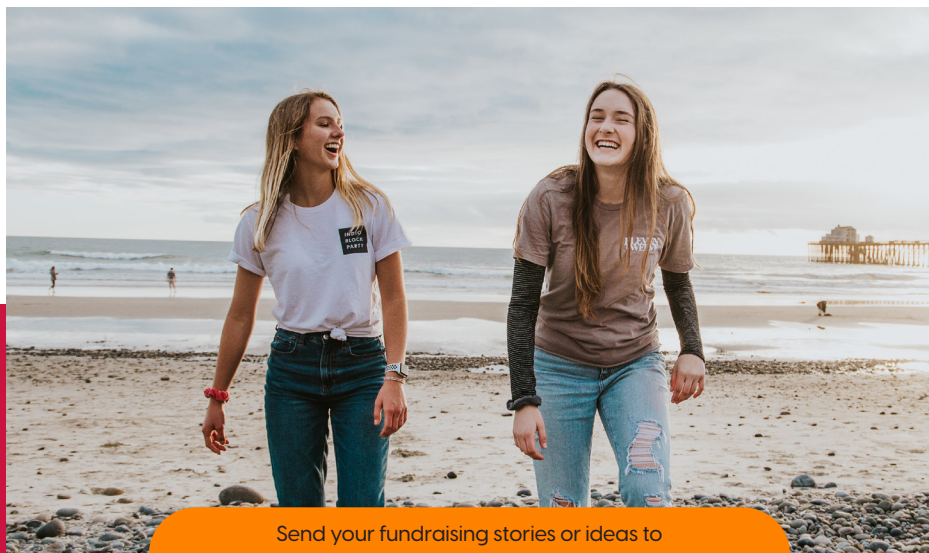
# A big thank you!

We are on a mission to empower young people to overcome barriers and take positive steps towards a better future. Whether it's gaining a sense of independence, building employability and confidence or learning to manage mental health, we want the next generation to raise their voices, achieve their ambitions and realise their potential.


Every young person should have access to equal opportunities to learn and grow, so they are not just ready for work, but ready for the world.

We believe in youth – and we'd love for you to join us on our mission.

Fundraising is a great way to support our work and this handy guide will provide all the tips and ideas you need to get started.



Send your fundraising stories or ideas to  
[fundraising@inspiresuffolk.org.uk](mailto:fundraising@inspiresuffolk.org.uk)



**From £5 to £5,000, every pound donated helps support young people throughout Suffolk and beyond. Here are some examples of what your money could be spent on.**

**£2,500**

A two-night, three-day residential trip for a small group of students to learn vital life skills, building confidence and self-esteem

**£1,000**

Funding our wellbeing service for four days, helping 50 young people access free counselling

**£500**

Chromebook for a young person who doesn't have access to technology, helping to prevent digital deprivation by supporting their education and job search

**£25**

Sports equipment for children attending our turn-up-and-play sports clubs

**£5**

Bus fare for an unemployed young person to travel to a job interview

**There's** so much  
**more to be done**





## Each year, we help hundreds of young people take their future into their own hands.

With so many young people claiming unemployment-related benefits in Suffolk, we need to be able to help so many more.

Here's a few ways you could help make a difference...

**Three-quarters of lifetime mental illness are first experienced before the age of 20.**<sup>1</sup> Prevention efforts in the first two decades of life are crucial but with the NHS under ever-increasing pressures, our wellbeing service is more important than ever, to help ensure support is available to the young people who need it most.

**Skills gaps and shortages are a major driver of youth unemployment.**<sup>2</sup> Our educational programmes and one-to-one support improve confidence and equip young people with the skills and qualifications they need for work and life.

**Over 30% of children and young people in Suffolk do less than 30 minutes of physical activity per day.**<sup>3</sup> By offering free-to-access sports sessions, we help young people get active and provide enrichment outside of school hours that contributes to their development.

1. 'Mental ill-health at age 17 in the UK', [cls.ucl.ac.uk](https://cls.ucl.ac.uk)

2. 'Skills for every young person', Youth Unemployment Committee, 2021 - 22

3. 'Health behaviours: physical activity', [healthysuffolk.org.uk](https://healthysuffolk.org.uk), 2022

# Organising your event

## 1 – Event

Decide what you would like to do and what your family and friends would get behind. Check out the next page for some inspiration.

## 3 – Date

What's the best date to hold your event? Consider other events or dates such as bank holidays, birthdays and national holidays... you want your event to be the star of the show.

## 5 – Spread the word

Tell your friends and family. Share it on social media and tag Inspire. You could also print posters – contact [fundraising@inspiresuffolk.org.uk](mailto:fundraising@inspiresuffolk.org.uk) for access to a suite of graphics for your promotional material.

## 7 – Community support

Your community is a great place to drum up additional support for your event. Ask local shops and businesses if they can help by donating items or experiences for your event – everything from raffle prizes to free venue hire.

## 9 – Tell us about it and send your proceeds

We'd love to hear about your experience and see photos from your event! Please email our team at [fundraising@inspiresuffolk.org.uk](mailto:fundraising@inspiresuffolk.org.uk) and we'll do our best to feature your event in our newsletter or on social media.

## 2 – Location

Where will you be holding your event? What facilities will you need at your fingertips to make it a success?

## 4 – Fundraising

Have a think about what part of your event you can raise the most money on – it might be cakes, drinks or tickets to attend the event.

## 6 – Publicity

Local news outlets such as newspapers, TV stations and radio stations are a great way to get your fundraising story out there. Get in touch with our fundraising team who can help you get the interest of local press outlets.

## 8 – On the day!

It's the day all your plans come together. Take the time to enjoy the event and also to share the reasons behind the day, explaining how people can support in future.

# Uplifted



# In the work place

## Bake sale

This one is a real crowd pleaser! For the home bakers or shop-bake-buyers, simply ask everyone to donate their favourite bake, ready to sell on the day.

## Skydive

Not one for the office, but one for the weekend. Get your colleagues to dig deep for either a solo skydive or maybe even a team trek.

## Baby pic contest

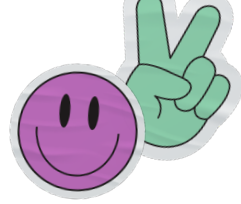
Get everybody to bring in a photo from their younger years. Each person makes a generous donation in order to have their chance to guess who's who – whoever gets the most correct, wins a prize.

## 'Day off' raffle

What's better than a free day off? Get a raffle going for an extra day of annual leave – the more tickets people buy, the more chance they will have of bagging that long lay in.







# In the **community**

## Dance marathon

Throw on your leg warmers and get moving! The aim of the game is to stay on your feet for as long as possible, to raise as much money as possible.

## Quiz night

Put your knowledge to the test. A fantastic way to spend an evening or lunch break.

## Beat the keeper

A classic that is sure to bring with it a bit of competitive spirit, whatever the age group!

## Head-to-head

From pie eating contests to hula-hooping competitions, bring on the friendly rivalry with a range of light-hearted challenges.

The options are endless – from running a marathon to arranging a sponsored silence, game-a-thons, murder mystery parties, dog shows, battle of the bands... get as creative as you like, there's so much fun to be had by colleagues and communities alike!



# Promoting your event

The online world makes fundraising super easy and straightforward. Simply set up your page on JustGiving or GoFundMe to get started. All you need to do is:

## **1. Tell your story**

Explain what you are doing and why. Let everyone know why you are supporting Inspire, including how our work supports – and helps change – the lives of young people.

## **2. Set a target**

Having a target increases the chances of people donating, so don't be afraid to set an ambitious target and increase it if you go past the original one.

## **3. Add pictures**

Supporters love to see what you are up to, so upload pictures regularly, enabling everyone to follow your journey.

## **4. Spread the word**

Be sure to share your fundraising page on all the socials. Tag @InspireSuffolk and share your progress as much as possible.

## **5. Ask others to join you**


Why not invite family and friends to join you? JustGiving makes it simple to set up a team and bring the fundraising pages together.



Tag **@InspireSuffolk**  
in your social posts



Contact us for help with your JustGiving page or radio/press  
[fundraising@inspiresuffolk.org.uk](mailto:fundraising@inspiresuffolk.org.uk)



**And finally, a huge thank you to each and every one of you for taking the time to support Inspire. The important work we do with young people would not be possible without the continued, generous support from our community and the wider public. Together, we can make an even bigger difference, to even more people.**

When your event is complete, please send the money to us by:

### **Cheque**

Inspire  
Lindbergh Road  
Ipswich,  
IP3 9QX

### **Bank transfer**

Bank: Barclays Bank PLC  
Name: Inspire  
Sort Code: 20-44-51  
Account No: 83387003

Gift aid: Please encourage your eligible sponsors to make Gift Aid declarations using their home address. We can then claim an extra 25p for every £1 donated.

**We believe in youth**

# Inspired



## **Just Giving**

[justgiving.com/inspiresuffolk](https://justgiving.com/inspiresuffolk)

## **Amazon Smile**

[smile.amazon.co.uk/charity](https://smile.amazon.co.uk/charity)

## **Volunteer**

[fundraising@inspiresuffolk.org.uk](mailto:fundraising@inspiresuffolk.org.uk)

## **Get in touch**

[fundraising@inspiresuffolk.org.uk](mailto:fundraising@inspiresuffolk.org.uk)

# The legal stuff

Just before we round off, it's important to bring you up to speed with the legal information that will help ensure your event runs smoothly and safely.

## **On the same team**

It is essential that any efforts undertaken on our behalf are in line with our values and principles as a charity. If anything happens, or is likely to happen, as a result of your fundraising that damages our name or reputation, will we have to ask you to stop raising funds on our behalf.

## **Correct handling of funds**

As you will be handling money on behalf of the charity, this means that, by law, you will be a trustee of funds and therefore must make certain that all sponsorships and donations from your fundraising event are paid to Inspire. If any amount of funds that you raise will not be paid to the charity, you must inform the potential donors.

## **Collections**

Buckets and boxes used for collections must be clearly labelled with Inspire's name, address and charity number. Collections can only be carried out by people over the age of 16. You may also need written permission from: local authority (for street collections), the person responsible for the private property (e.g. train stations or shops) or you may need a permit for collections in places such as pubs or offices. Please visit [institute-of-fundraising.org.uk](http://institute-of-fundraising.org.uk) for the most up-to-date information.

## **Food and alcohol**

It's important to familiarise yourself with the preparation, handling and cooking guidelines provided by the Food Standards Agency, available at [food.gov.uk](http://food.gov.uk). If there are caterers attending your event, it's essential that you ask them to provide you with a copy of their public liability insurance and food hygiene certificate.



## **Lotteries and raffles**

Please make sure to read about the legislation relating to lottery and raffles: [gamblingcommission.gov.uk](http://gamblingcommission.gov.uk) For example, raffles that last longer than one day require tickets to be printed and you'll need a lottery licence, as well as needing to print specific details on the tickets.

## **Health and safety**

Depending on the location, size, type and duration of your event, you may need first aid cover. Advice can be sought from voluntary first aid services such as St John Ambulance or the British Red Cross. It is also important to undertake a risk assessment to identify any potential hazards and how they can be resolved prior to the event.

## **Insurance**

If your event involves the public you will need public liability insurance. Your venue may already have the insurance you need – remember to check with them. If you are using suppliers or contractors, you should obtain a copy of their risk assessment and public liability insurance.

## **Licences**

Depending on what activities you are planning, you may need certain licences. These activities include holding a raffle/lottery, holding a collection, hosting live music or providing alcohol. This is not an exhaustive list so please check with your local authority to see if you require a licence.

## **Under 18s**

Parents/guardians are responsible for the fundraising activities of anyone aged under 18. If you are under this age and looking to raise funds – firstly, thank you! – please ensure that your parents has read through this guide and are happy for you to proceed.

Remember we're on hand for any support or advice relating to your fundraising efforts. Simply contact [fundraising@inspiresuffolk.org.uk](mailto:fundraising@inspiresuffolk.org.uk) or call 01473 353194

You can also visit [www.fundraisingregulator.org.uk](http://www.fundraisingregulator.org.uk) for a range of useful information.



For every young person to be empowered to raise  
their ambitions and realise their potential.

[inspiresuffolk.org.uk](http://inspiresuffolk.org.uk) | 01473 353194

