

Welcome to our Fundraising Pack



my University
Hospitals
Sussex

Welcome

Hello and welcome! A huge and heartfelt 'thank you' for your interest in supporting **My University Hospitals Sussex**. We want to improve the experience of every patient and member of staff at our hospitals, but we simply cannot do it without you! The fact you are reading this pack means everything to us.

About Us

We are the dedicated charity supporting University Hospitals Sussex NHS Foundation Trust, and we raise funds to enhance the Trust's care and services across Sussex, helping our hospitals to go above and beyond what is possible with core government funding alone.

Our Mission

Our mission is to enhance the care and experience of everyone who comes through the doors of our hospitals. Thanks to your support, we fund state-of-the-art medical equipment, innovative clinical research, specialist staff training and wellbeing programs, and improvements to the hospital environment.

We raise money for all wards and departments across our seven hospitals:

- Worthing Hospital;
- St Richard's Hospital, Chichester;
- Southlands Hospital, Shoreham-by-Sea;
- The Royal Sussex County Hospital, Brighton;
- The Royal Alexandra Children's Hospital, Brighton;
- The Sussex Eye Hospital, Brighton;
- The Princess Royal Hospital, Haywards Heath.

If you would like to raise funds for a preferred ward or hospital, please contact us so that we can ensure the funds you raise go directly to the area closest to your heart.



In This Fundraising Pack

This pack has been designed to help you with your fundraising efforts. We hope you find the ideas, advice, and other materials included useful.

If you have any questions or if you would like to share your ideas and thoughts with us, please do contact us - your fundraising is at the forefront of the Charity, so we are 100% here to support you!

Please call **01273 664708** or email us at **uhsussex.charity@nhs.net**

Thank you again for getting involved and supporting **My University Hospitals Sussex**. You are making it possible for us to improve the experience of patients and staff across Sussex.



my University
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Sussex

Top Tips for Fundraising

1. Contact our fundraising team

Call our friendly team on **01273 664708** or email us on uhsussex.charity@nhs.net.

2. Start planning now

Don't put it off! Planning takes time, so start early.

3. Set a fundraising goal

Make sure you set a goal that feels inspiring but also achievable. Giving your supporters something to aim for always helps. Don't forget about **Gift Aid** too!

4. Set up an online giving page

At www.justgiving.com/myuhsussex, you can create a free online fundraising page. Just select '**Fundraise for us**' on the right side of the page and follow the instructions to set up a JustGiving account and fundraising page. Be sure to write a personal message about your story, add a photo and set a fundraising goal to make it easy for people to donate to your event. These elements all contribute a lot to making your fundraising a success! Direct your contacts to your fundraising page and link it to your social accounts for quick and easy promotion.

5. Get others involved

Ask friends and family if they are happy to help by donating. Donations also don't have to be money either - your supporters could help by donating raffle prizes or just helping to share the link to your fundraising page. Send thank you notes to everyone who supports you.

6. Be passionate

Remember why you are supporting the Charity and share your enthusiasm during your fundraising efforts. A personal story and message about why you're supporting the cause goes a long way to inspiring supporters to donate. Let your supporters know how the money they donate to your fundraising will make a real difference.

7. Ask your employer for their support

Many employers can get on board in different ways. Consider asking about employer match funding, hosting fundraising activities such as dress down days, raffles and cake sales and promoting your JustGiving webpage - perhaps add the link to your email signature.

8. Local involvement

Let your local paper and radio station know about your event. Local businesses might also sponsor you or donate raffle prizes. If you need help writing a press release, please contact our office and we'll be happy to help.

9. Check it's safe and legal

Safety first! Check whether a first aid kit should be present at your event. Also, some events require licenses and other applications. If you need help making sure you meet your legal requirements, we can help.

10. Keep it fun!

Use your energy to make your event creative - perhaps promise something different, like dressing up for your run if you meet your fundraising goal. Enjoy the hard work of your planning and enjoy!

Our Handy A-Z of Fundraising

Afternoon tea party, auction, antiques fair, arts/crafts stall/exhibition/fair, abseiling challenges

Book sale, BBQ, bring and buy sale, barn dance, bingo, bridge drive, bake sale

Car boot sale, cake stall, coffee morning, carol singing, concert, car washing, cold water swim

Dance-a-thon, dog walking, dressing differently day, darts tournament, disco

Ebay, Easter egg hunt, egg and spoon races

Fancy dress, face painting, fashion show, football tournament, film night

Garage sale, guess the baby/sweets in a jar, golf day, garden party

Head shave, house-to-house collection, Halloween party

International food evening, It's a knockout, indoor games

Jam making, juggling, job-swap, jazz evening

Karaoke, knit-a-thon, kiosks - tea, coffee, etc.

Luncheon, lecture night, leg waxing (for men!), line dance

Music quiz, mufti day, murder mystery evening, moustache-growing, magic shows, marathons

Nearly new sale, non-uniform day, name that tune

Office Olympics, open garden day, obstacle races

Parachute jump, plant sale, party, Payroll Deduction Scheme (PAYE)

Quit it, quiz night

Race night, raffle

Sponsored activity - walk/cycle/swim/silence/sky-dive, swear box, salsa night

Talent show, tournaments, three-legged races, tombola, team challenges

Unwanted goods sale, U do a dare day

Variety show, virtual challenge, volunteering, Valentine's ball

Welly throwing competition, world food night, wine tasting evening

Xmas party, X marks the spot (treasure hunt)

Yoga-thon, yellow themed night, your own ideas

Zany accessories/clothes/tie day, zumba dancing day

Important Information

Prior to beginning your fundraising, please complete the fundraising agreement form and either email or post the form to us. You can find the form at the end of this pack. Our team is very appreciative of fundraising carried out by members of our community, and we want to support your efforts.

Once your form has been received, a member of the fundraising team will contact you and provide you with a certificate of authorisation so that you can start fundraising.

For all your promotional and advertising materials, tickets, posters, etc, please state that you are raising money in aid of:

- My University Hospitals Sussex
- Name of ward or department if applicable
- Registered Charity No. 1050864

Make Donations Go Further

Gift Aid is an easy way to add 25p to every £1 given as a donation, so long as donors and sponsors state that they wish to Gift Aid their donation. That means if your sponsors give £10 and include gift aid, the total received by My University Hospitals Sussex will be £12.50. If your sponsors pay UK income or capital gains tax equal to the tax that will be claimed, please ask that they Gift Aid their donation.

Sponsors must provide their full name, home address and postcode, and clearly check the Gift Aid box on the sponsorship form. Gift Aid can only be claimed for donations given by individuals, not for business donations or ticket sales for events or raffles.

You will find a sponsorship form and Gift Aid declaration form in this pack.



Getting Started Safely

When planning your fundraising events and activities, please make sure you are staying safe and legal. Certain activities require some legal procedures that must be followed. These procedures protect you and your donors and are created by local and central government.

You can find guidance for responsible fundraising in the Code of Fundraising Practice, available on the Fundraising Regulator's site: <https://www.fundraisingregulator.org.uk/code>.

Please ensure you check the guidance and if you have any further questions, please contact us by calling **01273 664708** or emailing us at uhsussex.charity@nhs.net.

Licenses

Your event may require a license, especially if it includes entertainment or the sale of alcohol or food. Please take the time to speak with your local council about your event and any permissions you may need, or review the online information below.

Mid Sussex District Council - Temporary Event Notices (TEN) information and application: www.midsussex.gov.uk/planning-licensing-building-control/licensing/temporary-event-notice/
Brighton & Hove City Council - Temporary Event Notices (TEN) information and application: www.brighton-hove.gov.uk/content/business-and-trade/licensing-and-gambling/temporary-event-notice

Chichester District Council - Temporary Event Notices (TEN) information and application: <https://www.chichester.gov.uk/temporaryevent>

Worthing Council - Temporary Event Notices (TEN) information and application

<https://www.adur-worthing.gov.uk/licensing-and-permits/licensing-act-2003/temporary-events/>



Collections/Raffles

Collections in public spaces, and door-to-door collections, require you to obtain a permit from the local council. Raffles also have guidelines and regulations with which you must comply. Please check with your local council about obtaining the appropriate permits and contact us if you have further questions. Please review the online information below and within the Code of Fundraising Practice.

Mid Sussex District Council - Street collections information and application: www.midsussex.gov.uk/planning-licensing-building-control/licensing/street-collections/

Brighton & Hove City Council - Street collections information and application: www.brighton-hove.gov.uk/content/business-and-trade/licensing-and-gambling/street-collections

Chichester District Council - Street collections information and application: <https://www.chichester.gov.uk/charitablecollectionlicence>

Worthing Council - Street collections information and application: <https://www.adur-worthing.gov.uk/licensing-and-permits/collecting-for-charity/>

Insurance

Some events or activities will legally require organisers to obtain insurance, such as public liability cover. Please check the Fundraising Regulator's website for general information about insurance and risk assessments and make sure you are safe.



Health & Safety

To ensure the safety of your event, we advise you to perform a risk assessment to flag any potential issues. It is critical that the necessary safety procedures are in place for your event and that all participants are informed.

Depending on the size of your event, you may want to consult your local fire safety officer or hire a first aid officer.

Please also make certain that at least two people are involved in carrying any money, to ensure your safety.

Sponsorship Guide

- Please make cheques payable to: **My University Hospitals Sussex** and remember to let us know if you would like the money you have raised to be dedicated to supporting a particular ward or hospital.
- Make a list of your family and friends, sports clubs, schools, work colleagues etc. Decide on the best way to contact them.
- Friends and family are always the first place to start and are the best source of encouragement.
- Look to your work colleagues for donations.
- Starting your sponsor form with your 'best sponsor' may set a trend.
- Collect the pledges as soon as possible.
- You don't have to do this on your own - develop a team of supporters and ask them to get pledges on your behalf.

Gift Aid Guide

Remind your sponsors that if they are UK taxpayers, they can add Gift Aid to their sponsorship by ticking the Gift Aid column on your sponsor form. This will increase their donation by an extra 25p per £1 donation at no cost to them, to you or to us.

If you are raising money for a particular hospital, ward or department, please ensure you indicate this on the 'In aid of' line of the Gift Aid declaration form.

Remember that the supporter is the donor, not the participant. So these are the people entitled to use Gift Aid to increase the value of the amount they pledge as sponsor money.

Every sponsor who wishes to donate using Gift Aid must make a Gift Aid declaration. This can be done by ticking the box on the right-hand side of the sponsorship form. For the declaration to be valid, the sponsor must complete all the other columns in full.

Sponsors must write their full name and not just, for example, 'Uncle Bert'. The full name and home address is required for each donor so that HMRC can identify them.



Your Fundraising Agreement

Date and Time of Activity: _____

Describe the Fundraising Activity (location, activities, etc.):

Specify "General" or dept/ward to benefit from the money raised:

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Fundraiser Details:

Name

Address

Postcode

Telephone (H) (M)

Email

Preferred Contact (please X): Email () Phone ()

By signing this form, the fundraiser agrees to the following conditions:

1. The Fundraiser will state they are raising money 'in aid of My University Hospitals Sussex' on all receipts and communications to the public.
2. The Fundraiser will ensure all activities are lawful and/or in line with Institute of Fundraising's policies and guidelines.
3. The Fundraiser will notify My University Hospitals Charity ('the Charity') of any events held in addition to those listed above.
4. The Charity has the right to refuse to recognize any fundraising activities which it believes are not in the interest of the Charity.
5. The Fundraiser will keep accurate accounting records for all the monies raised on behalf of the Charity and allow the records to be open for inspection.
6. The Fundraiser will account to the Charity within 28 days of the monies being raised without making any deductions.
7. The Fundraiser may be entitled to reimbursement for reasonable expenses incurred during fundraising activities. The Fundraiser should discuss potential costs and reimbursement with the Charity prior to beginning fundraising activities.
8. This authorisation represents an agreement between the Fundraiser and the Charity. The Fundraiser is not permitted to represent the Charity for any other purpose.

Signed by the Fundraiser:

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Name Signature Date



Contact Details

01273 664708

uhsussex.charity@nhs.net

Address: **My University Hospitals Sussex**,
c/o the Post Room, Royal Sussex County Hospital,
Eastern Road, Brighton, BN2 5BE

Registered charity number: 1050864