



Barnsley Hospital Charity
support local care



FUNDRAISING PACK

Registered Charity Number 1058037

HELLO FABULOUS FUNDRAISER!



Thank you so much for expressing an interest in raising funds for Barnsley Hospital Charity.

This pack contains everything you need to get started with your fundraising, including event ideas, helpful hints and tips and what to do when you are ready to donate your money.

We hope that you find it inspirational and useful! Please remember that if you have any questions or queries you can contact the charity by telephone or email and we will be happy to support you in anyway that we can. All of our contact details can be found on the back page of this pack.

If you have yet to complete a Fundraising Form, please find one enclosed. If you could please return this to the charity by email or post as soon as possible it would be greatly appreciated. This will help us to support you with your fundraising.

Barnsley Hospital Charity operates to support the care and needs of Barnsley Hospital patients, and their

families. The donations we receive are used in all areas of the hospital based on recommendations and feedback from staff and patients, allowing us to make a very real difference where it is needed most.

Occasionally our fundraisers have a personal connection with a particular area in the hospital and therefore request that their donation is spent on a specific ward/department. If this is the case with your fundraising, please indicate this on your Fundraising Form. If you are happy to fundraise for the charity as a whole this is fantastic as the money can then be used in high priority areas.

Thank you so much for your support and good luck with your fundraising! We look forward to meeting you and hearing all about it.

EYUP

My name is Dan Rose and I am a big supporter of Barnsley Hospital Charity!

Not only do I hold fundraising events to support the Tiny Hearts Appeal, but I also use my company 'Awesome' to provide design work for events and campaigns free of charge, meaning the money they save can be directed back into the charity.

Barnsley Hospital have supported me and my wife after the loss of our son, Jonah, who sadly passed away 4 days after his premature arrival at 25 weeks and 3 days old. We receive continued support through



their bereavement counselling and we are proud to give something back to the hospital for everything they are doing to help us through the most difficult time in our lives.

We hope that together, we can help others who need the incredible service and support that this hospital provides.

GETTING STARTED

So you have decided that you want to fundraise for Barnsley Hospital Charity, but what's next?

CHECK OUT OUR FUNDRAISING IDEAS & TOP TIPS TO GET YOU STARTED

DARE DEVILS

Take on an adrenaline fuelled fundraiser - you could do a bungee jump, abseil or sky dive! There are companies all over the UK who offer these types of activities. Why not give them a call today and find out how to get started! Also don't forget to keep up to date with our latest events as we may have our own events like this coming up!

AT WORK

- Get your colleagues involved too
- Office bake sale
- Dress down day
- After work quiz
- Raffles
- Competition to win a free day's annual leave

IN THE COMMUNITY

- In a group? Why not hold a bag pack or street collection? We can help you get set up!
- Host a ball
- Hold a car wash
- Contact your local school and ask them to hold a fundraiser
- Hold a bring and buy sale
- Hold a coffee morning

GO IT ALONE

- Shave your head
- Do a sponsored silence

GET ACTIVE

Pull out your running shoes, get on your bike or get your swimsuit at the ready!

Ask us about our upcoming events or check out our website!

There are runs, walks and swims up and down the country, why not register for a place in existing event and fundraise for Barnsley Hospital Charity? Or why not start your own Event?

PUSH YOURSELF TO YOUR LIMIT

Why not take on an extreme challenge and raise sponsorship along the way.

Climb a mountain, trek through the rainforest, take to the rapids... see the world!

There are lots of different companies offering Charity Treks and Challenges, check them out today or ask us for our recommendations.

OUR TOP TIPS

Keep it simple

Don't over complicate your fundraiser. It's better to keep your ideas simple than to take on more than you had bargained for. Sometimes less is more.

Play to your strengths

Think about what you are good at and what you enjoy doing, this might help you to come up with a really good fundraising idea, without having to create lots of extra work for yourself!

Ask your friends and family to help

Don't be scared to ask your friends and family for help and advice. They may have contacts that can help you, or they may be able to help promote your fundraiser at their place of work.

Gift Aid it

Many donations can be gift aided, meaning that we can increase your fundraising total by 25% at no cost to you or the charity! Ask us for some gift aid forms to hand out to friends and family (there are exceptions, so chat to us about when donations can be gift aided).

Shout about it

Be loud and proud and tell everybody, including us, what it is you are doing! Create your own Facebook event page and we can share this too, use Twitter, and make posters & leaflets.

Match Giving

Ask your employer if they have a Matched Giving scheme. If they do they may be able to match your fundraising pound for pound (up to a maximum amount), meaning you could double your total instantly!

When In Doubt, Ask!

No question is a silly question. Don't be afraid to contact the charity if you have any concerns or need any support, we are happy to help!

A STEP BY STEP GUIDE TO PLANNING

WHAT...

Choose what type of fundraiser you want to do. Do you want to keep it between friends and family or do you want to hold a public event?

Think about how much time you want to spend on your event and what is going to be enjoyable for you!

Choosing a theme is a fun way to start and can help get the ball rolling.

Onesie Walk Example:

John loves walking so has asked his friends family if they would like to complete a sponsored walk with him. His niece came up the idea to wear onesies to make it a bit more fun. There are 20 people completing the walk. They have given it the name Onesie Walk.



WHEN...

Once you've decided what you want to do you need to pick a date and time to do it.

If your event is a public event, check local calendars to make sure it doesn't clash with any similar events. Make sure you leave yourself enough time to plan the event and to raise as much money as you can!

Onesie Walk Example:

John has decided to hold his Onesie Walk eight weeks from today. That will give him plenty of time to plan a route and to collect as much sponsorship.

WHERE...

So you have an event and a date, now you need a venue! Think about what would be appropriate to your event. Good places to look may be your local pub or restaurant or possibly your community centre or church hall. Speak to the venue about what they can offer you. If your event is going to increase their business, ask if they may be able to donate a percentage of the drinks profits! If they normally charge for room hire ask if they can provide it for free in return for you promoting their business on your flyers and posters. Don't forget we can provide you with letters of support to help you secure a venue.

Onesie Walk Example:

John is going to start and finish the walk at one of his local pubs. It has a small car park so his friends and family can meet there and the Landlord has agreed to help promote his fundraiser.

WHO...

If you are holding a public event consider the kind of people who might attend. This will help you to decide how best to promote the event to make sure the right people know about it! Don't try and make your event appeal to everybody.

Onesie Walk Example:

Some of John's family don't usually do a great deal of exercise so he has planned his route to be relatively flat and family friendly.



IG YOUR OWN FUNDRAISER

BUDGET...

Having a good budget plan can really help you to maximise your fundraising total.

Start by making a list of all of your outgoings, this should help you to set a reasonable ticket price for your event. If you think your outgoings are too high, see if there is anything you may be able to get for free or consider making slight changes to the event to make it more profitable.

Even if you're event has no outgoings, set yourself a fundraising target. Its great having something to work towards and it may help to persuade others to donate too!

PROMOTION...

There are so many great ways you can promote your event. Here are a few of our ideas:

- **Create Posters and Flyers**
Speak to a local printer and ask if they can help with any freebies.
Feeling creative? Design your own poster and print it at home. Make sure you include the charity logo and registration number, ask us to email these!
- **Create your own Facebook Event Page**
- **Create your own Twitter Handle for the event**
- **Set up a JustGiving page and share the link**
- **Contact local businesses and ask if they will display your marketing materials for you**
- **Contact the local press**

KEEP IT LEGAL...

Find out if any laws or rules apply to your event. For example if you are holding a large public event you may need to obtain Public Liability Insurance or if you are collecting donations in the street you will need a licence to do this. If in doubt, ask! We are here to help.



WE CAN HELP!

Send us your event posters to display at the hospital.

Like us on Facebook and share your event page with us!

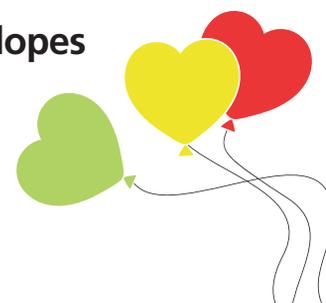


Follow us on Twitter and Tweet your event at us!



ASK US FOR...

- Charity Collecting Tins
- Charity Collection Buckets
- Charity Leaflets & Posters
- Charity Merchandise
- Donation Envelopes
- Sponsor Forms



GET FUNDRAISING...

So you've planned your event like a pro and you're ready to start fundraising.

Thank about extra ways that your event could raise money.

Could you ask a local business if they may be able to sponsor your event?

Could you hold a raffle or auction at the event?

Ask us for charity collection tins and buckets to display at your event!

If you are completing a personal or group challenge, good old fashioned sponsor forms are a great help. You can ask your friends and family to take some out and about for you, take them to work, or even ask your local pub if they can display your sponsor form on their bar.



JustGiving™

Creating a JustGiving page is a fantastic way to raise sponsorship online. You will receive a link to your own personal page, which you can then share on social media, on your event posters, in the press and anywhere else you can think of! Better yet the money will then come direct to the charity, saving you the hassle of having to collect it, and they will Gift Aid it for us too!

To set up your page follow these easy steps:



1. Go to www.justgiving.com/barnsleyhospitalcharity
2. Click '**Fundraise For Us**' in the top right hand corner
3. Enter your email address or sign in with Facebook and create your page
4. If you would like to fundraise for a specific ward or appeal then please write this in your page title to ensure the money is allocated to the right place
5. Once you have completed your Fundraising and you are confident everybody has sponsored you, close your page. This way we will get a notification for your total amount and we can send you a thank you letter!

SHOUT ABOUT IT...

Why not contact your local paper and ask if they might be interested in promoting your event?



PRESS RELEASE

Date of Issue: (Add the Date)

Contact: (Add your name, telephone number)

Title: (Try make it punchy and to the point!)

Add a few short paragraphs:

- Who you are, where your from, who else is involved
- What you are doing
- Why you are doing it (your connection to the charity, personal stories, a quote from organiser/supporter)
- When and where you are doing it
- How people can get involved or support you (event registration details, JustGiving link etc.)

If you have a photo include this along with information of who is in the picture.

-ENDS-

Notes to the Editor

Add any information you think may be relevant but that you did not fit in the main body of your story.

Useful Contacts

Barnsley Chronicle newsdesk@barnsley-chronicle.co.uk 01226 734262
Yorkshire Post yp.newsdesk@ypn.co.uk 0113 238 8427

DONATING YOUR HARD EARNED FUNDS...



Once you have finished your fundraising you may want to bring your money to the hospital so we can meet you and thank you in person, and maybe have a picture with a novelty cheque too! If this is the case please contact the charity office in advance so we can arrange this.

Alternatively you may want to send your money in another way. So we can make sure your fundraising is allocated to you and to enable us to send you a thank you letter, please follow these paying in guidelines.



Paying direct into our Bank Account

Bank: Lloyds Bank
Sort Code: 30-00-02
Account Number: 04120006

Reference: YourNameReason (for example JSmithTinyHearts or JsmithRainbowDash)

Important: Sometimes there may be limited space to add a reference, or you may not be able to add one at all. We therefore ask that everybody who is making a payment into the bank account please contact the charity office with the amount and your details so we can keep an eye out for the payment.

Paying by Cash or Cheque

Cheques made payable to: Barnsley Hospital Charity
Cash: Please secure in a bag, envelope or if applicable leave in the collecting tin/bucket. This can be taken to Cashiers Office which is located on the Ground Floor of the main hospital building, next to WHSmiths.

WHERE YOUR MONEY WILL BE SPENT...



Many of our fundraisers have a personal connection with a particular department in the hospital and therefore request that their money goes towards a specific area. Although this is great, it is also fantastic when fundraisers are happy for the charity to spend the money wherever we think it is needed. Here are just some of the things we have funded in the past.



£1,000

to purchase a Day Bed Recliner for the Chemotherapy Unit to allow relatives to stay over night beside the patient

£587

to purchase Progressive Muscle Relaxation Discs

£400

to purchase a TV & DVD Player for the Intensive Care Unit waiting area

£140

to provide Christmas presents for babies being cared for on the Neonatal unit

£250

to hold a support Christmas event for breast cancer patients



Barnsley Hospital Charity is currently running an appeal to raise £1 million towards the creation of a brand new, state of the art Special Care Baby Unit. Your donation could help us reach that magic million!

£1,600

to hold the annual Patient Stoma Information and Wellbeing Day which is attended by around 150 patients

£2,410

to provide close relatives of patients receiving end of life care at Barnsley Hospital with a Comfort Care Package including a meal voucher, toiletries and a notebook and pen



ABOUT BARNSELEY HOSPITAL CHARITY



Barnsley Hospital Charity operates to support the care and needs of Barnsley Hospital patients and their families.

Barnsley Hospital NHS Foundation Trust strives to provide the highest level of care using the funding it receives from the central government however, there are always ways in which we can provide little extras to go that extra mile for our patients.

The kind and generous donations received have enabled Barnsley Hospital Charity to purchase items such as extra sensory toys for children with learning difficulties, Snugglies for premature babies and Wheelchairs for the Acute Stroke Unit. The charity has also funded specialist training in nipple tattooing for women who have undergone breast surgery following breast cancer and specialist equipment in neonatal care.

Donations made to Barnsley Hospital Charity make a very real difference to thousands of patient's lives each and every year, helping to reduce the everyday stresses and anxieties which may be associated with treatments and illnesses.

Without the help of the generous community we would not be able to continue providing this vital support to the people of Barnsley. Because you care, we can.

Thank you for your support.

CONTACT US

If you have any questions or would like more information on how you can support Barnsley Hospital Charity please get in touch.

Call us 01226 431650

Email us Barnsleyhospitalcharity@nhs.net
Visit www.barnsleyhospitalcharity.co.uk

 Barnsley Hospital Charity  @BHNFTCharity

Registered Charity Number 1058037

