

# BOSP Fundraising Pack



Brighter Opportunities for Special People

Registered Charity No. 1107392

# Welcome to BOSP's Fundraising Pack

Thank you for choosing to fundraise for BOSP.

The following pages provide a range of hints and tips to get your fundraising off to a fantastic start.

We provide examples of some wonderful supporters who demonstrate how fundraising can be both fun and satisfying, giving you a great sense of achievement. You can fundraise alone or as a group making it a great excuse for a party, a cake sale, pub quiz or to finally undertake that sporting challenge you have always wanted to do.

We hope that reading this guide will inspire you to organise similar activities or perhaps something completely different!

**There's really no limit to what you can do - just get your creative thinking caps on!**

To help promote your activity, you can request free fundraising materials such as balloons, balloon sticks, leaflets, collection tins and fundraising buckets.

Please get in touch and let us know of your ideas and plans so that we can give you the help that you need.

We would love to hear how your activity went and see photographs. If you agree, also to share your success with others via our social media, website and our newsletter.

Please contact us at The BOSP Office for more information on 01268 553117 or at [community@bosp.co.uk](mailto:community@bosp.co.uk)



# Why support BOSP?

BOSP are a South Essex based Charity (no.1107392) who have been supporting families for over 30 years by providing fun short break care for children and young people aged 4 years and up, who have complex disabilities or life-limiting conditions.

BOSP is a small charity with a big impact. 600 children, with disabilities, parents and siblings benefit from our services each year. Since 2016 we have seen a 34% increase in new families requesting support, making your fundraising even more important than ever, as we try and support more families in need.

With YOUR help we can transform lives.

Your funds will help BOSP to:

- Enable children and young adults with physical and learning disabilities; who require specialist feeding; have complex health needs or challenging behaviours the option to access activities readily available to their mainstream peers
- Relieve family pressures by providing much need respite and care
- Develop the children and young people's independence, self-esteem, physical, social skills and well-being in a fun and supportive environment
- Enable children and young people to enjoy a better quality of life

## Fundraiser case study: Mud Run - Raised £3,524



A group of friends fancied taking part in a fun personal challenge and decided to take part in the Nuclear Mud Races; a gruelling 6k adventure of mud and obstacles. Via their fundraising page setup with Virgin Money Giving which they shared on social media, along with traditional sponsorship forms which they took into work and round to neighbours, friends and family, they managed to raise a fantastic £3,524!

Lee said "It was great to think that we could raise so much money whilst enjoying ourselves so much, it was a win-win!"



# Fundraising ideas

The sky is the limit. Choose something you are good at or enjoy, or set yourself a new challenge!

<b>BOSP'S A-Z of Fundraising ideas</b> 		<b>A</b> Abseil, Afternoon tea, Auction	<b>B</b> Bathe in beans, Bob-a-Job, Bag pack, Bring & Buy sale, Bingo, Bungee Jump,
<b>C</b> Cycle to Paris, Coffee morning, Cake Sale, Car Boot Sale, Charity Ball, Come Dine with Me	<b>D</b> Dance-a-thon, Dog Show, Disco, Duck Race, Dinner Dance	<b>E</b> E-bay selling, Expert Evening, Easter Egg Hunt	<b>F</b> Fashion Show, Football Competition, Fancy Dress Days, Film Night
<b>G</b> Garden Party, Grow a Beard, Golf Day	<b>H</b> Head Shaving, Halloween Party	<b>I</b> Ironing, Indoor Olympics, Inflatable 5km Race	<b>J</b> Jelly Eating Competition, Jumble Sale, Job Swap
<b>K</b> Karaoke, Knit-a-thon, Knobbly Knees Competition	<b>L</b> Lottery, Ladies Night, Loud Tie Day, Ladies who lunch	<b>M</b> Marathon, Mini Olympics, Mile of Coins, Masked Ball, Mud Run, Music-a-thon	<b>N</b> No-smoking week, Non-Uniform Day, Netball New Year Eve Party
<b>O</b> Outward Bound Trip, Odd Job Day, Online auction sale	<b>P</b> Poetry Evening, Put on a Play, Penalty Shoot out, Pamper Day	<b>Q</b> Quiz, Question time	<b>R</b> Raffle, Rugby Match, Recycling Radio Campaign, Read-a-thon, Rounders tournament,
<b>S</b> Skydive, Swear Box, Sweepstake, Sports Day, Skateboarding competition	<b>T</b> Talent Competition, Table Top Sale, Trek, Triathlon, Teddy Bears Picnic	<b>U</b> University Challenge, Unwanted Gift Sale Ultra Challenge Series	<b>V</b> Variety Show, Volleyball Contest Virtual Quiz
<b>W</b> Walk, Wine Tasting Evening, World Food Evening	<b>X</b> X-Factor Style Competition	<b>Y</b> Yoga-thon, Yodelling Competition	<b>Z</b> Zany Dress Day, Zoo Quiz Zombie Races

# How to start: your fundraising, step by step

## Step 1. Make a plan



Ask yourself.....

- Have I set a target amount to raise and a date to achieve it?
- Can I utilise any skills or talents?
- Who do I know who could help me (e.g. with sponsorship goods, services or prizes)?
- Am I going to organise or take part in an event or series of events?
- Who is my target audience and have I allowed enough time for planning and preparation?
- Could your employer possibly match fund your efforts?

## Step 2. Create an online sponsorship page.

To make collecting money easier, BOSP recommends setting up a free online sponsorship page at <https://www.givey.com>  
Pages are simple to set up and all donations are sent to BOSP automatically, saving you the trouble of dealing with cash.

Tips for a successful fundraising page include:

- Make it personal. If you have a special reason for supporting BOSP, please share it on your page. Add pictures and information about BOSP so that people understand why they are supporting you. Please contact BOSP if you would like help writing your page.
- Show your fundraising target on the page. Be ambitious, as pages with high fundraising targets raise more than those without. You can also increase the amount you plan to raise as you get closer to your target.

## Step 3. Let everyone know!

Once you have decided what you want to do and when, tell everyone you know! You will be amazed how generous people can be when you are passionate about why you are raising money for BOSP.

- Use all of your network to raise funds; family, friends and colleagues at work, the pub, the gym, your church, school or social club may all be willing to support you.
- Contact local businesses to see if they can help with things like raffle prizes or the use of free space for events. BOSP can provide an official letter confirming that you are fundraising for the charity.
- Share your plans and details of your online fundraising page via your blog, email signature, Facebook, Twitter and other social media! It's a great way to keep your family and friends updated on your progress too!
- Recruit a team of friends and family to help fundraise on your behalf.



Social media is not only a great way to tell friends about your event but also brilliant for sharing BOSP posts and keeping friends and family updated along your fundraising journey.



@BOSPessex



@BOSPCharity



bospcharity

#### Step 4 Get Noticed

- Local newspapers and radio stations are always interested in positive community stories, so if you are organising an event, or doing something particularly remarkable to raise funds, why not get in touch to let them know? BOSP can help you with guidelines on writing a press release and preparing for a short radio interview.
- Make use of BOSP promotional materials. We can provide balloons, posters, leaflets and other items should you need them.
- On the day itself, remember to take some pictures to share with BOSP and your supporters after the event.

#### Step 5. Promote Gift Aid

Gift Aid is a government scheme which enables charities to claim 25% on top of any Gift Aid donation made by individuals who pay Income Tax. Please encourage people to Gift Aid their donations and boost your fundraising total! If you are sending a personal cheque or donating money to BOSP via BACS, please let us know that you would like to Gift Aid your donation. You can find a Gift Aid Declaration Form on the last page of this fundraising pack.

*giftaid it*



#### Fundraiser Case Study: Afternoon Tea Raised: £1500



Friends of BOSP thought they would raise money by organising an afternoon tea event. It was an excellent excuse for a catch up with friends and family on a Saturday afternoon and raised much needed funds.

It was a case of booking the venue and finding out how many people they could cater for, inviting friends, then obtaining raffle prizes through contacts and by asking local businesses to donate a gift or voucher, in return for publicity via BOSP's social media.

Work as a team and share responsibility with friends and family to source anything from raffle prizes to catering and ticket sales.

## Getting it right

**Charity fundraising is regulated by law so please make sure everything you do is legal and safe & please refer to the BOSP website for our Codes of Practice.**



### Collecting Money

It's important to be safe when collecting and transporting money. Please ensure that there's at least two of you present when handling cash and that you have all the necessary permissions or local authority licences in place when collecting in a public place or on private property. BOSP is happy to provide confirmation of your fundraising if required. Also remember that the legal minimum age for collecting money or selling tickets is 16 years in most areas.

### Safety

If you are organising an event, you may need to consider the following:  
insurance, permissions from the local authority and/or the police, and first aider presence such as St. John's Ambulance. Please check out local requirements before organising any event.

### Food, alcohol and entertainment

Local authority restrictions may be in place for selling food. Please check to make sure you are following the law and are appropriately registered if necessary e.g. if selling food over a period of days. Think about Food Hygiene Regulations and the Food Safety Acts. The Environmental Health Services department of your local council can advise you.

### Raffles and prize draws

You can hold a raffle, sweepstake or tombola with out a licence if it is part of an event or if you are selling tickets to a fixed group of people or contacts and the raffle is drawn the same day. Some other raffles do require a special license, contact BOSP to check if your raffle needs one.

### Logos and printing

Please contact us for permission before printing any materials using the BOSP logo or charity registration numbers. Guidelines are available on request for correct use of our logo. When publicising your event, please state clearly that you are raising money for BOSP and that we are registered charity.

**If you are not sure something is legal, contact us and we will be happy to help.**



# What will BOSP do with the money you raise?



**£50**

would pay for an activity at a holiday club session

**£200**

would pay for a Chill Zone session out and about in the community for 4 young people e.g. Canal Ability

**£500**

would pay for 90 children to attend group music therapy sessions

**£1000**

would pay for a disability trampolining coach for a year

**£1300**

would enable us to deliver our BOSP Tots (disability parent and toddler group) for 6 months

**£2200**

would pay for a specialist medication Playworker at our Saturday club for a year enabling children on life maintaining medication to attend

Colette:

"In March I ran with an international group of ladies in the Paris Half Marathon. Knowing how difficult it is to train through the winter, I couldn't think of a worthier cause than BOSP to get me out of the house and keep me motivated!

We are a BOSP family so choosing BOSP was my way of saying thank you for all their support, by giving my support!"

# How to send your donations and sponsorship money to BOSP

If you have been raising funds offline and have money to send us, here's how to do it:

## Cheques

Please make them payable to 'BOSP' and send them to us at:  
The BOSP Office, Wat Tyler Country Park, Pitsea Hall Lane, Pitsea, Basildon, Essex  
SS16 4UH.

***Please do not forget to provide your name and address so we can thank you.***

## Cash

Bank the money into your own account and send it to us by bank transfer to:

**Account Name:** BOSP **Account No:** 51481215 **Sort Code:** 40-10-27

Please use your name and reference number as the reference for this transaction:

**Please do not send cash to BOSP in the post.**

## Paper Sponsorship Forms

You can pay the money in using either of the above methods but please **do** send us the paper forms - we need them to be able to claim Gift Aid.

## Online fundraising pages

All funds raised through online fundraising pages will have been transferred to BOSP Automatically - you do not need to worry about that.





# Gift Aid Declaration Form

*giftaid it*

**Your gift could be worth 25% more to us at no extra cost to you with a Gift Aid Declaration...**

....and if you are a 40% tax payer, it is even better - you can reduce the amount of tax you pay next time you complete a tax return.

Nearly everyone is eligible. If you pay enough UK Income Tax, Capital Gains Tax or just tax on your bank interest, you qualify.

Under the scheme, we can claim 25p in every £1 from HMRC on all donations made in the past four years, and in the future - whatever rate of tax you pay.\* Sole trader businesses and partnerships are eligible too.

It couldn't be easier. There is no ongoing commitment and you can cancel your Gift Aid Declaration at any time by simply dropping us a line here at BOSP.

**Just follow the three simple steps in the box on the right - and it won't cost you a penny!**

*(Please remember to notify us if you change your address or if you no longer pay an amount of Income Tax and/or Capital Gains Tax equal to the tax we reclaim on your donations.)*

**Please return your completed Gift Aid Declaration to:**

The BOSP Office, Wat Tyler Country Park, Pitsea Hall Lane, Pitsea, Basildon, Essex SS16 4UH

## 1. Insert your name and home address

Title: ..... First Name(s):.....

Surname: .....

Address: .....

.....

.....

Postcode: .....

Email address .....

Daytime Telephone Number .....

## 2. Read the Declaration below and tick the box

Yes, I am a UK taxpayer\*. Please treat all donations I make or have made to BOSP for the past four years and all future donations, until I notify you otherwise, as Gift Aid donations.

\*Please be aware that you must have paid an amount of Income Tax and/or Capital Gains Tax at least equal to the amount that will be claimed by ALL charities and Community Amateur Sports Clubs on all your donations in the tax year (6th April one year to 5th April of the next). Other taxes such as Council Tax and VAT do not qualify.

3. **Signature:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_



The BOSP Office, Wat Tyler Country Park, Pitsea Hall Lane, Pitsea, Basildon, Essex SS16 4UH  
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