



**Schools and Communities
Fundraising Pack**

Family and Separated Support Fundraising Guide



Thank you for downloading our Family and Separated Support Fundraising Pack. We are delighted that you have chosen to support us.

Family and Separated Support aims to provide a first-class service that offers emotional and practical support for families, separated parents and children. Your involvement will help to make a real difference to our work with families in the United Kingdom.

For further details on how to use this fundraising pack, please see the information below.

Contents

- Fundraising ideas
- Planning an event
- Keeping safe and legal

Resources

- Donation Return Form
- Sponsorship Form

Family & Separation Support CIC

Registered Community Interest Company: 11880683

Registered Office: 27 Old Gloucester Street,
London, WC1N 3AX

info@f-s-s.org | www.f-s-s.org

Fundraising Ideas

There are so many fun ways your school or community group can raise money to help Family and Separated Support (F.S.S). Below are some ideas to get you started:

Purple Day

Organise an own-clothes day with everyone encouraged to wear something purple. They can and make a small donation in return.

Bake and Sale

Hold a bake and sale and ask staff, parents or older children to contribute home-made cakes to sell.

Get fit

Keep fit and run a mile or more if you prefer for F.S.S and set up a fun running challenge in your school or community group with participants getting sponsored for their efforts.

It's Showtime

Showcase the various talents in your school or community group by hosting a variety show and then invite people to buy tickets to watch. Not only does it encourage everyone to learn new skills but shows off hidden talents too.

Goal-athon

A popular activity for participants is a goal-athon which encourages your young people to get sponsored to shoot goals in either a netball, football, or basketball hoop in three minutes.

Get Creative

Draw posters then hold an exhibition so everyone can see the brilliant designs created.

Swap-Shop

Host a swap shop for people to swap clothes, toys, books or household items that they no longer want in return for a donation.

Tea and Cake

Organise hot drinks and cake morning to bring people together for a good cause.

Treasure Hunt

Hold a Treasure Hunt and hide clues around the school for teams to find. Ask local businesses to donate prizes for the winning teams in return for publicity.

Car Wash

Get a bucket of warm water, soap and a sponge and set up a temporary car wash so people can get their cars washed in return for a donation.

Family Picnic

Plan a family picnic and get everyone together in the fresh air. Suggest they all bring a dish to share and donate some money.

Games Night

Have fun and invite people along to learn new board games and charge a small entry fee.

Planning an Event Hints and Tips

1. Set a target for how much you are trying to raise. This will enable you to plan and organise your event and help you to motivate others to reach your goal.
2. Once you have established your budget, work out what you will need to spend money on beforehand so you can obtain more money than it will cost you. Keep your costs low by asking local businesses to contribute services at a reduced price.
3. Choose dates which do not clash with other events or national holidays as people are much less likely to attend your event. Give yourself enough time to prepare all that you need and to promote your event.
4. On the day, write a to-do-list before to help you identify any challenges and make contingencies plans if needed.
5. Ask for help from family and friends and get them to join in the fun
6. Ask an organisation to match the amount you raise and double your donation.
7. Advertise your event on social media, make flyers, posters and tell friends. Remember to send us details of your event so we can support you too!
8. Thank all those who were involved in running the event and inform the team of the total money raised.
9. Let us know what you did, so we can thank you for your donation, hear all about the event and view your pictures too. We would also like to include it on our website!

It is your responsibility to make sure any fundraising event you hold is safe and legal as Family and Separation Support is unable to accept any liability or responsibility for people or property as a result of your fundraising activity.



Legal Advice and Safety Guidelines

When fundraising, some legal restrictions and guidelines exist so below are some basic guidelines which you may need to consider:

These are only general directions, so please seek professional advice if you need further clarification about any particular points.

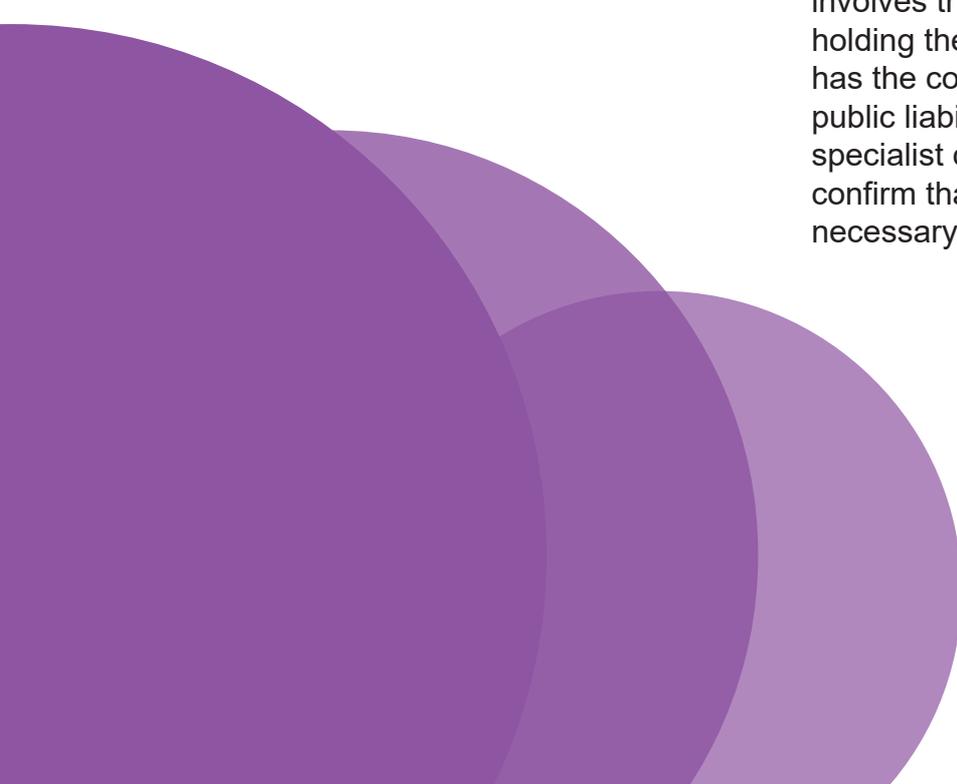
1. If planning an event, please do it safely and legally and seek permission from your local council if required.
2. When producing promotional material, please state Family and Separated Support is a not for profit company.
3. If you plan to sell alcohol at an event, you may need a personal licence (you will need to approach your local authority for information beforehand). If alcohol is to be awarded, as a prize, please ensure they are over 18 years of age.
4. If your event involves a street collection or is in a public place. You must have a licence or permit from your local authority or (the Metropolitan Police if your event takes place in London). If you wish to collect on private premises or grounds, a licence will not be necessary permission from the owner will be required.

5. About raffles and lotteries. These can be held without a licence if it is not the focus of your event. Raffles must be drawn on the same day as you sell the tickets. Any donated prize can be accepted or donated but must not exceed £250. If you plan to sell tickets before your event takes place, you will need a licence from your local authority. The address of the promoter, details of the charity and the date of the draw must be on the tickets.

6. Make sure the environment is safe for children and consider any potential risks. Avoid taking photographs without the permission of a parent or guardian. Check that organisations which provide a service for children at your event, e.g. a bouncy castle has insurance safety certificates, references and have had a Disclosure and Barring Service check.

7. Before using photographs of your event on any social media platform, newspapers, etc. Check with the adults first to see if they are happy to have their picture taken and get permission from parents or guardians if photos of children are to be used.

8. Conduct a risk assessment as this helps to identify any potential accidents or hazards so that everyone stays safe. Public liability insurance may be necessary if your event involves the public. Check if the venue you are holding the event, such as a school already has the correct insurance cover, including public liability. If using a professional or specialist company to help run your event, confirm that they have insurance and the necessary licences or certificates in place.



Donation Return Form

On behalf of Family and Separated Support, thank you for the generous donation. We rely on the support we receive from people like you to enable us to deliver our life-changing programmes for families and children.

It would be helpful if you could complete this form and send it back to us along with any money you have raised so that we can make sure we record your donation correctly.

Amount raised £ _____

Event / fundraising or donation details:

Your Name:

Company Name:

Address:

Email:

Contact Number:

If you are sending a cheque, please ensure that it is made payable to Family and Separated Support CIC and send it along with this form to 27 Old Gloucester Street, London, WC1N 3AX.

For BACS transfer please use the details below and send a confirmation email to

Bank Name: Tide Bank

Account Name: Family & Separation Support CIC

Account Number: 17968987

Sort Code: 23-69-72

Alternatively, donations can also be made directly through our website by visiting www.f-s-s.org
To help us look out for the donation, please send a confirmation email to us at donations@f-s-s.org



