



Individual 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.

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## Family & Separation Support CIC

Registered Community Interest Company: 11880683  
Registered Office: 27 Old Gloucester Street,  
London, WC1N 3AX  
[info@f-s-s.org](mailto:info@f-s-s.org) | [www.f-s-s.org](http://www.f-s-s.org)

# Fundraising Ideas

There are several ideas below:

You can choose the one that is right for you however if you prefer an activity which is more suited to you, please do not hesitate to do so.

## Organise a Quiz

To run a Quiz, all you need is a venue, questions and a good supply of pencils and paper. You can hold one in your own home with friends, at your local pub at your school or your workplace.

## Get Energetic

There are a host of activities for you to get involved in across the UK, consider a 5k runs or half-marathons in your local area. For the more experienced runner, you can attend a more professional running event. Feel free to run, bike or swim, the choice is entirely yours.

## Games Night

Host a board game night with friends with a donation to play. Play games like Cluedo, Monopoly, Jenga, Domino, Scrabble or Twister, any game will do! You can even provide tasty snacks for that extra contribution.

## Bake that Cake

Why not use your culinary skills to bake cakes, biscuits, pies and tarts. Sell them at your place of work, schools, or local community centres or clubs

## Come Dine with Me

For those chefs in the family, why not make that unforgettable meal for a group of friends and charge them restaurant prices.

## Sponsored Pledge

Test your willpower while raising funds for F.S.S and pledge to give up something you love for a few days, a week or even a month in exchange for sponsorship.

## Hold a Boot Fair

Take all your unwanted items to your local boot fair and set up a stall. All proceeds will go towards a good cause and help a family.

## Movie Night

With your chosen location in mind and a projector or CD player, hold a movie night. You can fundraise via entry donations and with sales of popcorn, sweets, chocolates, and a variety of beverages.



## 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 and to promote your event.

4. Write a to-do-list before and on the day to help you identify any challenges and make contingencies 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 once your event has taken place and let everyone know how much money was 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 your event 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, below are some basic guidelines to take into consideration. These are only general directions, so please seek professional advice about any 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 and will need to approach your local authority for information beforehand. If alcohol is a prize, please ensure they are over 18 years of age.

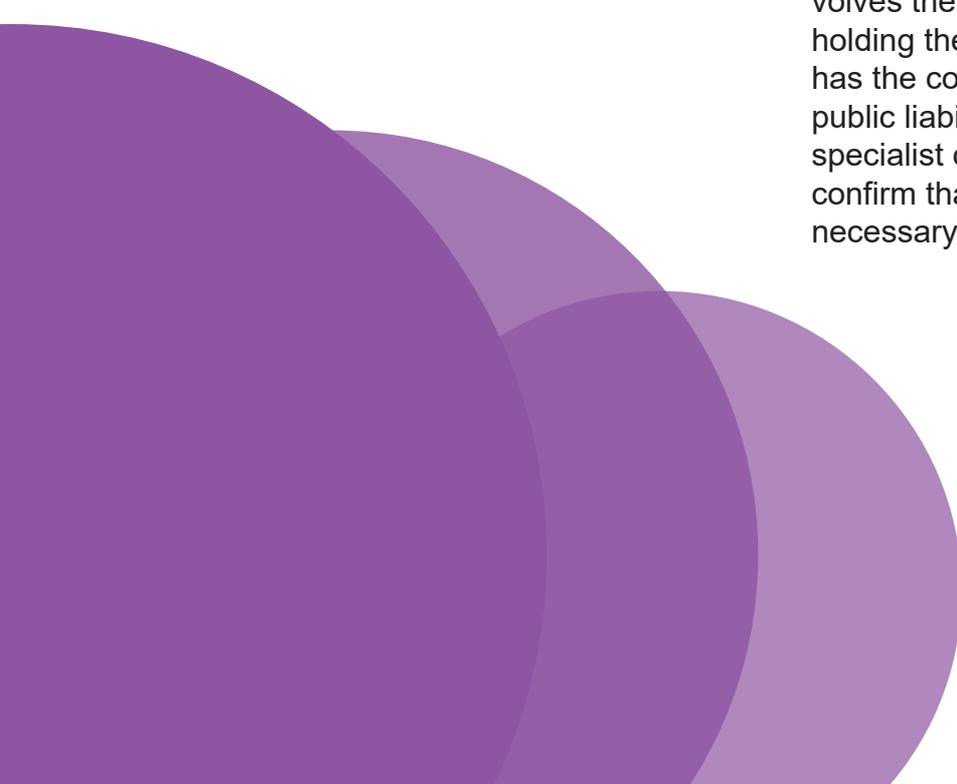
4. If you are conducting a street collection or it is in a public place, you must have a licence or permit from your local authority or the (Metropolitan Police if your event takes place in London). If you wish to collect on private premises or grounds, a licence will not be needed, but permission from 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](http://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](mailto:donations@f-s-s.org)



