

Fundraising Hints & Tips

Arranging a fundraising event is a fantastic way to support Charlie House, however, for your event to be a great success it will need a little planning. Follow our handy tips below to get the most from your event!

Make a list

It can be useful to start your planning with a list of all the things that you may need, eg venue, equipment, costumes, refreshments etc. Tick them off as your planning progresses.

Involve Others

Fundraising and organising an event on your own is hard work, why not enrol the help of family and friends, have some fun along the way and help to support each other too.

Health and Safety

See our separate information sheet on health and safety that must be considered when planning an event.

Publicise your event

Create eye catching posters to put up in your workplace or in local shops and cafes to promote your event, spread the word and get people involved. Include details of when and where the event is taking place and whether there is a need to pre purchase tickets. Don't forget that social media is also a great way to advertise your event, use facebook, twitter, e-mails and texts to tell your friends, colleagues and family.

Gift Aid

If the event you are doing is a sponsored one, please ask your sponsors to sign a gift aid declaration, if you are collecting sponsorship by hand don't forget that to claim Gift Aid your sponsors will need to complete their full name, address and postcode as well as tick the Gift Aid box.

Fundraising materials

When organising and publicising your event, please make it very clear that you are raising funds "in aid" of Charlie House and it is not an event being organised directly by Charlie House.

Transferring Funds

All funds collected should be sent to Charlie House as soon as possible after the event. Please make sure to include your details so we can thank you properly for your fundraising efforts.

Thank you's

It's a good idea to keep a list of everyone that has supported your event so that you can thank them afterwards. It will also be helpful of those that previously supported your event, if you are thinking of organising another in the future.

And finally

Your event should be an opportunity to have some fun with friends and family whilst fundraising to help provide Charlie House for some very special children in the North-east of Scotland!

GoodLuck and enjoy!