



# Your Fundraising Guide

Thank you so much for choosing to fundraise for us – it means so much to the Spoons community.

We can't wait to see how you get on!

Whether you are a quizmaster, baker, gamer, party goer, marathoner or anything in between, we have got you covered.

And we will always be on hand to support you every step of the way. Our work is powered by people, like you, so thank you!

*"One of my friends had accessed quite a lot of support from Spoons when her little boy was born and was very poorly. I was unfamiliar with them but we were blown away at how fantastic they were in looking after her and her partner. We knew as a group of friends we had to give back and we all decided to a 10K run. It was a massive challenge for some of us but the feeling of giving back to Spoons and be able to say thank you was awesome!"*

Having a baby should be a time of joy, but over **3,500 families every year** experience very different emotions. They didn't expect to walk through the neonatal unit and see their baby fighting for their life, covered in wires and hooked up to beeping machines. Help us be there for them when they need us most.

Big or small, no matter how you decide to fundraise, you'll be making a real impact. Now's your time to get people together and try new things.

**We are just a small team but with your help, we can make a big impact.**

Whatever you decide to do, we know it will be brilliant – and we're here to help you all the way!

*So, tie up those trainers, dust off those party shoes or fire up your oven and have fun, while raising vital funds for Spoons.*



# Every year, over 3,500 babies are admitted to a neonatal unit and require specialist care.

**Spoons is a small charity, alleviating the stress and isolation many parents feel when a premature or sick baby is admitted to a neonatal unit in Greater Manchester.**

Our small team have first-hand experience of those first steps into the neonatal journey, which can often be a long road for some. We therefore truly understand the emotions a family in a similar situation may be feeling.

Our primary focus is supporting the whole family, practically and emotionally from admission into the neonatal unit and beyond, working collaboratively with our NHS colleagues and other services.

*We offer a wide range of services including:*

- Peer support via lived experience – we are on hand to offer personalised support and advice
- Trauma therapy and counselling
- Online support networks
- Sensory play and baby massage sessions
- Community groups
- Dedicated Family Support

**Ultimately, we enable families to better navigate the neo natal journey and you can help!**

**£10.00**

could buy a **Spoons neonatal pack**, providing families with resources to support them from the start

**£25.00**

could cover a **Spoons Stay 'n' Play session**, providing families with a safe space to access support

**£50.00**

could pay for a **Spoons Baby Massage session**, providing parents and babies with an opportunity to bond in a safe and nurturing space

**£60.00**

could cover a **Spoons trauma therapy session**, helping parents recover from the trauma of neonatal care

**£100.00**

could pay for **training for a volunteer to become a peer supporter**, providing safe and appropriate support on the neonatal unit

# Fundraising Ideas

From auctions to zumbathons, we have got lots of suggestions to kick-start your fundraising plans. Here are a few ideas to spark your interest. Our team is on hand to support you every step of the way or provide you with more advice if you are unsure of what you want to do.

Just contact us at [care@spoons.org.uk](mailto:care@spoons.org.uk)



## A - Arts and crafts

Get together for an afternoon of craft making



## B - Brave

What are you scared of? Overcome your fears and get sponsored!



## C - Coffee morning

People love getting together, so get the kettle on, bake some treats and enjoy!



## D - Dancing

Dust off those shoes



## E - Ebay

Sell those unwanted gifts



## F - Football

Organise a 5 a side tournament for some friendly competition

## G - Go Purple

Ask your office, school or family and friends to dress in purple while raising lots of funds



## H - Hair

Have a team dye your hair day or shave it!



## I - I don't know

Contact us and we will help you



## J - Jumble sale

Collect unwanted clothes and bric-a-brac at home or at work and ask for donations



## K - Kids

Sleep outs, bike rides, craft afternoons and sport days – involving your whole family can be so much fun



## L - Lunch

Organise a lunch with your friends and family and sell tickets or ask for donations. How about a picnic if the weather is nice or get your local café involved



## M - Messy play

What fun and a great way for the whole family to get involved



## N - Nominate

Why not nominate your friends to do a challenge with you, from press ups to parachuting, you decide



## O - Office get together

Bake it, quiz it, theme it! Add a little team competition for some extra donations

## P - Pyjama party

Matching pyjamas and a film night are a great way to raise some cash. Ask for donations or add in a tombola



## Q - Quiz night

Winning prize and wooden spoons – ask your local pub to hold a charity night



## R - Running

Sign up to a 5k or 10k race or ask your friends and family to run a certain distance



## S - Swimming

Outdoors or indoors – it's up to you. All you need is some water and a cossie or trunks



## T - Themed

Dress up in purple or have a dress down day





## U - unfashionable

Wear what you want particularly terrible colours or prints and hold an unfashionable party



## V - Velodrome

Be inspired by our Olympic champions and get on your bike. Pick your own distance or join an event



## W - Walk

Whether it is 5 or 10k, get your friends and family together



## X

Do something Xtreme!



## Y - Yoga

Ask your local studio if you can hold a yoga evening or class. Ask guests to pay an entrance fee and have a raffle to raise more funds



## Z - Zumbathon

Who doesn't love a Zumbathon and have lots of laughs while fundraising



**Whatever you decide, thank you.**

Get in touch with us at [care@spoons.org.uk](mailto:care@spoons.org.uk) and we will be thrilled to support you.

# Getting Started

## Thank you for fundraising for Spoons.

You have decided to fundraise and now is the time to get planning! Here are some tips to get you on your way.

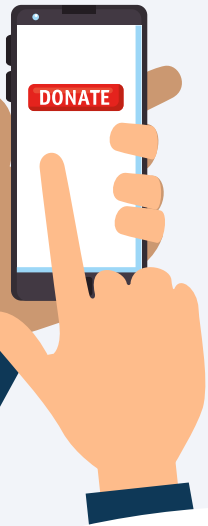
No matter how you choose to fundraise, you won't be alone. We are on hand for tips and advice on how to make your fundraiser a big success. We also have some materials to help you, so please do get in touch.

# Planning your event

- **Start now**  
Decide what you want to do, set yourself a target and go for it!
- **Set the date**  
Check your calendar to avoid any clashes, such as an important sporting event, and make sure you have given yourself enough time to organise everything
- **Make a checklist**  
And use this guide to know exactly what needs to be done
- **Family first**  
Drum up support from close friends and family and if you can divide up the key actions

# Raising Money

Set a fundraising target. This gives you a goal to work towards and will motivate your friends and family to help you reach it. If you surpass your initial target, you can also increase your goal as you go along.



## Fundraise online

Create an online fundraising page on Justgiving to make it really easy for your supporters to donate. Don't forget to personalise your page with a photo and the reason why you are supporting us before you send out your page. It really does make a difference! Share widely with your friends, family and colleagues.

## Not online?

We can supply you with our sponsorship form. Once you have collected all your sponsorship, please do send it to us **(please do not send cash)**.



## Team work makes it Dream Work

There is nothing like getting all together with friends, family and colleagues to support the same cause. By forming a team, you will also be able to raise more money faster and the atmosphere will help foster friendly competition and motivation.

## Share on social media with friends, family and colleagues

Encourage them to support you by sharing your fundraising page and activities on their own social media. Update your supporters on how you are getting on.

The Spoons community would love to hear more, so don't forget to tag us on social media.



## Contact your local press

You can also reach further afield by getting in touch with your local media.





## Fundraise the traditional way

While emails are quick and effective, there is something special about letting everyone know about your fundraiser by writing handwritten cards. The time and effort you put into this, is bound to have good results and will be a great prompt for your supporters to donate to you. Why not continue with this trend and send thank you cards to all your supporters at the end of your fundraising.



## Ask local businesses for support

Check whether they would be interested in supporting you. This could be donating a prize, sponsoring you or simply having a collection tin out in their store. Contact us and we can provide you with an official letter you can use.



## Extra boost: Match funding and Gift Aid

Many companies have matched giving schemes for employees, who are fundraising for charity so it's worth checking this with your employer. If it's something they offer. If not, ask if you can email your colleagues about your event or post on your staff intranet.

Gift Aid is great as it means we can claim 25p on every £1 donation at no extra cost to you or your supporters. Online pages enable your supporters to automatically Gift Aid their donation or people can simply tick the Gift Aid box on your paper sponsorship form.

# Paying in your Sponsorship

Thank you for your support. You've done the hard part, so now it's time to pay in the sponsorship you have raised.



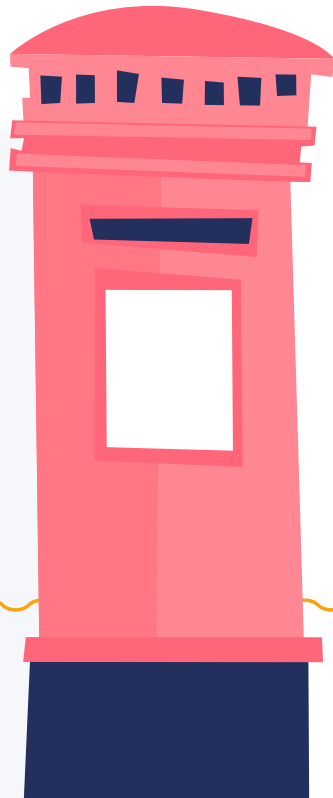
## Online Fundraising

All funds raised on **Justgiving** will be automatically transferred to us, including the **Gift Aid**.

## Paying in by cheque

Please make cheques payable to Spoons Charity and send them to the address below, with a note including your name, address in addition to the event details.

**Spoons Charity, Albany Mill, Old Hall Street, Manchester, M24 1LA**



## Bank Transfer

You can make a donation straight into our bank account. Please do contact us at [care@spoons.org.uk](mailto:care@spoons.org.uk) and we would be delighted to share our bank details.

## Online

You can pay in via our website [www.spoons.org.uk/donate](http://www.spoons.org.uk/donate)

Whichever way you choose, please remember to send in your completed sponsorship forms so that we can claim **Gift Aid**.

Thank you!





# Keep it Safe and Legal

To help your event go as smoothly as possible, it is important that you ensure that any activity that you run to fundraise in aid of us is legal and safe for you and the public taking part. Below you will find some tips but please do get in touch with us if you need any help at all.

## Branding

Please ensure that when referencing Spoons, you include the wording In aid of. Please also do include our charity registration number 1167043.

## Raffles

Small raffles held within a larger event are acceptable if the ticket sales and the announcement of the winner takes place at the event and there are no cash prizes.

## Licences

To collect funds in any public place (such as using our collection tins) may need a collector's license from your local authority. You will also need permission for any of the following – the sale of alcohol, extended hours, provision of food and drink or selling goods in a public place.

## Insurance

Please remember that it is your responsibility for any fundraising activity that you hold and that we cannot be responsible for any liability. You may need public liability insurance and please do contact us for further advice, if needed. If you are holding the event at a venue which has liability insurance (such as a pub or village hall), please check that they have the appropriate insurance and that it covers your activity.

## Safety

We recommend that you carry out a risk assessment and again we would be happy to help you with this. Make sure you cover things such as the likelihood of an accident, first aid cover and how you will keep the money collected safe and secure.

## Food Hygiene

If you have food available, make sure to store it correctly and keep children and animals out of the preparation area. Check all use by dates and remember to label all food with any potential allergies.

# Thank you!



## Contact Us:

**phone:** 0300 365 0363

**email:** [care@spoons.org.uk](mailto:care@spoons.org.uk)



**@spoonscharity**

[www.spoons.org.uk](http://www.spoons.org.uk)