

Fundraise Your Way

Charity Fun Day



In support of:

North Manchester General Hospital

Manchester Royal Infirmary

Wythenshawe Hospital

Royal Manchester Children's Hospital

Manchester Royal Eye Hospital

Saint Mary's Hospital

University Dental Hospital of Manchester

Withington Community Hospital

Trafford General Hospital

Altrincham Hospital



Manchester Foundation
Trust **Charity**

Manchester Foundation Trust Charity is registered with the Charity Commission as Manchester University NHS Foundation Trust Charity. **Registered charity 1049274.**

Our family of hospitals



North Manchester
General Hospital **Charity**

North Manchester General Hospital has a full Accident and Emergency Department, which includes a separate paediatric A&E unit. It also offers a full range of general and acute surgical services and is the base for the region's specialist infection disease unit.



Manchester Royal
Infirmary **Charity**

Manchester Royal Infirmary cares for over 630,000 patients every year with over 135,000 people attending our Accident and Emergency Department. The hospital provides specialist services in haematology and sickle cell disease and is a specialist regional centre for kidney and pancreas transplants.



Wythenshawe Hospital
Charity

Wythenshawe Hospital is a major acute teaching hospital that provides district general hospital services and specialist tertiary services. The hospital's main specialisms include cardiology and cardiothoracic surgery, heart and lung transplantation, respiratory conditions, burns and plastics, cancer and breast care services.



Royal Manchester
Children's Hospital **Charity**

Our young patients come to **Royal Manchester Children's Hospital** from across the North West but also nationally and internationally. As the largest single site children's hospital in the UK, Royal Manchester Children's Hospital offers specialist services including bone marrow transplantation and paediatric intensive care.



Manchester Royal
Eye Hospital **Charity**

Since 1814 **Manchester Royal Eye Hospital** has provided world class ophthalmic care to the people of Manchester, today providing an extensive range of eye services for both adults and children across the North West and beyond.

Our family of hospitals



Saint Mary's Hospital
Charity

Saint Mary's Hospital has successfully developed a wide range of world class medical services for women, babies and children as well as a comprehensive Genomics Centre and Sexual Assault Referral Centre (SARC).



University Dental Hospital
of Manchester Charity

The **University Dental Hospital of Manchester** is one of the major dental teaching hospitals in the UK. The hospital provides specialist treatment and the highest standards of care for patients in a number of areas including oral and maxillofacial specialities, restorative dentistry and child dental health.



Withington Community
Hospital Charity

Withington Community Hospital provides specialist care to those patients requiring diagnostic treatment, day surgery and community services. The hospital's main specialisms include dermatology, urology, audiology, ENT and therapies.



Trafford General
Hospital Charity

Trafford General Hospital is a district general hospital providing a range of services to patients in its community, including general surgery and medicine, children's services, cardiology, elderly care, dermatology and rheumatology.



Altrincham
Hospital Charity

Altrincham Hospital opened in April 2015 and is a purpose-built facility providing a high quality, modern, user-friendly environment for patients and staff and a range of general and specialist outpatient and diagnostic services.

Organising a charity fun day is a great way of bringing people together. Whether you're throwing a big party or holding a raffle at your local pub, any money you raise will support our Charity and enable us to continue to fund treatment, research and care for our patients.

Let's get started

We've put together a handy guide as well as a few considerations for you to help with the planning of your fundraising event.

Whether you are taking over the whole village green or having a stall as part of an organised fair or fun day, to make your event a success, it's all in the planning. To ensure you have plenty of time to prepare and organise your event, we suggest you start planning as early as possible – we'd recommend that you give yourself at least two months to prepare.

The date of your event can be very important and bank holidays are often a popular choice to hold a charity fun day. It's important to check whether any similar events are taking place on the same day nearby. If there is and you can't change the day, you could change the time of your fun day to ensure maximum attendance.

Everything is always more fun with a team, so gather your friends, family or colleagues to help with all the planning and on the day activity – this can be as formal or informal as you like. Try to allocate everybody a job that they are comfortable with and one that utilises their skills.

Make use of all of their various contacts to help you put up posters, get the word out, obtain raffle prizes, and get sponsors to cover the costs of putting on your fun day. You never know what you can get for free – if you don't ask, you don't get!

Money matters

Make sure you set yourself an initial fundraising target of how much money you want to raise as well as preparing a budget to outline all of your event costs.

Once you've worked out how much your event is going to cost, you can make a decision on whether to charge for food and drink or to charge an entry fee. You'll also need to consider whether your event requires a cash float and how much money you're likely to need on the day.

If you have to make a booking as part of your fun day, for example the venue, catering or entertainment, it's a good idea to ask whether they offer a discounted rate for charity events. We can help you with a letter of authorisation to confirm your event is in support of our Charity.

The same principles apply if you are holding a raffle or tombola. You may be able to acquire some freebies if you tell people you are fundraising for charity and we can supply you with a letter of authorisation for this too.

If you have to pay for some elements of your event, try to keep the cost as low as possible. You don't want to be out of pocket or need to overcharge people to attend to ensure you are still raising money for charity.

Ask your manager if your workplace offers match giving. If they do – great! It can't hurt to ask and this will increase your fundraising total nicely.

Useful hints and tips

Before you start preparing for your event, it is important that you consider the right amount of entertainment and fundraising.

Are there any local bands or dancers that could perform at your event?

Be sure to let your entertainment know you are supporting our Charity; if they charge a fee they may be willing to perform at a discounted rate. Don't forget to look into your existing contacts and ask friends and family if they have any musical contacts.

Consider whether your event should have a theme?

This will influence a lot of aspects of the event such as dress code, food, music and any decorations, so be sure to make a decision in advance.

You may want to ask local companies or groups you know to hire a stall at your event.

While this is great promotion for them, you could charge a fee and donate the proceeds to our Charity.

Remember to account for the weather!

The weather can be unpredictable so make sure there is a back-up plan in case there is bad weather on the day. For example, if your event is on the grounds of a public house, can you move all or some of the stalls inside?



Promotion is key

Once you've finalised all the details, you can begin to promote your event. Try to share your charity fun day with as many people as possible and across various different platforms.

- Create posters and ask if you can display them in your work place, local shops, libraries and community centres. We will send you our logo for use in the promotion of your event along with guidance for its use. Please note that all materials will need to be approved before print or publishing to ensure our logo is being used appropriately and in conjunction with our brand guidelines.
- Keep everyone in the loop and share details about your event on your Facebook, Twitter and Instagram pages. Don't forget to tag the Charity in your posts so that we can see them and so that your guests can see exactly who you are supporting.
- Take lots of photos and encourage your guests to do the same! Don't forget to tag us when they are uploaded onto social media – we'd love to see how your event went!
- We love to share stories and pictures showing what our fundraisers have been up to across our own channels. Please speak to your named Charity contact about this and we can advise how we can share your fundraising activity.
- Why not create a [JustGiving page](#) and direct your guests there to make online donations. This will also enable people that cannot attend the option to still be able to support your fundraising.

On the day

Creating a timeline and schedule on the day is important and will help with the smooth running of your event. Make sure your timeline is realistic and that you factor in the time needed to set up and tidy up at the end. Be sure to check when you can gain access to the venue and what time you need to leave.

And one last thing...

Once your event has finished, remember to thank everyone for their help. This will include the venue, caterers, stall holders as well as friends and family.

Please ensure you have two people present when counting your fundraising money. You should do this in a secure location and not in public.

Once you have collected all of your donations in full, they should be sent to the Charity within six weeks of collection. Please get in touch with your named Charity contact to discuss your options to pay in your fundraising.

Share your fundraising total with everyone involved. You've achieved something amazing – spread the word!



Putting the 'fun' into fundraising

Why not try some of the below activities at your event? The more things there are to do on the day, the longer people will stay!

Lucky dip

Always a winner!

Bake sale

We all know someone that loves to bake! Why not ask your baking friends if they could bake some popular cakes to sell on the day.

Sweepstakes

Guess the... number of sweets in a jar, name of the bear or how much money is in the change jar. You could speak to your local car dealer to organise a 'guess how many balloons are in the car' – but make it clear to everyone that the car is not the prize!

We have a number of sweepstake sheets available for your fun day. Ask your named Charity contact if they could email these to you and pick your favourite.

Arts and crafts

Set a table aside with all the relevant equipment to create hours of fun.

Raffle

Ask local companies if they are willing to donate prizes for a raffle and see what freebies you get in return.

Treasure hunt

Hide fun little clues around the venue and watch the excitement unfurl.

Face painting

Perhaps you have a creative friend or family member that can help with face painting on the day? This is always a great way to raise funds and can be very popular with kids so make sure your face painter(s) gets a break and has refreshments throughout the day!

Splat the Rat

A great game for young and older people alike. The Charity may be able to loan out its own Splat the Rat set – please get in touch with your named Charity contact to arrange this.



The legal bit

Cash handling

Make sure you keep a record of all your event expenses such as entertainment and the venue cost, to track all of your outgoing funds.

You may also wish to enquire about a safe at the venue to ensure your cash is locked away and secure throughout the event.

Gift Aid

Gift Aid allows us to make your donation go even further. All personal donations qualify, be it large or small, one off or regular.

If you are a UK tax payer we can claim back the tax you have already paid on your donations. The extra income comes straight from the government, so you can increase your donations at no cost to yourself. Let us know if you would like a supply of gift aid forms in case someone does make a donation. Please note that gift aid can't be claimed on ticket costs, entrance fees etc.

Health and safety

We recommend putting together a risk assessment for your charity fun day. This will help you prepare for any scenarios where someone may come to harm. It is also worthwhile identifying someone with first aid training to be on hand throughout the day. If you need any help with this, please get in touch with your named Charity contact or call 0161 276 4522.

Keep it safe and legal

Please check out our How to Keep it Safe and Legal guidelines, which you will have received along with this pack, for everything you need to know to ensure your fundraising is above board.

Licences

You may require a temporary event notice to organise your event. Check with the venue first as they may already have a licence you can use. Alternatively, you can contact your local authority to see if it is needed at [gov.uk/temporary-events-notice](https://www.gov.uk/temporary-events-notice).

Raffles

Raffles are a fantastic way to engage with your guests and to get people spending money. However, there are strict laws relating to raffles and lotteries and you may be required to obtain a licence. For further information, please check out our Organising a Raffle or Auction and Sourcing Prizes fundraising pack.

Call us on **0161 276 4522** or email charity.office@mft.nhs.uk if you require this information.

You may also wish to visit [gamblingcommission.gov.uk](https://www.gamblingcommission.gov.uk) for further advice.

Child safety

If there are children attending your event, you will need to ensure suitable adult supervision is provided and you may need to carry out appropriate background checks if adults are to have unsupervised access to children.

Get in touch

Contact the Charity team

charity.office@mft.nhs.uk

0161 276 4522

mftcharity.org.uk



As a charity our mission is simple: to support the excellence in treatment, research and care we provide to our patients each and every day.



We would love to stay in touch!

Sign up to receive our regular e-newsletter at mftcharity.org.uk/keep-in-touch

  Manchester Foundation Trust Charity

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Manchester Foundation Trust Charity is registered with the Charity Commission as Manchester University NHS Foundation Trust Charity. Registered charity 1049274.



Manchester Foundation Trust **Charity**