

**T4U**

real people making  
a real difference

# Fundraising Toolkit





# Thank You

Help us make a BIG difference

**Teams4U changes the lives of poverty stricken communities around the world and empowers children to follow their dreams and break the poverty mould.**

Without the fantastic fundraising of our supporters our projects simply wouldn't have the impact they do.

This little toolkit is packed with lots of bright ideas to kick-start your fundraising. Whether you're planning to join one of our fundraisers, cycle the length and breadth of the UK, organise a non-uniform day, or bake up a storm in the kitchen, the money you raise will go a long way to help communities around the world.

## *“Real People Making a Real Difference”*

*“I am only one,  
but I am one. I  
cannot do  
everything, but I  
can do  
something. And  
because I  
cannot do  
everything, I will  
not refuse to do  
the something  
that I can do.”  
Edward Everett  
Hale*

Maybe you are fundraising for a team or maybe it is for one of our projects. No matter how big or small your event, all the money raised will help make a difference to the lives of children, who just need a second chance.

### **The power of your pounds:**

**£3** could pay for one African to be tested for HIV/AIDS

**£5** could pay for underwear and pads for a young woman in Africa, enabling her to attend school all month

**£20** could pay for an orange tree within a maintained plantation

**£25** a month sponsors a teacher

**£70** could pay for a new toilet

**£200** could pay to train a nurse at the Hospital in Crimea

**£350** could pay the salary for one tutor in Sierra Leone for a whole year

**£1,000** could pay for a water tank





*School children at Jack Standard school in Uganda.*

## Fundraising in 4 easy steps:

1. Think of an idea
2. Plan ahead
3. Promote your idea
4. Collect your money

## Getting Started

We have put together a guide just for you! To help your fundraising started we have broken it down into 4 easy steps for you to follow. If you have any further questions, please contact us through [info@teams4u.com](mailto:info@teams4u.com).



# Fundraising Stars



*"My name is Annie Fenton and I was a part of a team of sixth form students from Southam College who went to a deprived community within Romania with Teams4U.*

*To reach the target of £1,500 for the trip, I organised a bunch of events and plan to do even more!*

*Like a 100 mile sponsored cycle ride from London to Leamington! One thing I am also currently doing is selling homemade jam and bunting. So far I have raised £600! So remember, there is so many things you can do to raise money, just use things you enjoy doing and get creative! Good Luck!"*

## "Making a world of difference"

### Bake off

Harriet McGrath and Madeleine Timms

*"We got together and thought of an event we would love to go to...what else but bakes and cakes!*

*So we put together our plans, created posters and Facebook events and set prices for baker entries and guests/judges!*

*We hosted a bake off for anyone to join in on; whether they were more Mel and Sue than Mary Berry and even if they are the next Paul Hollywood, we invited everyone to come down,*

*It was really fun and a good community event that got everyone involved and competing for prizes during our presentation!"*



CAKE AND A CUPPA  
AVAILABLE ALL  
AFTERNOON!



SATURDAY 13TH JUNE | ASHOW VILLAGE CLUB

Every penny raised will go towards filling shoeboxes with Christmas presents for children and their families in the very poorest communities in Romania - [www.teams4u.com/care](http://www.teams4u.com/care)

12 - 2pm registration of cakes  
2 - 2:30pm viewing of all entries  
2:45 - 3:45pm tasting  
4pm presentation of awards

#### CHILDREN (UNDER 16)

- \* 6 decorated biscuits
- \* 6 decorated gingerbread men
- \* 6 decorated fairy cakes (pick one per entry)

#### SIGNATURE BAKE

- \* traditional victoria sandwich
- \* a tray bake of your choice
- \* 6 decorated fairy cakes (pick one per entry)

#### SHOWSTOPPER

- \* anything goes but make it impressive!

£5 to enter a cake (£1 for children) - both include a judging card!  
£2 to judge for non bakers

For more information contact Madeleine Timms or Harriet McGrath  
facebook: search 'The Great Teams4U Bake Off'  
email: [t4ubakeoff@gmail.com](mailto:t4ubakeoff@gmail.com)  
charity website: [www.teams4u.com](http://www.teams4u.com)





*“Almost back to base camp . . . just down the hill to go!”*



Nick Lumb of Acorn Furnishing donated 2 carved pixie chairs and toadstool



Nicole jumped out of a plane for her fundraiser!

## Fundraising Stars

- Will and Kane took part in the 100mile a day cycle challenge around Warwickshire.
- Lloyds Bank Chester had a non-uniform day for Teams4U and raised £1,000!
- Four year old Nia York ran the Wrexham Erddig 2k with her mum to raise £110 for Teams4U's Uganda Project!
- James Tarbath of Trevor, Wrexham raised £200 after giving up smoking during 'Stoptober'.



# 1. Think of an Idea

- **Raffle's and Sweep steaks**- Introduce some friendly competition to your office. Guess on the outcome of a sporting events, reality TV shows or even the name of a colleague's baby – there's always something to guess at.
- **Sponsored challenge** -You could do anything from getting sponsored to walk to work/ school instead of driving, or you could run, bike ride,. Challenge yourself to Tough Mudder or other obstacle courses, or even Bungee jump or do a Zip World jump?
- **Celebrate and donate** - Perhaps you have a celebration coming up, but instead of gifts perhaps you could collect donations instead!
- **Dress down/ non-uniform day** - Swap the ties and school clothes for something stylish or silly!
- **Auction of promises** - offer to cook for a day or to clean someone's house, or tidy their garden and donate the fee.
- **Fun run** - It is a race to the finish line on who can raise the most money!
- **Games Night** - Murder Mystery Night

Quiz Night \* **Band Night** \* *Coffee Morning* \*

Cake Sale \* **Sponsored Leg Wax or Head Shave**

\* Car Boot Sale \* **Pudding Evening** \*

Talent Show \*

\* Car wash \*

\* **Treasure Hunt** \*

*Jive Night* \* **Odd jobs**

\* Supermarket Bag Packing \* *Sport Competitions* \*

\* 24 Hour event (Football match, karaoke) \*

\* *Charity Auction* \* Film night \* **Themed Meals** \*



*If you don't fancy organising your own event you can always take part in one of ours! For more information please see our website of contact us.*

## Three Peaks Challenge

This event is hosted in Yorkshire with the task to complete 24 miles across the famed 3 peaks, with total all in under 14 hours

**Date:** May (see website for details)

**Start & Finish :** Information Centre at Horton-in-Ribblesdale

**Event Summary:**

3 peaks,- Pen-Y-Ghent 694m, Ingleborough 723m and Whernside 736m.

Total Ascent 1,586

Total distance 24 Miles

## 5 Nations cycle Challenge

Cycle 5 countries in just 4 days.  
Approximately 120 miles per day through England, Scotland, Northern Ireland, Eire and Wales.

**Date:** May (see website for details)

**Start:** Warrington

**Day 1**– Warrington to Carlisle

**Day 2**– Carlisle to Stranraer

*Midnight ferry to Belfast*

**Day 3**– Belfast to Dublin

*9:15pm ferry to Holyhead*

**Day 4**– Holyhead to Warrington





## Tips to make your money go further

### Gift Aid

Add an amazing 25 per cent to your donation in one easy step, just allow the government scheme gift aid to be implemented, where we can claim 25p per £1 you donate if you are a UK Tax payer!

### Matched giving

Don't forget to check whether your company runs a matched giving scheme – it could be a chance to double your money! They could also offer sponsorship, donate prizes or help to get employees on board with your fundraising.

### Internet Giving Sites

This is a great way to make it as easy as possible for people to sponsor you. When you set up a

**“My Donate” page, which is free to use. You will find this at [www.btplc.com/mydonate](http://www.btplc.com/mydonate)**

Simply share this with all your contacts and watch your donations roll in!

## 2. Plan ahead

Planning ahead is really important, below are some things to consider before organising your event. Please ensure that all your activities are kept legal and safe.



### Date

You might need to think about the time of year (for the weather) or if there are other events that might clash with yours.

### Venue

Make sure your venue is suitable for your event needs. If it is a popular venue then book well in advance or check the availability before advertising a date.

### Support

If you need volunteers to help you, make sure you give them plenty of advanced notice, so they are available.

### Authorisation

You may need official authorisation for your event. Contact us and we can write a letter supporting your request for permission to fundraise.



# 3. Promote your event

Included at the back of this pack are materials for you to print out and use to advertise your fundraising events. Remember to tell us about your event!

## Publicity materials

Put up a poster, hand out flyers and invites in your work place or school. You can download photos from our website or contact us for help.



### **Social media Join #Teams4U today!**

Spread the word about your fundraising to your friends and beyond. Whether it's sharing a video clip of your trek training, posting photos of your head shave on Facebook or tweeting thanks to everyone who baked for your cake sale, social media is the best way to keep everyone in the loop.

Follow us!

[facebook.com/Teams4TheCharity](https://www.facebook.com/Teams4TheCharity)

Tweet:  
[@Teams4U](https://twitter.com/Teams4U)

Instagram:  
[@teams4u](https://www.instagram.com/teams4u)

## Tell other people

Facebook and Twitter are a great way to shout about what you are doing and direct people to your fundraising page. You can also find our Teams4U Facebook page or follow us on Twitter.

## Business Partnerships

Supporters raised money for children in Uganda with the help of a local business over the busy festive period.

Bishops Blue Coat School

Students ran various sponsored events to fund their trip to Urvina in Romania.



*“We cannot  
help everyone,  
but  
Everyone  
can help  
someone”*

*Dr. Loretta  
Scott*

## 4. Collect Money

Make sure you let people know how they can make a donation. The easier you can make it for people to give, the more likely you are to raise the funds needed.

### Sponsorship

If you are doing a sponsored event then you can use the Teams4U sponsorship form at the back of this pack.

### Internet Giving

Set up your own “My Donate” page using [www.btplc.com/mydonate](http://www.btplc.com/mydonate) and ask friends and family to donate money that way. There are other sites available, but most will take a % from your donation. “My Donate” however is free to use.

### Collections

Please make sure that you seek permission from your local authority before arranging a public collection. Unfortunately we cannot supply collection boxes, buckets or tins for fundraisers. Make sure that you use a sealed or locked container for all your donations and that two people open and count the money. Anyone collecting money in public must be over 16.



Inside Story

Headline

Further

Information

If you need more information then please contact us and we will do our best to help you..

info@teams4u.com

T: 01978 310110

**Remember to send us photos of your event!**

**THANK YOU!**

# Paying in Money

Congratulations on completing your fundraiser! Once you have collected all your money in, here is how you can pay it into Teams4U.

## **Bank Transfers (BACS) \*preferred method\***

Please include a reference (e.g. General Donation) and contact us if you would like to receive an acknowledgement.

NatWest,  
Wrexham Branch,  
33 Lorde Street,  
Wrexham,  
LL11 1LP,  
Sort code: 55-81-42,  
Account: 90651294

## **Online**

If possible, please use a debit card as the charity is charged up to 3% on donations made by credit card. 1. Go to [www.teams4u.com](http://www.teams4u.com) 2. Click on 'donate' at the top. 3. Select the appropriate 'Donation Type'

## **By Post**

Please make cheques or postal orders payable to 'Teams4U' and send them to the address. Please include a note to let us know what the donation is for. If you would like to receive an acknowledgement please provide us with an email or contact address.

Teams4U,  
PO Box 2252,  
Wrexham,  
LL11 0BY.

Please don't forget to send us a T4U Gift Aid form if you are a UK tax payer.



# Top Tips

Here is some advice from those who have done it before;



**Local Quiz Night:** *“I raised over £700 through a quiz night held in my local village hall.*

*We got a licence from the council to sell drinks and bought them on sale or return.*

*We also held a **raffle** with prizes donated from local businesses. The advice I would give to anyone organising a fundraising event is to plan well in advance and **don't be shy** to ask people!*

*The more opportunities that you give people to make a donation the more money you will raise.”*

Harriet from Warwick.

## Please Use Our T4U Logo:

Individuals may use the Teams4U logo for publicity material, but you must inform us first and not change it in any way. You must also contact [info@teams4u.com](mailto:info@teams4u.com) if you want to get any company involved and they wish to use our name.

## Keeping Your Event Legal and Safe:

If you are running any fundraising activity for your event that involved the public then you are responsible for ensuring that it complies with all the legal requirements. Teams4u cannot accept any liability for any activities run in our name.

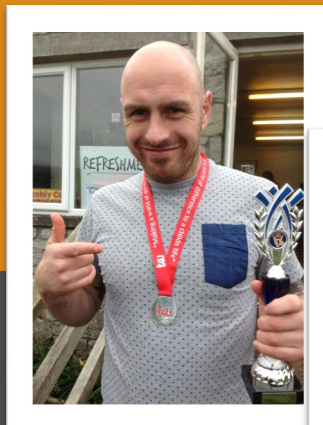


**Supermarket Bag packing:** “ *We did all sorts of fundraising but found the most effective was the bag packing. Smaller supermarkets let us choose a date, bigger ones took a bit more organisation and we had to write letters to them in advance. We organised a team of about 6 volunteers to do a 2 hour shift from 10am to 5pm. We put up posters and wore Teams4U T-shirts*” Jane from Warrington.

### School Fundraising: “

*It's really important to get parents involved. I send letters home about each event. I also send updates about what we've raised, what the money has bought and what we're doing next. The other thing I'd say is keep the fundraising simple. I try to give the kids as much responsibility as possible; set the idea off and **let them run with it**. Lastly have fun with the things that you do. That way it stays fresh and doesn't become too much!”*

Lesley from Bolton.



# Thank you

## Resources

- The next section includes resources for you to print off to help you organise your fundraising event. If you need anything else please get in contact with [info@teams4u.com](mailto:info@teams4u.com)
- Invitations
- Posters
- Sponsorship form
- Business cards
- Thank you cards

### Contact us

Teams4U,  
PO Box 2252,  
Wrexham,  
LL11 0BY.

Phone: 01978310110

E-mail:

[info@teams4u.com](mailto:info@teams4u.com)

Registered Charity

Number: 1114131



# Thank you for helping to make a real difference!

