

# Your guide to fundraising in aid of St Ann's Hospice



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 0161 498 3631

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Registered charity number 258085



Registered with  
**FUNDRAISING  
REGULATOR**



# Thank you so much for fundraising in aid of St Ann's Hospice!

We need to raise £20,000 every day to continue providing world-class care and support to our patients across Greater Manchester.

This handy guide will give you some ideas and tips to help you on your fundraising journey.

We treat every one of our patients as an individual by looking after their specific needs, and we like to do the same for those who fundraise for us too. We're really looking forward to supporting you!

The Fundraising Team  
St Ann's Hospice

*"My Mum has been given the most fantastic care. Staff are respectful, compassionate and attentive to both my Mum and me."*

Carer

*"The care I have received at St Ann's has been second to none."*

Patient

*"The nurse explained everything and put our minds at ease."*

Carer

*"The support and guidance from the counsellor in the worst time of my life has actually been a life saver."*

Patient



# How your fundraising can help

With £20,000 to raise every single day, we're so incredibly grateful to everyone who fundraises for the hospice. Every penny really does make a difference to the lives of our patients. Here's how the money you raise could help:



**£5.60**

could help us keep the drinks trolley stocked for patients to enjoy throughout the day



**£7.50**

could go towards providing materials and paints for taking part in art therapies



**£10.30**

could help us to top up the toys in our play area, or would help us to continue providing TVs and wifi for our patients



**£15.80**

could go towards the materials required for patients to make a memory box for loved ones



**£20.60**

could pay for a hand or foot massage with one of our therapists to help a patient or carer relax



**£30.60**

could pay for a bereavement session for a loved one with our specialist team



**£50.60**

could enable us to provide a lymphoedema or physiotherapy treatment session for a patient



**£101.20**

could help us provide a two hour specialist rehabilitation session to help patients maximise their mobility and independence



**£256.50**

could pay for food for a month for one of our inpatients



**£455**

raised could pay for our Neil Cliffe Centre team to provide specialist care to patients for a day



**£600**

could pay for a member of our community team to visit a patient in their home three times a week



**£1,801**

could pay for a day of care from our Patient and Family Support Team



**£2,131**

could help us to run our ambulance for a month





# Getting started

## Decide what you want to do

What do you like to do? Do you want to set yourself a challenge? Do you want to organise something as a team? Get in touch if you want to discuss your fundraising idea, or if you need inspiration on how to raise as much money as possible.

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## Set a date and location

Think about things like the weather and school holidays that might impact your event. Are there any other similar events taking place near you that you should be aware of?

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## Set yourself a fundraising target

Let everyone know how much you'd like to raise and how will this help St Ann's Hospice.

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## Set up an online fundraising page

This is a great way to share your fundraising activity with friends and family. It's also easier as the money comes directly to us with no need to collect it in before or after your event! Try setting up a [JustGiving](#), [Everyday Hero](#) or [Virgin Money Giving](#) page - if you need a hand to do this, please just get in touch.

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## Do I want to set up a Tribute Fund?

Are you or your family, colleagues or friends planning to fundraise regularly in honour of someone special? If so, we can help you set up a Tribute Fund. Please contact us, or visit our [Tribute Funds web page](#) for more details.



## How do I tell everyone what I'm doing?

If you're happy to share your story let us know – our Communications Team may be able to help or can provide template press releases for you to use.

You could send an email to your friends and family with your [JustGiving](#) or [Everyday Hero](#) page, and keep them updated on any progress you make.

Use social media? Why not put details of your fundraising activity on [Facebook](#) (/StAnnsHospice) [Twitter](#) (@StAnnsHospice) or [Instagram](#) (@StAnnsHospice)? Don't forget to tag St Ann's in too!

You could also put up posters to advertise your event. We have created a [template](#) to help you to do this.





# How can I raise more?

## Add a raffle or tombola

You could ask people you know, or local businesses to help you out with prizes and sell tickets to increase your fundraising total.



## Weigh up your options

Challenging friends, family or attendees at your event to guess how much something weighs is a great way of adding weight to your total too.

## Matched giving

Some companies will match fund the total an employee raises. Why not ask your boss if they can do the same?



## What's in a name?

Name the bear...the dog...the duck...the possibilities are endless! Ask people to make a donation and name the item, with all proceeds helping you to increase your total!



## Throw a retail party

We have lots of items you could sell – your friends could bag a bargain, and the money raised will help our patients too.



## Don't forget the Gift Aid

Please make sure your sponsorship form is filled in correctly, as we will then be able to collect a further 25% from Gift Aid, at no cost to you.



## How can we help you?

Simply get in touch and we're happy to supply you with:



Balloons



T-shirts



Poster and ticket templates



An authorisation letter



Buckets



Sponsorship forms



Advice



# Have fun but stay safe!

## Charity statement and logo

All publicity materials should state “in aid of St Ann’s Hospice, Registered Charity Number 258085.” We can also supply our ‘in aid of St Ann’s Hospice’ logo for you to use. In addition if you need a letter of authority we can also organise this for you.



## Raffles

You do not need a licence provided you:

- Sell tickets and draw your raffle on the day at your venue
- Donate at least 20% of ticket sales to the hospice (after expenses)
- Have prizes that are not monetary or worth more than £250

If this is not the case, you will need a lotteries licence from your local council and will need to follow very strict guidelines on printing the tickets. Please contact us for advice.

## Collections

If you plan to collect in the street, you will need a permit from your local council. Their website will provide details of how to apply.

## Contractors

Make sure that any suppliers and venues have the right experience and can show you a certificate to confirm they comply with any insurance and health and safety standards.

## First aid cover

Consider if you will need first aid cover. Manchester Medical Services, St John’s Ambulance and British Red Cross provide these services. Also think about whether you need to notify the Police or Fire Service in advance of your event.



## Handling money

Always make sure two people are present when counting cash and moving money. If it’s dark ask the venue to store the money in their safe overnight and ask them to keep it there until a time that’s best for you both to collect it.

## Insurance

For information, your event will not be covered by the St Ann’s insurance policy, but you may wish to make sure you are covered in case of any incidents.

## Licences

You’ll need to get a temporary event licence if you are going to provide alcohol or refreshments in an unlicensed venue. You can get one from your Local Licensing Authority.

## Photo consent

Try to make sure that you get permission from anyone that you take a picture of. You will need permission from parents before taking photos of children, preferably written.

## Risk assessment

Don’t forget to do a risk assessment for your activity. Key things you may wish to consider are:

- Handling money safely
- Possible accidents
- Risk of slips and trips
- Manual handling (e.g. lifting heavy items safely)
- Fire exits
- Emergency vehicle access
- An identifiable First Aider with first aid box/access to venue’s first aid box

You can find examples of risk assessments online, such as [this site](#).



# How did you get on?

**We love to hear from supporters after their event too,** and if you can take some photos and send them to us that's even better! Please confirm to us that you have sought permissions from everyone involved in case we're able to feature on social media or other publicity.



## Paying in your monies

**There are several ways for you to do this:**

- Pay in online <https://www.sah.org.uk/get-involved/donate/make-a-donation/> Please enter what you did to fundraise in the comment box on the page.
- Send us a cheque made out to: St Ann's Hospice (please do not send cash in the post)
- Drop off at your local St Ann's Hospice (please phone 0161 498 3631 in advance to check members of the Fundraising Team are in):

### Heald Green

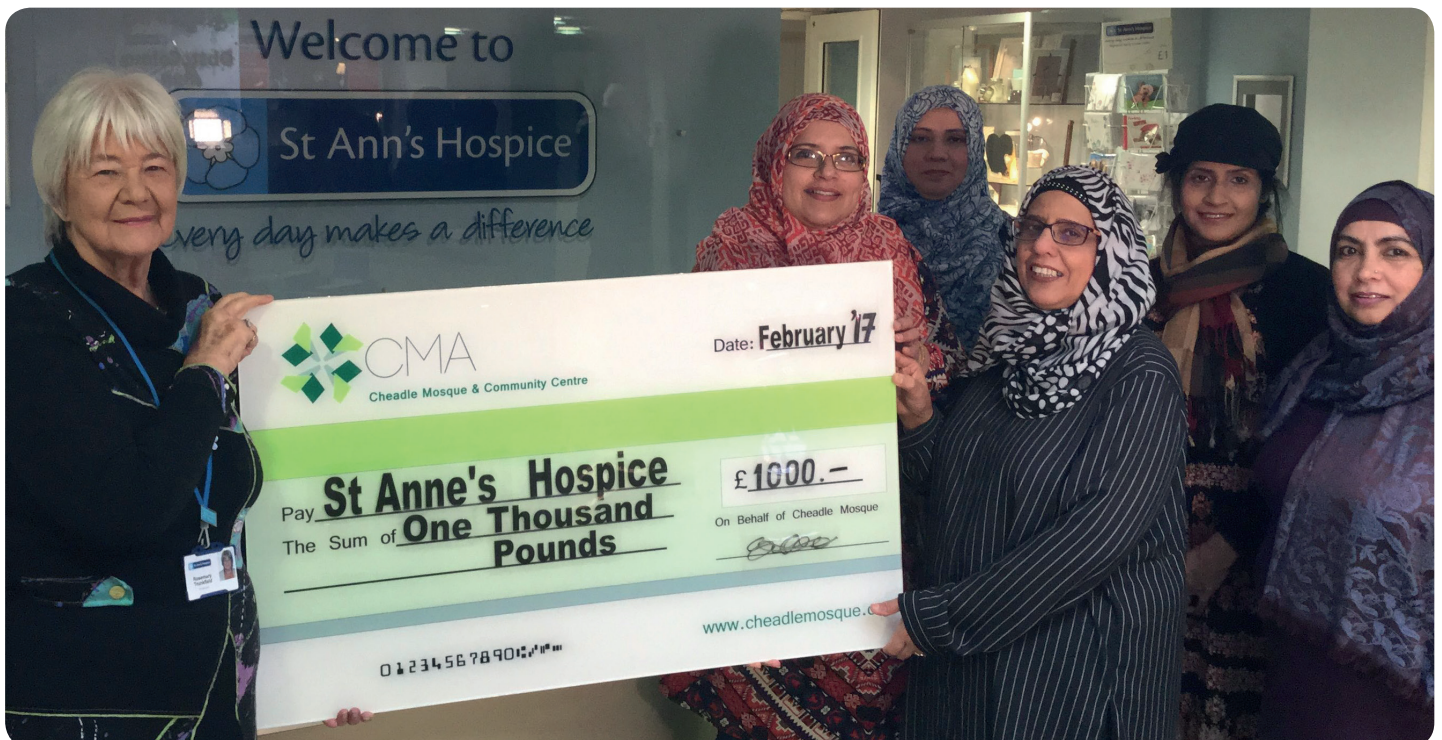
St Ann's Road North, Heald Green, Cheadle, Cheshire, SK8 3SZ  
Telephone: 0161 437 3631

### Little Hulton

Meadowsweet Lane (off Peel Lane), Little Hulton, Worsley, Manchester M28 0FE  
Telephone: 0161 702 5426

### Neil Cliffe Centre

Wythenshawe Hospital, Southmoor Road, Wythenshawe, Manchester M23 9LT  
Telephone: 0161 291 2912

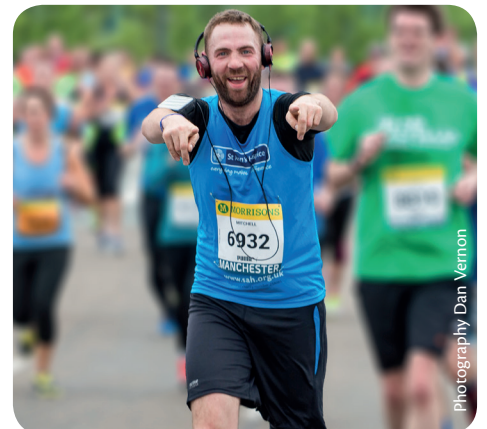




# Fancy doing something else?

**We're always happy to help you.**  
There are lots of ways you can  
continue supporting the hospice.  
Just get in touch! Perhaps you could:

- Put on a different event or come to one of ours
- Fundraise at work?
- Sign up to play our hospice lottery?
- Donate goods to – or buy from - one of our shops?
- Leave a gift in your Will?



Photography Dan Vernon

**Thank you so much.**  
Our patients and their families really do appreciate your support.