



# Your Fundraising Guide



# Thank you for your support

Whatever you have chosen to do to fundraise Forest Holme we are here to support you all the way. This fundraising guide has some helpful tips and advice to get you started but if there is anything else you need, do not hesitate to get in touch, we'd love to hear from you.

Each year, Forest Holme cares for over 1500 people across East Dorset. Our teams offer care and support to patients and their families in a variety of settings; in their own home, nursing homes, care homes, in the hospital or in Forest Holme itself. We couldn't continue providing excellent palliative and end of life care to patients and their families without wonderful fundraisers like you. From all of us at Forest Holme - thank you and happy fundraising!



"The staff at Forest Holme took care of my husband during the most difficult time of his life with compassion, kindness and dignity. They also looked after and supported me and our children, making us feel welcomed and part of a bigger family. Words are not enough to describe my gratitude." - Patient's family

# How your support will make a difference

We need to raise one million each year to fund the vital services provided to patients and their families at Forest Holme Hospice. Your support will ensure that we are in a position to provide consistent and unconditional care to patients and families from across East Dorset now and in the future.

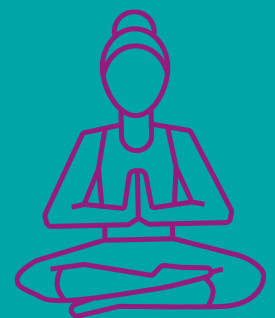
**£25**

could fund an hour of specialist nursing care providing physical and emotional support to local people living with a life-limiting illness.



**£100**

could fund 10 yoga sessions that can provide relaxation and natural pain relief for people undergoing cancer treatment.



**£250**

could help to fund the cost of items such as daily newspapers, toiletries, Christmas gifts and Birthday presents for patients, helping to enhance their experience at Forest Holme.



**£1000**

could fund over 30 counselling sessions which provide support to individuals, couples, children, young people and families following the death of a loved one.



# Fundraising online

The best and easiest way to collect sponsorship is by setting up a fundraising page online. The link to your fundraising page can then be shared with your friends and family for them to donate, and all of the money you raise comes straight to us, so no chasing for sponsorship is needed.



## Setting up your online fundraising page

- 1.** Go to [foresthalmehospice.enthuse.com/profile](https://foresthalmehospice.enthuse.com/profile) and click either 'Create a team' or 'Fundraise for us' (Individual).
- 2.** Log in to your account or create an account if you don't have one.
- 3.** You can then personalise and add your own messaging with details of your event or fundraiser.
- 4.** Your fundraising page is now live and we will be notified that it has been set up. Your page is ready to be shared with friends and family.



# Fundraising Offline

If online isn't for you then you can fundraise using a good old fashioned sponsorship form.

You can download a sponsor form from our website [forestholmehospice.org.uk/fundraise-for-us](https://forestholmehospice.org.uk/fundraise-for-us) or if you would like to be sent a sponsorship form or two in the post, email [fundraising@forestholmehospice.org.uk](mailto:fundraising@forestholmehospice.org.uk) and we will happily send these out to you.

If you choose to fundraise offline please keep accurate records of all funds received or pledged and encourage your supporters to tick the gift aid box so we can claim an additional 25% of every £1 that is donated.

Don't forget to send us your completed sponsorship form! We will need this to claim the gift aid on your donations.



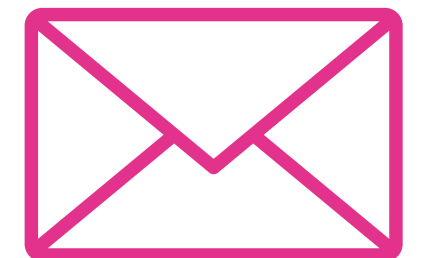
# Paying in your fundraising

Here are all the ways you can send your offline fundraising to us.

**Phone:** call us on 01202 670644 and we'll happily take a payment over the phone.

**Post:** You can send us a cheque made payable to 'Forest Holme Hospice Charity' to the address below:

Forest Holme Hospice Charity  
5 Seldown Road  
Poole, BH15 1TS



**Online:** you can pay in your fundraising via the Forest Holme website using your bank card here:  
[forestholmehospice.org.uk/donate](https://forestholmehospice.org.uk/donate)

**Bank transfer:** you can pay the money raised to us by BACS transfer using the details below:

Metro Bank  
Account Number: 47535530  
Sort code: 23-05-80



Please use your full name as a reference.

# Spread the word

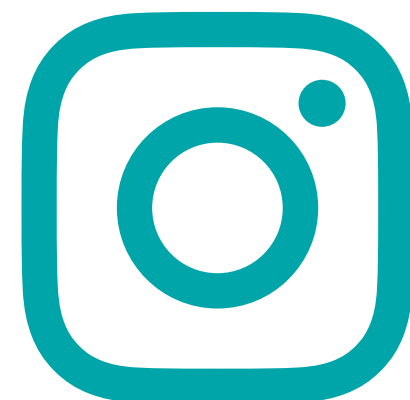
## Social Media

If you have set up a fundraising page on JustGiving, you can share the link with your friends and family on Facebook, Twitter and Instagram. You can use your social media to share updates on your fundraising too. Let everyone know how you are doing, why you are supporting Forest Holme and don't forget to share how much you raised when your fundraising is complete.

## Email

Send an email to your contacts list from your work account (if you are allowed!) and your personal account.

Add the link to your fundraising page to your personal or work email signature so your contacts won't be able to miss it!



## At Work

You can use our poster template to help spread the word about your fundraising in your local community or at work. You could ask your employer to post your story and link to your page on the company intranet or in the staff newsletter so your colleagues can read about your fundraising efforts and show their support

## Local Press

Contact your local newspaper or radio station. They will be interested to hear about your fundraising and about what motivated you to support Forest Holme. Your story has a greater chance of success if it's sent with a picture or two, so ask friends and family to take some good quality pictures of you and your fundraising.

# The Legal Bits

We of course want your fundraising to be as fun and successful as possible but it's important to make sure that your fundraising is safe and legal as well. Here are a few things you need to know before and during your fundraising.

If you have any questions at all or would like any support with anything you can always contact the fundraising team, we are here to help.

## Your responsibilities

In law, you will be a trustee of funds raised and must ensure that all donations and sponsorship money from your event is paid to Forest Holme Hospice Charity. You must inform potential donors if any of the funds you raise will not be paid to the charity.

Please understand that if you do something that threatens or damages the name or reputation of Forest Holme Hospice Charity we may ask you to stop fundraising.

## Insurance

Events involving members of the public may need public liability insurance, which you can take out for one-off events. If you're hiring a venue then check whether they already have this. Events carried out in aid of Forest Holme Hospice Charity will not be covered by our insurance.

## Food and Drink

If you are organising an event that will be offering food and drink, to keep everyone safe, check the [Food Standards Agency guidelines](#) for advice on preparing, handling, cooking and storing food.

## Publicity materials

If you create your own materials to promote your fundraising, you need to say it is being held 'in aid of Forest Holme Hospice Charity.' Please contact us if you wish to use our logo on your own materials.



# The Legal Bits

## Permissions and Licences

Being out in public raising money and awareness is a great way to spread the word about Forest Holme Hospice Charity, but if you're holding an event in a public place, you must get permission first, either from the local authority or the property owner. If you plan to hold a raffle, lottery or auction, provide alcohol at an event or collect money publically as part of your fundraising then you should contact your local authority to check if you need a license.

## Children and Young People

If you are involving children or young people in your fundraising, you should be aware that there are some activities which children and young people cannot carry out. Anyone under 16 must get permission from a parent or guardian before fundraising. No one under the age of 16 can take part in door-to-door collections and you need permission from parents to take photographs of anyone under the age of 18.

## First Aid

If you're holding an event involving many people, make sure that you have appropriate first aid support in place. You can get advice from St John Ambulance or the British Red Cross.

## Handling Money

Here are some tips for handling the money that you raise for Forest Holme:

- When collecting or taking payments, make sure that the cash is secure by using a cash box with a lock or a sealed collection bucket.
- Wherever possible, have two people available to count or transport cash.
- Get it to the bank as soon as possible after the event.
- Any donations that you receive by cheque should be made payable to 'Forest Holme Hospice Charity' and not to you personally.





If you would like any advice or support with your fundraising or any fundraising materials, please get in touch with the team - we'd love to hear from you.

Email: [fundraising@foresthalmehospice.org.uk](mailto:fundraising@foresthalmehospice.org.uk)

Tel: 01202 670644

Website: [www.foreshalmehospice.org.uk](http://www.foreshalmehospice.org.uk)

You can share your fundraising with us on [Facebook](#), [Twitter](#) and [Instagram](#).

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