



forest holme hospice

Charity Number 1038021



# Tie a YELLOW RIBBON

2024



Host your own event in memory of your loved one.

# HOST YOUR OWN EVENT PACK

# 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 Poole, Wimborne and the Purbecks 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.



## Thank you for your support

Tie a Yellow Ribbon is our annual memorial event where our community across Poole, Wimborne and the Isle of Purbeck, can come together to remember their loved ones.

Thank you for hosting your own Tie a Yellow Ribbon event in aid of Forest Holme. 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.

Your support will help ensure that everyone in our community affected by life-limiting illness will get the care and support they need when and where it counts.

Whether with friends or family, at your workplace or with your social or sports club, there are lots of ways to organise your own Tie a Yellow Ribbon event. Take on a challenge, open your garden, hold a raffle or organise a social.

## Spread the Word

### Social Media



If you have set up an online fundraising page, 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



You've got mail!

Send an email to your contact list and add a link to your fundraising page. You can also add it to your email signature so your contacts won't 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.

# Event Resources

We have a selection of resources available to help make your Tie a Yellow Ribbon event a success.

At the end of this pack you'll find materials that you'll be able to print at home including a poster, bunting and yellow tags for your guests and supporters to write their own dedications.

Completed tags can be returned to the charity if you wish, so they can be including in our Tie a Yellow Ribbon event taking place in Poole Park on Saturday 15 June or afterwards in the courtyard garden at Forest Holme, where they'll stay for the remainder of the summer.

If you require any of the following Forest Holme merchandise and fundraising materials, please let us know and we'll have these available for you to collect ahead of your event.

## MERCHANDISE



Collection tins  
Collection buckets

Tie a Yellow Ribbon  
donation forms

Forest Holme  
Hospice Charity pens



Tie a Yellow Ribbon  
awareness ribbons

Forest Holme Hospice  
Charity stickers



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.



# 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.

## 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.

## 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.

## 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 or to the Forest Holme Hospice Charity office, 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.

# How to pay in your fundraising

Title \_\_\_\_\_ Full Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Email address \_\_\_\_\_

Phone number \_\_\_\_\_

By providing your email address above you are confirming you are happy for us to contact you by email with news, events, projects, information about volunteer opportunities and fundraising. We promise that we will never sell or trade your details and you can opt-out at any time.

## Amount raised:

£

## Fundraising activity:

## Payment Details

Cheque enclosed (made payable to 'Forest Holme Hospice Charity')

Card

Name on card

Card number

Expiry

Security code

Cardholder's signature: \_\_\_\_\_

Cash (cash can be paid into the fundraising office Monday to Friday  
9am until 4pm)

Pay in online at [foresthalmehospice.enthuse.com/tayr24](https://foresthalmehospice.enthuse.com/tayr24)  
or Scan the QR code:

Scan me



Please return this completed form to us via FREEPOST to Freepost RUCG-BZRL-CZRH, Forest Holme Hospice Charity, 5 Seldown Road, Poole, BH15 1TS

We take your privacy seriously and promise to never sell your data. You can find out more about your rights, how we use your personal information and how we keep your details safe and secure by reading our Privacy Policy at [foresthalmehospice.org.uk/privacy](https://foresthalmehospice.org.uk/privacy).



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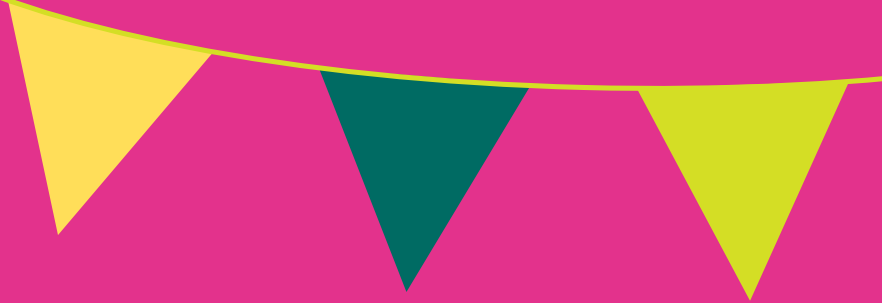


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# Tie a YELLOW RIBBON

**EVENT...**



**WHEN & WHERE...**



**WE'RE RAISING  
MONEY FOR  
FOREST HOLME  
HOSPICE CHARITY**

**CONTACT**



# Tie a YELLOW RIBBON

**WE'RE RAISING MONEY FOR**  
FOREST HOLME HOSPICE CHARITY

**SCAN TO DONATE ONLINE**



**SCAN TO  
DONATE**

**SCAN TO  
DONATE**

[foresthalmehospice.enthuse.com/tayr24](https://foresthalmehospice.enthuse.com/tayr24)



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holme  
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**WE RAISED A**

# FANTASTIC



# CAKE TOPPER FLAGS

Add a cocktail stick to each flag and place on top of your cakes!



