

# Fundraising Guide

Everything you need to know about  
holding a Fundraising Event



Raising funds to support hospice care services for patients with  
life-limiting illness and their families in Herts and Bucks



**Thank you for choosing to support Rennie Grove Hospice Care.**

**At Rennie Grove we care for thousands of patients and families every year through our 24 hour responsive Hospice at Home Nursing Service, Day Services at Grove House and Family Support Services.**

Providing high standards of specialist care and support for our patients and families is at the heart of everything we do. As our population ages and people live longer with more complex needs, the number of local patients and families needing our support is growing every year.

# How your money helps

We receive around 15% of our running costs from the NHS, less than half the national average given to UK Hospices.

We therefore rely heavily on the support of our local community to help us fund the care we provide for local patients and families.

**Big or small, you can be sure that your donation will make a real difference.**

**£25**

An hour of specialist nursing care in a patient's home or in our day hospice.

**£50**

A first assessment visit to a hospice at home patient to understand their needs.

**£100**

Two family support sessions for a bereaved child.

**£500**

The cost of our night team for one night.

**£5k**

Covers the annual costs of running our bereavement support groups.

**£36k**

Funds a hospice at home nurse or day hospice nurse for a year.



# A-Z of fundraising ideas



## A

afternoon tea  
aerobics-athon  
arts and crafts fair  
auction

## B

BBQ, bake off  
bingo, ball  
book sale  
bungee jump

## C

car wash  
car boot sale  
coffee morning  
comedy night, craft fair

## D

dress down day  
dog show  
darts competition  
disco



## E

easter egg hunt  
egg and spoon race



## F

face painting  
fancy dress party  
five-a-side football  
fun day



## G

give something up  
for the month  
golf day

## H

halloween party  
head shave  
horse show

## I

ice skating  
it's a knockout

## J

jazz night  
jumble sale  
jewellery sale

## K

karaoke night  
knit and natter



## L

leg waxing  
line dancing

## M

magic show  
music concert  
murder mystery



## N

name the bear  
non-uniform  
day



## O

open garden  
obstacle course



## P

pamper evening  
plant sale  
pancake race

## Q

quiz night



## R

race night  
raffle  
running

## S

sweepstake  
swimathon  
salsa dancing



## T

tea party  
tombola  
talent show



## UVW

unwanted gifts  
variety show  
vehicle rally, walk  
wellie throwing

## XYZ

x-factor night  
yogathon  
zumbathon



# Planning your event

Planning your own event can be tough but incredibly rewarding and great fun! Here are some points to consider:

## What?

Decide what kind of event you want to put on. Sometimes the easiest way to fundraise is to do something you already enjoy or are good at.

## Who?

Who will your event appeal to? How many people do you think will be interested in coming? It's worth asking other people's opinions on your idea and pricing or fundraising asks. Your event might just be for your friends but if you need wider support, consider how you will promote your event to those who might be interested.

## When?

Make sure you give yourself enough time to plan. Also check that your date does not clash with any other event. You could always look to theme and plan your fundraiser around a big event like the World Cup or Wimbledon.

## Where?

Make sure you consider the number of people you are expecting, disabled access, toilets, parking and transport. Many venues offer a charity discount, so it's worth asking.

**Remember**  
any fundraising material should state 'In aid of Rennie Grove Hospice Care. Charity number 1140386'

**Ask local shop owners**  
if they are happy for you to put a poster in their shop window.

**It is your responsibility**  
to make sure that any events you organise are run safely and legally. We cannot accept liability for any accidents.

## Keep it legal

### Licences

A licence or Temporary Event Notice may be required for some events: such as when selling alcohol, organising certain raffles as well as selling tickets. You can contact your local council to purchase these licences.

### Other Legalities

1. Make sure that any children under 16 have parental permission to help at your event.
2. If your event is being held on private property, make sure you have permission from the owner. If on council owned land, then a permit must be obtained from the local authority.

# Keep in touch

**Let us know about your plans.** If you would like some help with promotion, we can add your event to the "What's On" section of our website. We can also provide you with balloons, banners and collecting boxes for the day.

**Let us know how it goes** - we'd love to see some pictures (make sure you have permission to use the pictures from those in the shot - we can provide a photo permission form for this.)

**There are a number of different ways you can send us the money you raise:**

### Send us a cheque

Please make the cheque payable to 'Rennie Grove Hospice Care' and send to one of the addresses listed on the back page.

### Pay it directly into our account

Call us for details.

### Pay online using our website donation form

Make sure you leave a description about your event in the comments section, so we know how you raised the money.

### Come and see us

If you live near to one of our offices do drop in and give us the money directly, we would love to see you.

## Use social media

advertise your event on facebook and twitter!  
Are you part of any social media groups?  
Use them to spread the word.





**For more information and support please  
contact our Community Fundraising Team**

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Registered Charity number 1140386