



**SCHOOLS**

**FUNDRAISING**

**PACK**



**Somerset  
NHS Charity**



# Thank you, you're the **best** 😊

Thank you for taking the first exciting step towards becoming fabulous fundraisers for Somerset NHS Charity.

This pack is here to help your school get started with lots of tips and ideas to make your fundraising fun and easy.

If you need any help along the way, just get in touch.

[SomersetNHSCharity@SomersetFT.nhs.uk](mailto:SomersetNHSCharity@SomersetFT.nhs.uk)

01823 344437

# Why your fundraising is a **big** deal

Somerset NHS Charity is the official charity of the NHS in Somerset and everything we do is about making a difference for patients.

This means helping patients feel better, happier and more comfortable when they're in hospital.

Every penny you raise helps everyone from tiny babies to grown ups, as well as the brilliant staff who look after them everyday.

Your fundraising helps to pay for things the NHS can't always afford - like cool new equipment, cheerful spaces that don't feel scary, and more comfortable hospital wards.



**So big or small, your fundraising really matters, and we're here to support you!**

# Where do I begin?

**1**

## Chose an idea

First up, you need to chose your fundraiser! It can be big or small, silly or sporty, or super simple. Take a look at the ideas on page 5 for inspiration - or get creative and come up with your own brilliant plan.



## Let us know

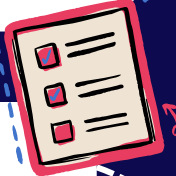
**2**

We want your fundraiser to be a huge success, and we'd love to hear what you've got planned! Check out page 6 to see how we can help. We're here to cheer you on, answer questions, and support you every step of the way.

**3**

## Pick a date & start planning

Choose a date for your fundraiser and give yourself plenty of time to get ready. Set a fundraising goal and start thinking about what you'll need - helpers, equipment, spaces, and anything else to make your fundraiser shine.



## Check the rules & keep costs low

**4**

Make sure your fundraiser follows school rules and the law (this is especially important for raffles - see page 7 for more details.) Try to keep costs low by asking friends, families, or local businesses to donate items or help out.

**5**

## Spread the word

Let everyone know what's happening! Share the details with students, staff, and families using assemblies, newsletters, posters, and social media. Tell people what you're doing and when, and how they can support you.



## Have fun!

**6**

You've done all the planning, now it's time for the fun part! Encourage everyone to join in, take photos, and enjoy your fundraiser. Remember, every penny raised, makes a huge difference, and you should be proud of what you've achieved.

**Remember to have fun, work together, and enjoy making a difference!**

# Fundraising A-Z

If you're not sure, do something you enjoy!

- |          |                         |          |                       |
|----------|-------------------------|----------|-----------------------|
| <b>A</b> | Art attack              | <b>N</b> | Non-uniform day       |
| <b>B</b> | Beatboxing contest      | <b>O</b> | Obstacle course       |
| <b>C</b> | Cutest pet competition  | <b>P</b> | Pyjama day            |
| <b>D</b> | Disco or danceathon     | <b>Q</b> | Quiz                  |
| <b>E</b> | Egg and spoon race      | <b>R</b> | Readathon             |
| <b>F</b> | Fun run or fashion show | <b>S</b> | Sponsored silence     |
| <b>G</b> | 'Give it up' challenge  | <b>T</b> | Teacher challenge     |
| <b>H</b> | Head shave              | <b>U</b> | Upcycle sale          |
| <b>I</b> | Ice cream sale          | <b>V</b> | Volleyball tournament |
| <b>J</b> | Juggling challenge      | <b>W</b> | 'Wear it weird' day   |
| <b>K</b> | Karaoke                 | <b>X</b> | X-Factor Talent Show  |
| <b>L</b> | Lego build competition  | <b>Y</b> | Yoga Challenge        |
| <b>M</b> | Movie night             | <b>Z</b> | Zumbathon             |

# We're here to help

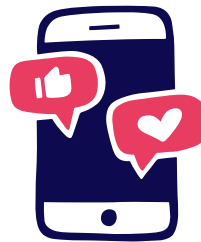
Once you've chosen your fundraiser, we'd love to hear from you. We want your event or fundraiser to be an amazing success - here are some ways we can support you...



01

## Branded Materials

We can provide logos, branded t-shirts, and leaflets so everyone knows who you're fundraising for! You can also use the event poster at the end of this pack to help advertise your event.



02

## Social Media

We love to shout about our wonderful fundraisers! If you're happy to share photos, we'll promote your fundraiser on our socials! You can also tag us in your posts @SomersetNHSCharity so that we can share them!



03

## Collection Tins

Whatever your event, we can provide collection tins and buckets to make it super easy for your supporters to give on the day. You can also use the sponsorship form at the end of this pack to collect donations.



04

## QR Codes

Not everyone carries cash these days, so we can create QR codes that links directly to your JustGiving page. It's perfect for sharing online or at your event - making donating quick and easy!

**We can also visit your school and deliver assemblies to talk about Somerset NHS Charity and the difference your fundraising makes!**

**Get in touch with us!**

**01823 344437**

**SomersetNHSCharity@SomersetFT.nhs.uk**

# The boring but important bits

Fundraising should be fun - but there are a few important things to think about to make sure everything is legal and safe.

## Permissions

Make sure your fundraiser is approved by your school and follows school policies. Some activities may also need permission from parents or carers - your teacher can advise you on this.

If you're collecting money outside of school, make sure you check with your local authority first to make sure you have permission.

## Rules & Licences

Some fundraising events like raffles and lotteries have strict legal rules about how they're organised and some require licenses. You can find out more at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk). If your event is open to the public, ensure the venue has Public Liability Insurance.

## Safety



Depending on your event, you may need to complete a risk assessment to ensure everyone is safe. Ask your teachers and visit the [Health and Safety Executive](http://www.hse.gov.uk) website for templates and further guidance.

If you are selling food, check out the food hygiene guidance here: [www.food.gov.uk](http://www.food.gov.uk)

**If in doubt, give us a shout - we're happy to help!**

# JustGiving Page

JustGiving pages are a great way to collect money online. They're easy, safe and simple to set up.

## How to set up your JustGiving Page

01

Go to [www.justgiving.com/Som-Par](http://www.justgiving.com/Som-Par)

02

Select 'Start Fundraising'

Be a fundraiser  
Create your own fundraising page and help support this cause.

Start fundraising

03

Sign in or create an account

04

Make sure your page says what event or fundraiser you are doing

## Top Tips

### Upload a photo

Photos help bring your fundraising page to life and shows people what you're doing. You could upload a picture of your class, or your fundraising activity. Keep adding photos as you go to show your progress. Don't forget to explain why you're fundraising too - sharing your story helps people understand your cause and encourages them to support you.

### Set a target

Pages with a fundraising target raise 46% more - so aim high! Setting a target motivates both you and your supporters. And if you reach your goal early, why not increase it?

### Share your page

Once your page is ready, it's time to share it far and wide! Share it with family and friends and ask your school community to get involved. The more people who see it, the bigger your impact.

The screenshot shows a JustGiving page titled 'Sophia's Drawing Challenge'. It features two drawings: a blue dolphin and a colorful unicorn. The page shows that £1,000 has been raised by 43 supporters, with a progress indicator at 219%. The fundraiser is Carmela Ricciardi-Powers, who is raising money for Love Musgrove. The page includes a 'Story' section where she explains her motivation: 'I am keen to raise money for Love Musgrove, who are currently caring for my Grandpa Powers at Musgrove Taunton. He was admitted 3 weeks ago with symptoms of the coronavirus which he still is trying to recover from. He has the added complication of dementia, which must be so scary for him. We can't visit him and I am soo grateful to the nurses and doctors who are caring for him on many levels. I have recently learnt how to draw these pictures and with every donation that is made I am happy to post out one of them to you as a reminder of your generosity. Just email my mum on carmelaricciardipowers@yahoo.co.uk with your address and she will post one out to you, It is Grandpa's birthday on the 25th April and I am hoping to raise £500 by then for Love Musgrove and thank you to everyone for reading my story.'

On the right side of the page, there is a '43 donations' section with a 'Top donations' list showing 'Aurora' for £10.00 and 'Anonymous'.

# You did it! Now what?

**Congratulations - all your hard work has paid off, and you've made a real difference. You should feel incredibly proud of what you've achieved.**



## Say Thank You

Take a moment to thank everyone who supported your fundraising - donors, volunteers, venues and sponsors. A quick message, a photo from your event, or a social post goes a long way. Your supporters will want to see your amazing achievements!



## Pay in funds

If you have cash donations, you can drop them off to our office in Musgrove Park Hospital. You can pay funds in **online**, over the phone on **01935 383020**, or via cheque, made payable to '**Somerset NHS Charity**.' Any funds from your JustGiving Page comes directly to us.



## Return items

If you borrowed any items such as collection tins or buckets, please return them to our Fundraising Office as soon as you can.



## Share your photos

We would love to see what you got up to! Send us your photos and a update about how it all went. It helps us celebrate your success, say thank you, and inspire future fundraisers. You could also send your story to your local media!



## Rest & reflect

You've just completed an incredible fundraising challenge. Make sure you take time to relax, reflect and feel proud of your amazing achievement!



# Thank You

Your dedication means the world. By stepping up to fundraise, you're making a difference for our patients, ensuring they receive the very best care, comfort and support they deserve. Thank you for choosing to make a difference.

## Website

[www.SomersetNHSCharity.org.uk](http://www.SomersetNHSCharity.org.uk)

## Email

[SomersetNHSCharity@SomersetFT.nhs.uk](mailto:SomersetNHSCharity@SomersetFT.nhs.uk)

## Phone

01823 344437

Somerset NHS Charity is part of the Somerset NHS Charity family and we work alongside Love Musgrove to make a difference for NHS patients across Somerset.



# We're fundraising for



## Somerset NHS Charity

**Event**

**Date**

**Time**

**Location**

**Contact**



**Thank you for supporting your local hospital**

Registered Charity No. 1059922 | Fundraising Office, Musgrove Park Hospital, Taunton,  
Somerset, TA1 5DA | 01823 344437 | [www.SomersetNHSCharity.org.uk](http://www.SomersetNHSCharity.org.uk) |  
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