



Dear Community Fundraising Organiser,

Thank you for your interest in supporting Warning Zone. We greatly value your efforts and look forward to a continued relationship.

The enclosed documents will assist you in the successful organisation and structure of your event. Although not every item will apply to each fundraiser, understanding these documents will ensure your event runs smoothly.

Included in this pack are:

- Fundraising Guidelines
- Fundraising Ideas
- Community Fundraising Plan
- How to link your page on Just Giving
- Sponsorship Form
- Fundraising Tracking Form
- Posters

Please review them and complete; these documents will serve as our record and primary source of information regarding your event. They will also help guide you through logistical considerations.

Before your event:

Please mail or e-mail the completed Community Fundraising Plan to **Mary Morgan** at:

Warning Zone
30 Frog Island
Off North Bridge Place
Leicester
LE3 5AG

Email: mary@warningzone.org.uk
Phone: 0116 262 9739

Please ensure you read and understand the 'Fundraising Guidelines' enclosed.



During and after your event:

During your event, you should complete your Sponsorship Form if applicable.

- Monetary contributions are tax-deductible. If individual donors would like a receipt from Warning Zone, donors should ensure we have their name and address. I can provide you with Gift-Aid envelopes enabling you to record these details.

After your event, please send the following in an envelope as soon as possible to Mary Morgan to the address above.

- Total contributions raised
 - Cheques payable to: Warning Zone Ltd
- Community Fundraising Tracking Form

Please ensure you thank each donor for their support.

Donors appreciate receiving receipts from us as soon as possible but we cannot issue receipts until we have all the money in hand. Occasionally, there is a significant delay between the time of the event and when Warning Zone receives the donations. Please help us put your hard earned funds to use as soon as possible by promptly sending funds. If you are struggling to collect all promised contributions, please contact the office and we will be happy to assist you.

Thank you in advance for your time and effort. Warning Zone would not be able to operate without the generosity of people who go the extra mile and we truly appreciate your support. If you have any questions or require additional support or information, please contact me at **0116 262 9739** or email **mary@warningzone.org.uk**.

Best of luck with your event!

Sincerely,



Mary Morgan
Corporate and Community Fundraiser



FUNDRAISING GUIDELINES:

The following are guidelines for community fundraising organisers who wish to create awareness and raise funds for Warning Zone.

A community fundraising event or appeal can be defined as any fundraising initiative by an individual, group, or business unaffiliated with Warning Zone.

Community fundraisers **must** complete the **Community Fundraising Plan**.

Please note that it is the responsibility of the community fundraising organiser to communicate to donors how their donations will be used and to thank supporters. Community fundraising organisers are solely responsible for planning and executing the event. Warning Zone will send receipts to donors who have provided a gift amount, name and address.

Guidelines for hosting an event to benefit Warning Zone:

1. Event or appeal organisers are requested to submit the 'Community Fundraising Plan' at least one week in advance of the intended event date. We recognise that advance notice may not always be possible. Please contact Mary if you need further advice.
2. We are able to provide you with posters and leaflets to help promote your event. Please contact us if you would like to discuss any other materials to support your event.
3. Fundraising groups must secure their own necessary insurance and permits.
4. If alcohol is to be served at your event, you must comply with the applicable laws.
5. Laws regarding events or appeals that involve gambling differ in local councils. It is the community fundraising organiser's responsibility to ensure that the event complies with the laws within that local council.
6. Warning Zone cannot provide or guarantee staff attendance at events.
7. Warning Zone are not able to reimburse expenses incurred in the production of your event.





8. Warning Zone does not release to third parties the names, addresses, or phone numbers of Warning Zone donors or prospects.
9. Fundraising groups are responsible for collecting and securing cash raised during their event. Warning Zone can provide you with a template to track cash. To ensure that donors receive receipts for their donations, please complete and send back the 'Community Fundraising Tracking Form'. Remember to be very clear about how funds will be generated for Warning Zone before and during the event. For example, state that "£5 of every ticket sold will be donated to Warning Zone".
10. Please don't send cash in the post. Contact us on **0116 262 9739** if you would like to make a direct payment to Warning Zone or wish to arrange a meeting to hand over the funds in person. Please make cheques payable to Warning Zone Ltd.
11. If you intend to advertise your event in or on the local or social media, or intend to use the Warning Zone logo in publications, please contact the office prior to your event for further guidance.
12. If you intend to raise funds through online donations (e.g. through JustGiving), please contact us beforehand for advice.
13. It is the community fundraising organiser's responsibility to ensure that any events held on behalf of Warning Zone complies with the law.
14. Please notify us as soon as possible if any events are cancelled or delayed. We will provide you with further guidance and support.





FUNDRAISING IDEAS:

Fundraise at Work...

- Bad-hair day.
- Caption competition for a holiday snap etc.
- Casual-wear day / Dress-down day.
- Design and sell a unique work calendar.
- Donate a day's wage – ask your employer to match it.
- Job swap.
- Office olympics – speed typing race etc.
- Smarties – give your colleagues a tube of smarties. Once eaten, have them fill it with £1 coins.
- Sponsor a walk to work.
- Swear jar.
- Win a day off work. Ask your employer to donate a day holiday as a raffle prize. All entrants pay £1 and a winner is selected at random.
- Work talent show.

Fundraise at Home...

- Bonfire night.
- Card games evening.
- Halloween party.
- Host a 'Come Dine with Me' dinner party.
- Night In vs. The Pub – Invite friends round and ask them to donate the money they would have spent at the pub.
- Offer gardening services to family, friends and neighbours for a small fee.
- Pamper party.
- Sumer BBQ – invite family and friends for a small donation.

Fundraise on a Budget...

- Arm wrestling competition.
- Bag pack (please make sure you have permission).
- Book sale using donated books from family, friends and neighbours.
- Car wash – are great to raise awareness and cash.
- Darts tournament at your local. Players pay an entry fee.
- Face painting.
- Film evening.
- Guess the ' _____ ' – sweets in the jar / weight.

- Host a quiz night.
- Knitting – baby clothes, jumper, scarves etc.

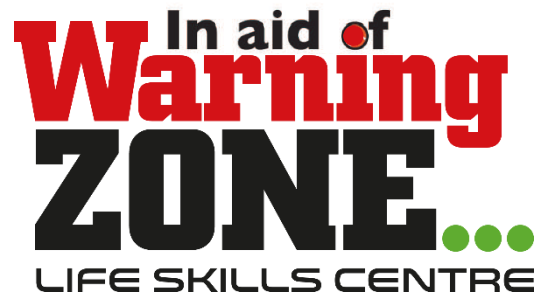
Fundraise with Children...

- Easter Egg hunt.
- Indoor games night.
- Mini sports day.
- Non-uniform day.
- Space-hopper race.
- Spelling bee.
- Sponsored walk.
- Treasure hunt.

More Fundraising Ideas...

- A sponsored ' _____ ' – walk / swim / bike ride / haircut / silence etc.
- Afternoon tea.
- Arts / Crafts stall.
- Barn dance, Zumba night or a similar dance event.
- BINGO! Play regular bingo or 'Leicester Bingo' or something similar and charge for entry.
- Celebration giving. On your next birthday / anniversary why not ask guests or friends to give a donation in lieu of gifts?
- Cheese and wine evening.
Coffee mornings: arrange a coffee morning and sell cakes or make craft items and donate the profits.
- eBay Charity Scheme – a small percentage of earnings from your items will be donate.
- Give up something for lent: chocolate, drinking, shaving, driving, Facebook. Get sponsored or donate the money you would have spent.
- Have a car-boot sale of donated items.
- Have local business donate plants / cakes for a sale.
- Host your own 'Bake Off' and charge an entry fee to the entrants.
- Prize draw or tombola (please check lottery laws).
- Pub quiz at your local.
- Sport competitions (always a hit)! Hold a small football match / tournament or consider hockey / rugby etc.
- Tug-of-war event.

The possibilities for fundraising of endless. Get creative and energised!



COMMUNITY FUNDRAISING PLAN:

Contact Name(s): _____

Address: _____

City: _____ County: _____ Post Code: _____

Phone Number / Mobile: _____

E-mail: _____

EVENT DETAILS:

Name of event: _____

Date: _____ Location: _____

Purpose: _____

Event Description: _____

Expected Attendance: _____

How will the donations and proceeds be collected and secured? _____

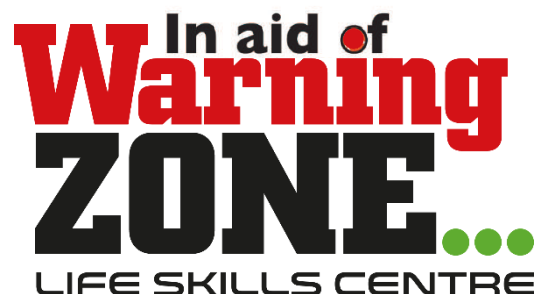
How will Warning Zone receive the proceeds from the event? _____

Please describe what motivated you or your group to organise this event for Warning Zone:

How will you fund your event?

Charity Number: 1113659





Do you or any other individual, formally or informally associated with the proposed event, anticipate on receiving a direct or indirect financial or business benefit for the event of appeal? If so, please describe:

How do you plan to publicise or market your event? Please also indicate whether or not you plan to request the use of the Warning Zone logo.

Please ensure you complete this plan and return it to our Corporate and Community Fundraiser. It serves as our primary notice and record of your event.

By completing our 'Community Fundraising Plan' you are agreeing to raise funds for Warning Zone. Charity Number: 1113659. It is the community fundraising organiser's responsibility to notify Warning Zone as soon as possible if your fundraising plan change for any reason.

Contact: 0116 262 9739

Email: mary@warningzone.org.uk

Charity Number: 1113659





JUST GIVING – HOW TO LINK YOUR PAGE TO WARNING ZONE:

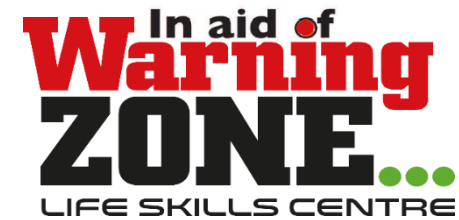
1. Log into your account and click 'Start Fundraising'.
2. Select that you are fundraising for a registered charity.
3. Search for Warning Zone and click 'select'.
4. Decide whether you are taking part in an organised event, celebrating an occasion, remembering someone, or 'doing your own thing'.
5. If you are taking part in an organised event, use the search bar provided. If it does not appear, select the option to create your own page.
6. Fill in your details and the information about the event. Create your web address – this is the link you will share with family and friends to collect donations.
7. Tick 'yes' if you are running a bake sale, or selling tickets for events, raffles or auctions. Donations to your page won't be eligible for Gift Aid. (For more information, visit Just Giving to help you set up a suitable page!)
8. Click 'Create your page'.

Job done! Your fundraising page is now set up and ready to accept donations. Just Giving will send the money to the charity on a weekly basis. You can now start personalising your page and sharing it with family and friends.

Tell Warning Zone about your event (if you wish) and we will help by advertising it on our website and on our social media pages.

Thank you and good luck!





SPONSORSHIP AND GIFT AID DECLARATION FORM:

Name of participant: _____

Name of event: _____

In aid of (name of charity or CASC): _____

Boost your donation by 25p of Gift Aid for every £1 you donate. Please ensure you tick the box headed Gift Aid:

I confirm that I wish Warning Zone Ltd to treat the enclosed donation and all donations which I make from the date of this Declaration until I notify you otherwise, as Gift Aid donations. I confirm that I am a UK taxpayer and that I must pay Income Tax or Capital Gains Tax in the relevant tax year at least equal to any tax reclaimed by Warning Zone Ltd under the Gift Aid Scheme and that I will pay sufficient tax to cover all donations I intend to make this year – excluding VAT and Council Tax.

- Please notify the charity if you:
- Want to cancel this declaration.
 - Change your name or home address.
 - No longer pay sufficient tax on your income and / or capital gains.

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Warning Zone Ltd. Warning Zone, 30 Frog Island, Off North Bridge Place, Leicester LE3 5AG.

Tel: 0116 262 9739

Sponsor Name:	Address including Post Code:	Amount:	Gift Aid:	Date:	Receipt?

Charity Number: 1113659



Warning ZONE... LIFE SKILLS CENTRE



Charity Number: 1113659

warningzone.org.uk

30 Frog Island, off North Bridge Place, Leicester, LE3 5AG

Warning ZONE...

LIFE SKILLS CENTRE



A large, empty white rectangular area with a black border, intended for writing or drawing. The corners of the rectangle are rounded, and it is set against a blue background.

Charity Number: 1113659

warningzone.org.uk

30 Frog Island, off North Bridge Place, Leicester, LE3 5AG

Warning ZONE...

LIFE SKILLS CENTRE



A large, empty white rectangular area with rounded corners and a black border, intended for a drawing or message.

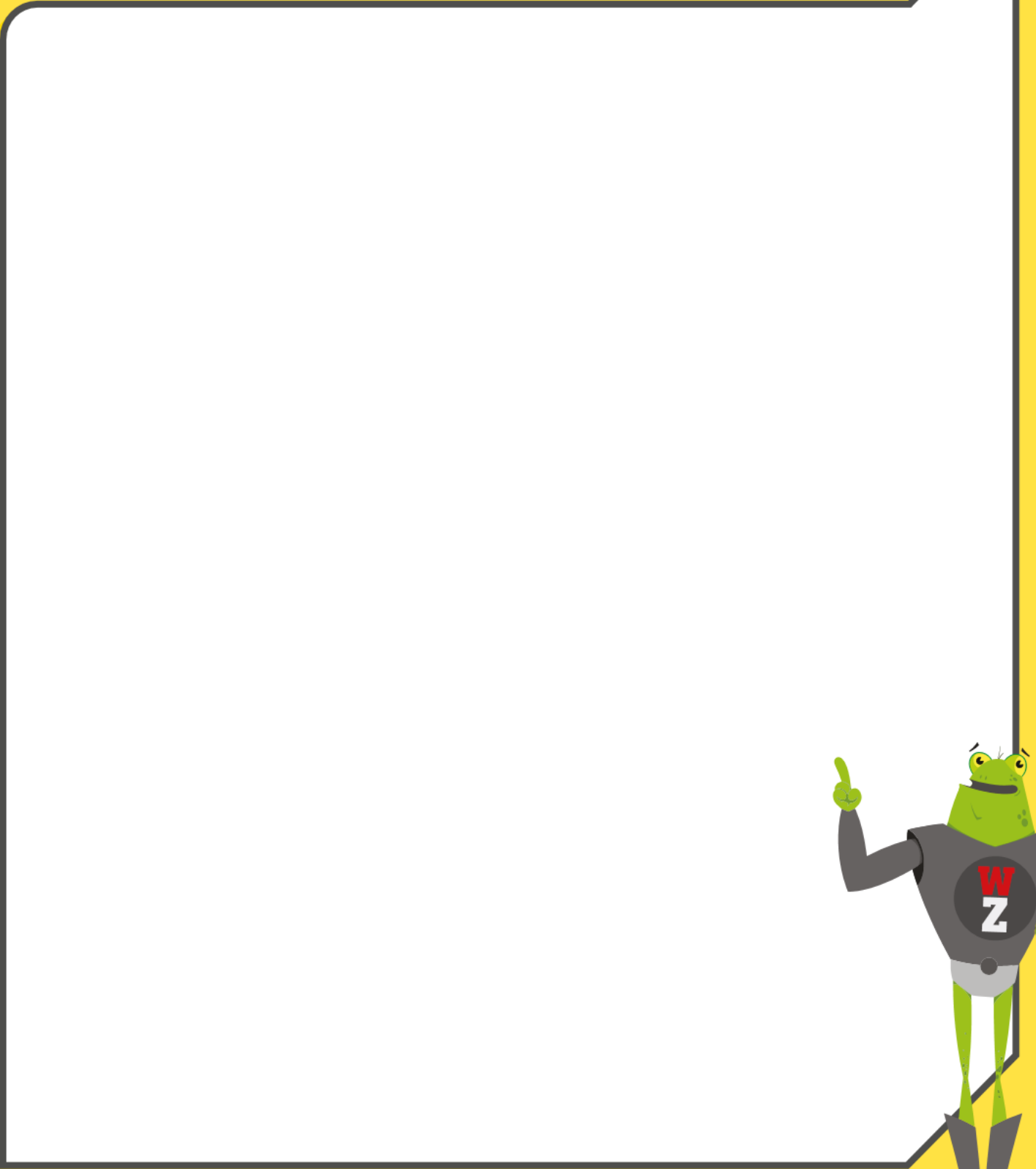
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