



Fundraising ideas and activities

There are lots of small things that you can do to make a big difference for Friends of Ibba Girls School. We have put together some ideas to get your creative juices flowing. If you let us know what you are planning we will do everything we can to help you advertise the event and raise awareness amongst our other friends. Please visit our website www.ibbagirlsschool.org.

For the adventurous

Climb a mountain
Skydive or bungee jump
Take the Three Peaks challenge
Take part in a trek

For the sporty

Sponsored walk, run or marathon
Dragon boat race
Cycle from London to Paris

For the workers

Sweepstake – take part in a run and get colleagues to guess how long it will take you to complete it
Cake sale
Swear box/late box
Bring and buy sale
Car wash
Auctions
Arts and craft fairs

For socialites

Performance and talent shows
Themed party night
Karaoke night – stage your own x factor
Take part in a day for change
Fashion show
Dinner party – come dine with me
Wine tasting night
Murder mystery party
Casino evening
Games or quiz night
Coffee morning

It is important that when we raise money for Friends of Ibba Girls School we are aware of the legal guidelines and regulations provided by the Charity Commission. The purpose of the guidelines are to ensure that we are adhering to the law and the public can trust that their donations to us will be used for the charity and nothing else.

We have put together some guidelines on the things that we would expect our fundraisers to come across. Full details can be found at the Charity Commission [website](#), however if you have any questions please do contact the FIGS team who would be happy to help.

Street Collection guidelines and regulations (including public transport and supermarket collections)

It is illegal to collect money on the street without permission from your local authority. You can collect on private land with permission from the landowner. A supermarket, shopping centre or busy train or tube station entrance are good areas to focus on, but demand for these places is often high and some supermarkets operate a reservation system that gets booked up months in advance, so get in touch well in advance.

Health and Safety issues

Things to think about:

- What to do in the event of bad weather or problem with a venue
- You need permission from the council or landowner if you are holding an event in a public place
- If your event is likely to cause disruption to the local area, such as to traffic as a result of running a bike ride, you will need to inform local police or highways office
- If you are holding an event that will be attended by members of the public, you will need to ensure the venue is covered by public liability insurance. For further details, go to: xxx
- If you are expecting the event to be attended by large numbers of people or doing a strenuous activity, you must ensure the availability of basic first aid.
- Double-check fire exits from your venue and be aware of what the alarm sounds like and where the assembly points are.
- Ensure you have a copy of the guest list and useful phone numbers in case of any incident
- Ensure you have enough people to help you on the day at the venue in case things go wrong
- Always carry out a risk assessment before your event

Raffle guidelines

If you hold a small raffle on the day of the event you do not need a special license as long as:

- Any prizes purchased are worth a total of no more than £250 (donated prizes can be of unlimited value)
- All tickets are sold on the same premises as the raffle is drawn
- All tickets are sold on the same day the raffle is drawn
- Tickets are sold for the same price, and there are no discounts (such as five tickets for the price of four)
- Prizes that involve alcohol are only included if the event is being held on licensed premises

Small society lotteries

If your raffle does not meet the above criteria then you may need a small lotteries license, which you can obtain from your local council. Things to bear in mind are:

- Tickets must not be sold on the street or house-to-house
- Anyone under the age of 16 may not sell or purchase any type of raffle ticket
- Tickets must state that the lottery is in aid of Friends of IBBA Girls School, and include your name and address, and the date of the draw

Insurance

You will need to get insurance for events with an element of risk such as fireworks displays, sponsored sporting events, contact sports, bouncy castles or rides

The following events will need someone over the age of 18 supervising:

Street collections, raffles, an event involving alcohol

Further Information on legal guidelines: www.institute-of-fundraising.org.uk/bestpractice

Collecting the Money

Collecting money online: You can set up your own fundraising page on Virgin Money Giving, which will automatically send any donations to FIGS. Friends and family can sponsor you quickly and safely, and you won't need to worry about collecting the money in. A Virgin page also makes it easier to advertise your fundraiser electronically through e-mails, Facebook and Twitter. Please visit <http://uk.virginmoneygiving.com/fundraiser-web/fundraiser/chooseFundraiser.action> to create your page, the setup is easy and only takes about 5 minutes. You will need to search for 'figs' to select us as your benefiting charity - thank you!

Collecting money in person: If you want to collect any of the money in person you can use our sign-up sheet to get names before the event and collect the money after. This sheet can be downloaded from the FIGS [website](#).

The easiest way to send FIGS any money that you collect in person is to put the money into your personal bank account, then donate it yourself through your Virgin fundraising page. If you do this please leave a comment with the donation explaining that this is where it has come from.

If you have any questions, or would like to donate in another way, such as by cheque or direct bank transfer please contact Gary Bandy, our Treasurer at gary.bandy@mac.com.



**FRIENDS OF
IBBA GIRLS SCHOOL
SOUTH SUDAN**

SPONSORSHIP FORM

Name of Sponsor:		Event ID:
Event Date:		Charity No: 1146220
Details of Event:		

<i>giftaid it</i>	<p>Using Gift Aid means that for every pound given your charity will reclaim 25p from the Inland Revenue, Helping each donation go further at no cost to the donor</p> <p><u>DECLARATION:</u> We who have given our names and addresses below and who have ticked the box entitled Gift Aid (✓) want Friends of Ibba Girls School to reclaim tax on the donation detailed below. We understand that each of us must pay income tax or capital gains tax equal to the tax reclaimed by the charity on the donation.</p>
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Full Name	* Home Address (Only needed if you are Gift Aiding your donation)	* Postcode	* Gift Aid (✓)	Amount pledged	Amount paid
Thank you for your generous support!!			Total Donations Received		

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