



Kilbryde Hospice Mascot **“Hope”** invites you to..... **BE A HOSPICE HERO**



Kilbryde Hospice Primary School Involvement Plan

www.kilbrydehospice.org.uk

Welcome to your Kilbryde Hospice School Fundraising Pack

Thank you so much for your interest in raising money for
Kilbryde Hospice.

There are so many ways in which you can fundraise at your school which are fun, educational and rewarding for all students, staff and parents! You may already have ideas for how you would like to fundraise or, if you still need a little inspiration, this pack contains lots of ideas and information to make your fundraising both successful and **fun!**

Once you get going, please get in touch with our fundraising team. We are happy to get involved and help organise, give advice and support you with your fundraising. We also love to meet our fundraisers, so please let us know if you would like us to come and present to a class or school with **"HOPE"** our charity mascot!

Every fundraiser supporting Kilbryde Hospice deserves to be shouted about. By sending us updates, pictures and telling us all about your fundraising success we can Facebook, Tweet, write to papers and put together newsletter articles about you to show the world how great your school is! So please, stay in touch!

As you will see reading this pack, every penny you raise will go towards helping hundreds of patients who have a life-limiting illness. For making this contribution to Kilbryde Hospice, we cannot thank you enough

Stay in Touch!

You can keep in touch with the HOSPICE team through a number of ways:

Email: fundraising@kilbrydehospice.org.uk

Tel: 01355 202020

Address: McGuinness Way, East Kilbride, G75 8GJ

Twitter: @kilbrydehospice

Facebook: www.facebook.com/KilbrydeHospiceCharity

And keep up to date with Hospice news at www.kilbrydehospice.org.uk

Kilbryde Hospice and your School

We are sure that everyone at your school take pride not only on academic achievements, but also on creating a strong school ethos involving community spirit. Primary school fundraising can take on lots of forms and offers so much more to pupils than just some fun and what seems like a small break from their core curriculum! It can help children overcome shyness and gain confidence by encouraging groups to adopt a 'can-do' attitude to the benefit of others, as well as increasing their team working skills and building new friendships. Fundraising with a local charity allows pupils the opportunity to showcase and celebrate their skills and ideas whilst showing and developing care and concern for their community!

Kilbryde Hospice would love a partnership with your school to help us to develop in our early stages. Our main challenges at the moment are letting people know that we are here, that we are South Lanarkshire's very first in-patient Hospice and that we really need community support in order to get our full set of services up and running so that we can begin giving back to the community.

It has taken over ten years to get Kilbryde Hospice to the point that we are at now - our new purpose built building, costing over £4 million, is now complete with office staff, Care at Home Services and Day Hospice Services now operating.

Whilst these services provide welcome support to patients and families, we hope to be able to realise our dream of opening our 12-bedded in-patient unit in order to begin providing specialist palliative care to the people of Lanarkshire.



Popular Fundraising Ideas

These are some of the most popular school and club fundraising ideas which can be fantastically success

Mufti Day (casual clothes day)

It's an easy classic that never fails – just 50p/£1 per child can raise hundreds of pounds. Maybe you can mix it with the teachers holding a sponsored dress-up as the kids dress down!

Cake Sale

Never deny the power of cake! Cake Sales have proven very popular with schools some raising hundreds of pounds in minutes. For popular cake recipes, please email the Hospice Team!

School Disco

Why not organise a Hospice school disco. With chocolate fountains, games and stalls with the disco

Christmas or Summer Fair

Host an annual school Summer/Christmas Bazaar in aid of Kilbryde Hospice. These can raise an amazing amount! Christmas or summer fairs and bazaars are always a success!

Sports Day or Challenges

Get your schools to take on challenges for Kilbryde Hospice, including sponsored mini marathons, swimathons, walks and seven-legged races! These events create amazing team spirit and shown how fun fundraising can be!



Fundraising A - Z

Fun A-Z list of fundraising ideas for student, teachers and parents.

A - Art Exhibition.

B - Book Sale, Bike Ride, Bad Hair Day.

C - Car Boot Sale, Christmas Concert.

D - Dress-up Day, Duck Races.

E - Easter Egg Hunt.

F - Football competition, Firework Show, Friendship Bracelet sale.

G - Guess the...?? Sweets in a jar or cake weight.

H - Halloween party, Hula Hoop competition.

I - International Day.

J - Jumble sale, jewellery making/ selling.

K - Knittathon - learn to knit.

L - Line dancing party, Lent for a week.

M - Music Concert, Mini-Olympics.

N - Nominate teacher, students challenge a teacher to a sponsored dare

O - Obstacle course, Odd jobs at school.

P - PTA Coffee Morning, Poetry Competition.

Q - Quizzes, Quiet Classroom (sponsored silence).

R - Raffle, Rounder's Tournament, Rugby Match.

S - Students vs Staff Games, Spellathon, Swimathon

T - Talent Contest, Tombola, Teddy Bears Picnic

U - Uniform day for Teachers.

V - Variety Show, Villans and Heros

W - Welly throw, Wig-Day, Washing Cars.

X - Xmas Card Sale.

Y - Yo-Yo Contest, Yoga-thon.

Z - Zumbathon, Zoo Day.



Raise awareness

Raise more funds!

One way to boost your Fundraising is to raise awareness of your fundraising locally or, if you work for a large company, on your company intranet, website or in internal and external publications.

Getting the word out about your fundraising will not only help you to raise more funds, but it will also help raise awareness about Kilbryde Hospice which could allow us to attract new supporters!

Top Tips for writing a news release

To attract some interest in your fundraising you might need to produce a News Release.

Make it brief, snappy and easy to understand and make sure you answer the following questions as quickly as possible:

Who?	You.
What?	Holding an event / taking part in a sponsored activity.
Why?	To raise funds for Kilbryde Hospice.
When?	The date and time.
Where?	Let everyone know where you'll be if you want them to join you.

It's important that your story is newsworthy and interesting to readers so include some brief information about why Kilbryde Hospice is important to you. Send copies of any appropriate photographs, (only with the permission of those in the pictures – especially parents and guardians where children are involved), as well as brief information about how people can help, for instance by visiting your Justgiving or Virgin money Giving fundraising page.

Remember to include your contact details, and finally, if you need to include any information about Kilbryde Hospice you can use the paragraph below

Kilbryde Hospice is a registered charity number SC032424. It was founded in 2001 specifically to raise funds to build a dedicated hospice to serve the people of South Lanarkshire.

Fifteen years later we now have the new £4.2 million Kilbryde Hospice on the grounds of Hairmyres Hospital.

Money raised by Kilbryde Hospice is used to provide:

- A 12 bed dedicated in-patient unit.
- Complementary therapy services.
- Day care unit and drop-in service.
- Care@home project
- Bereavement counselling.

For more information visit www.kilbrydehospice.org.uk or call 01355 202020

To make sure that our friends and supporters are able to raise funds safely and enjoyably, we ask that you read these guidance notes carefully, and ensure that your fundraising activities take them into consideration.

Collecting Funds

You need a license from your local authority to collect funds on the street or in a public place or by going from house to house. It is illegal to collect funds in this way without a license.

Raffles & Lotteries

There are strict and complex laws relating to raffles and lotteries and you should consult the Kilbryde Hospice office before organising a raffle or lottery.

Events

Ensure that your event is organised efficiently and safely. We cannot accept any responsibility for your event nor for anyone who participates in it.

You should conduct a risk assessment to ensure that you have proper plans for the safety of participants. The Health and Safety Executive has further information (www.hse.gov.uk). Ensure that participants are fully briefed about the event, including (where relevant) any risks, fitness requirements, special equipment or clothing required and standards of behaviour expected.

Ensure that your event is properly and adequately supervised. Where children are included, this includes:

- Providing proper adult supervision
- Checking that the child's parents/guardians have given their permission for their child to take part
- Carrying out appropriate background checks if adults are to have unsupervised access to children.

Consider what insurance cover you need for your event. Check whether you need any special license; e.g. a public entertainment license or license to sell alcohol.

Gift Aid

Gift Aid allows Kilbryde Hospice to claim an extra 25p from every £1 donated by donors who are tax payers. To do this we need your sponsors to tick the gift aid box on your sponsorship form. Please ask donors/sponsors to sign a gift aid declaration. This enables us (and higher rate tax payers) to claim tax back from the Government and increases the overall benefit to the charity. A form is enclosed

Fundraising Materials and Publicity

All of your fundraising should make it clear that you are fundraising in our aid but that you do not represent the charity. If you want to use our logo in any of your materials you must get our approval first, and you should always include that

"Kilbryde Hospice is a Registered Charity – No. SC032424".

Transfer of Funds

All funds collected should be sent to the charity within 6 weeks of collection. Expenses must not be deducted from the sums collected unless you have approved this with us and provided us with a receipt.

For more forms and to ask further help and advice about fundraising in aid of COSMIC please do not hesitate to contact the fundraising department – fundraising@kilbrydehospice.org.uk Phone: 01355 202020

Kilbryde Hospice,
McGuinness Way,
East Kilbride
G75 8GJ

This document is produced based on guidelines provided by:
Institute of Fundraising
Tel: 020 7840 1000
Website: www.institute-of-fundraising.org.uk

Please accept the following sum raised for Kilbryde Hospice: £ _____

I enclose my sponsorship forms to enable Kilbryde Hospice to claim Gift Aid.

Fundraiser Name:

Donation sent by:

Address:

Postcode: _____ Phone no.: _____

Email: _____

- Kilbryde Hospice would like to use the details that you have provided in this form to provide you with information about our fundraising activities and vital work. If you do not wish to receive this from us then please tick this box.
- I enclose a cheque made payable to 'Kilbryde Hospice' (please do not send cash through the post).
- Please charge my Visa / MasterCard / Debit Card with the total amount above.

Card No. _____ Issue No. (Switch) _____

Valid From ____ / ____ Expiry Date ____ / ____ 3 Digit Security No. _____

Name shown on card: _____

Cardholder's signature: _____ Date: _____

Please return this form, along with your fundraising money and sponsorship form to:
Kilbryde Hospice, McGuinness Way, East Kilbride, G75 0JD
Or for card payments, call 01355 202020

