



Fibromyalgia Action UK
Fighting for Freedom from Fibromyalgia

Date as Postmarked

Dear Fundraiser

Thank you for your interest in helping to support FMA UK. By organising your own fundraising event in aid of FMA UK you join a team of people working together to help sufferers of this chronic condition. Fundraising is a refreshing way to spread the word, inspire people and ultimately raise money for fibromyalgia awareness.

FMA UK is an independent organisation dedicated to promoting the awareness of fibromyalgia. Our main aim "To improve the lives of people with fibromyalgia by increasing awareness of the condition throughout the UK and elsewhere, and improve the awareness of, and access to treatments for fibromyalgia".

Please find enclosed the additional materials you requested, such as sponsorship forms, posters and leaflets to help you with your fundraising. Enclosed are also some helpful hints and tips on fundraising.

If you have any questions about your fundraising, please contact by email fundraising@fmauk.org.

Thank you once again for supporting the work of Fibromyalgia Action UK.

Yours faithfully

Fibromyalgia Action UK



Fibromyalgia Action UK
Fighting for Freedom from Fibromyalgia



KEEP YOUR EVENT SAFE, FUN AND LEGAL

Health and Safety

If you are organising a fundraising event, we advise you to carry out an appropriate risk assessment. This will help identify and hazards and risks associated with the event and find ways to control and reduce risks. The HSE produce a very useful summary of how you can undertake a [risk assessment](#). If you are using any suppliers get a copy of any risk assessments this will make sure they have considered all the hazards and have the right controls in place.

Insurance

If your event involves the public you may need to have Public Liability Insurance. Check with the venue first as they may already have insurance that covers your event.

Food Hygiene

[Food Standards Agency](#) provides guidelines for preparing, handling and cooking food. If you are using a caterer you need to make sure they have a Food Hygiene Certificate and Public Liability Insurance.

Licence

There are certain events that require a licence:

- Alcohol
- Entertainment – including recorded music
- Doing a public money collection (street collections require a licence)
- Putting up banners or signs in public areas

Please contact your local authority to check what licences you may or may not require.

First Aid

Contact the following [St John's Ambulance](#), [St Andrews First Aid](#) and [Red Cross](#) can give you advice of what type of First Aid to have at your event.

- People, numbers/age group/
- Type of event
- Risk involved
- Are there first aid facilities at the venue
- Location
- How near is it your local medical facilities?



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Raffles and lotteries

There are various regulations around raffles, but if your raffle is at an event you are organising, (such as dinner, coffee morning) and all the tickets are the same price and are sold and drawn at the event, you probably don't need a licence. If you are unsure, before getting tickets printed, please check **firstly** with **your local authority** or our fundraising personnel.

Small society lotteries can operate under a registration with their local authority so before holding one and spending money on getting tickets printed, please check with our fundraising personnel. Also, be aware that lottery laws cover any events which are purely down to luck or chance, such as duck or balloon races even.



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Sponsorship Hints and Tips

Here are some tips to help you raise those ££££....

Set a target

It's great to set yourself a target: this can motivate you and your sponsors. Go on set yourself a target now.

Online Fundraising

It's super simple to create your own page. Just go to [justgiving](http://justgiving.com), [virginmoneygiving](http://virginmoneygiving.com) and [mydonate](http://mydonate.com) and share your link to let your supporters see how your fundraising is coming along. Once you've created your page, e.g. www.justgiving.com please let us know so that we can help support you.

Gif Aid

Do not forget to ask your sponsors to tick the 'gift aid' box if they are UK taxpayers. HMRC will give us an extra 25 pence for every pound raised at no cost to them. Please make sure all your supporters use Gift Aid on their donation.

Employer Support

Many companies will match pound for pound on sponsorship money. This is tax efficient for them and a great way of doubling your donation.

Collect your pledge straight away

Try to collect your sponsorship money at the time of the pledge as this helps save you time collecting at the end, and people can often forget they owe you money. Let us know as soon as possible what you've raised.

At Work

If you are working the best place to start fundraising is at work. Use your email, pigeonholes, internal mail, noticeboards to spread the word of your fundraising.

Ask Everyone

Don't be afraid to ask everyone, highlight the challenge you are taking on, and ask everyone for your support. Take your sponsor form everywhere you go, you never know who you will bump into!! Smile, be happy and never feel guilty about asking people to sponsor you.

Hand out leaflets and posters

As Fibromyalgia is not an illness many people have heard of, hand out leaflets and put posters up in your local community centre, library, doctors, dentist etc. Keep some leaflets on you and if people ask about Fibromyalgia you can let them read about it.



Fibromyalgia Action UK
Reaching for Freedom from Fibromyalgia

The Fundraiser's Guide!

1) The Event - Here's some activities that you could do

- Dress down for the day.
- Cake Sale, coffee morning
- Organise a party.
- Have a school / work reunion.
- Piggy-back other events.

2) The Location

Where will you hold your event? How much space will you need? You could host the event in your home, workplace, a local church, school or community centre.

3) The Date

Consider the date for the highest attendance, an office party might be after work or on a payday. A sports club event would work well at its Peak time to involve children, choose the weekend or after school. Don't forget to ensure you have enough time for planning and preparation of the event.

4) Guests & Publicity

Who do you want to invite to your event, and is it for family and friends? Is it a work event? If so could you invite local Mayor, MP, local support group, customers, colleagues and suppliers? If you need an extra pair of hands to help organize your event recruit some volunteers to give you some support. You could ask family and friends to help promote the event and help on the day. FMA UK can give you more literature for the day if you require, just contact us and ask for more materials.

5) Reaching Your Goal

Have you set yourself a fundraising target yet? Tell friends your family and the amount you aim to raise, here's some other tips to help you reach your goal:

- Raffles / Auctions – you could approach local businesses or companies for prizes.
- Match-giving – your employer may offer you a match giving scheme, where for every pound you raise the employer donates another pound. Why not check with your employer?

GOOD LUCK AND THANK YOU FOR RAISING FUNDS FOR FMA UK



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Fighting for Freedom from Fibromyalgia

NAME OF EVENT _____ **DATE** _____

If you pay tax in the UK, **please tick the Gift Aid box**. This will allow FMA UK to increase your donation by reclaiming tax. For us to do this please give your name, **home address and post code**. Please make cheques payable to FMA UK.

Full Name	Address	Post Code	Amount Given	Date Given	Gift Aid
Page Total £					



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Full Name	Address	Post Code	Amount Given	Date Given	Gift Aid
Page Total £					

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Reference Number	
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Fundraising Registration Form

Please return this form by email to fundraising@fmauk.org

Fundraiser Details - Who			
Title *		Forename *	
Surname *		Date of Birth *	
Address *			
Postcode *			
Telephone Number			
Mobile Number *			
Email Address *			
Fundraising Details – Where and When			
Event/Activity * <i>i.e. running/raffle</i>			
Location of Event * <i>i.e. Glasgow, London</i>			
Date of Event *			
<i>If Appropriate please give a brief description of the Event/Activity and whether anyone else is doing it with you:</i>			
Do you have an online giving page: (Just giving Virginmoneygiving)	yes		no
What is fundraising page? (setting up a personal fundraising page email link to all your contacts and share on your social media page.)	http://www.justgiving.com/ http://www.uk.virginmoneygiving.com		
What is your fundraising target?			
Why are you fundraising for FMA UK?			
How did you hear about FMA UK?			
Protecting and Personal Data FMAUK process your personal data in FMAUK for planning and administrative purposes. All personal details will remain confidential and will not be shared outside of FMAUK and our fundraising partners.			
SIGNATURE *		DATE	

p:\business\fibromyalgia\fma uk\fundraising\fundraising 2017\fundraising pack final 2017.docx*MUST BE COMPLETED – THANK YOU FOR YOUR SUPPORT - TERMS AND CONDITIONS



OFFICE USE ONLY

DATE RECEIVED	
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RESOURCE SENT:

A3 Poster		A4 Poster	
A5 Leaflet		Stickers	
Patient Booklet		Balloons	
T Shirt/Vest		Sponsor Form	
Collection Tins		Sale or Return Pack	
Tin Number		Date Returned	
Bank Giro Slip Number		Bank Giro Slip Number	
Date Returned			
DATE SENT OUT			

MONIES RAISED

Date online page closed	
Amount raised through online page	
Date offline donations received	
Amount raised (offline)	
Total Amount raised	

10

CERTIFICATES/ THANK YOU

Date Thank You/Certificate Sent	
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FURTHER INFORMATON (enter initials and date you completed a section)

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Completed/Inpitted By:	
Date	



Fibromyalgia Action UK
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SUPPORT OUR WORK

Please complete this form if you would like to support the work of Fibromyalgia Action UK.

YOUR DETAILS:

TITLE			
FORENAME		SURNAME	
ADDRESS			
POST CODE			

In accordance with the following details:

Pay: CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, KENT, ME19 4JQ
for the account of Fibromyalgia Action UK with the account details of

Please accept my gift of £_____

Account Name: Fibromyalgia Action UK
Sort Code: 40-52-40 **Account Number: 00013986**

The sum of per month or annually or until further notice

Starting on 1st 15th (please tick as appropriate) of (month) 20 (year)

I would like to help FMA UK to raise awareness of fibromyalgia by making a regular donation to Fibromyalgia Action UK.

INSTRUCTIONS TO BANK:

Name of Bank			
Bank Address			
Sort Code		Account Number	
Name(s) of Account Holder (s)			

Gift Aid Declaration

Using Gift Aid means that for every pound you give, we get an extra 25 pence from the Inland Revenue, helping your donation go further. This means that £100 can be turned into £125, just so long as donations are made through Gift Aid. Imagine what a difference that could make and it doesn't cost you a thing.

So, if you want your donation to go further, Gift Aid it. It's that simple.

I am a UK tax payer and want all donations to qualify for Gift Aid. (Please tick)



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DECLARATION

MY RESPONSIBILITIES....

I am organising this activity or future activities as an independent supporter of FMA UK. As I will be in control of organising these activities, any costs or risks that arise out of my fundraising activities, including any liabilities for injury or loss which might occur to me, my helpers, or guests are my responsibility to manage and are not the responsibility of FMA UK. I am aware that FMA UK’s insurance policy will not cover my fundraising activities, but understand that a household insurance policy may cover them. I will make efforts where appropriate to obtain insurance for my event.

I will raise funds to promote and better the name and reputation of FMA UK. If I do anything which threatens or is likely to threaten FMA UK’s reputation or name, you have the right to ask me to cease fundraising on your behalf.

I know that FMA UK cannot support dangerous activities such as parachute jumps, sky diving or bungee jumps, nor are you able to recommend companies who undertake such activities.

I agree to pay all proceeds of any fundraising event I undertake in aid of FMA UK within the 30 days of finishing fundraiser and without deduction of any costs other than as specifically agreed in writing by FMA UK.

FMA UK’s brand.....

I agree to only use FMA UK branded materials and / or name and logo for my approved fundraising activities. I will adhere to Fibromyalgia UK’s guidelines on how to use the logo and promotional materials, to ensure that I make the most impact and you are presented in a consistent manner which will uphold your reputation and identity. **Not to be amended without permission.**

I also consent that photographs taken during my fundraising activity may be used to publicise the work of FMA UK generally.

Fibromyalgia Action’s responsibilities.....

FMA UK will support me to fundraise. You will have a dedicated fundraising personnel in your area or at head office that you can contact and get advice from on putting on a successful fundraising event and access to support materials and literature.

Signed _____ Print Name _____

If you are under 18 we need your parent or guardian’s consent.

Signature of parent / Guardian _____

Print name _____

Relationship to child _____