



Put the 'F' into Fundraising

Introduction

A to Z of fundraising ideas

Keep it safe and legal

Don't forget to gift aid it

A Auction, Antiques Sale or Road show, Art Exhibition

B Blind Date, Barn Dance, Bring and Buy sale

C Coffee Morning, Car Wash, Concert, Curry Night

D Darts Tournament, Dress down Day, Disco Night

E Egg and spoon race, Exercise Classes, Easter Egg Hunt

F Fashion Show, Food demonstrations, Fishing Competition

G Guess the weight of ..., Games of Skills, Golf Day



H Head Shave, **I** Ice Skating, **J** Jumble Sale, Joke-a-thon
K Karaoke night, Kick a bad habit, Keep-fit classes
L Learn to ..., Line dancing, Language classes
M Mastermind competition, **N** Non uniform day, **O** Oh no days
P Plant sale, Poetry competition, Pub quiz, Ping-Pong
Q Quiz night, Questions games
R Race event, Raffle, Record breaking attempt
S Sponsored Silence, Sell Services, Stay-A-Wake
T Talent contest, Three-legged race, Treasure hunt
U V W University challenge, Volley ball, Walk to work
X Y Z Xylophone concert, Yoga-a-thon, Zombie Party



Keep it safe and legal

Useful websites

Food Standards Agency www.food.gov.uk/

www.nhs.uk/Livewell/homehygiene/Pages/Homehygienehub.aspx is useful information on how to prepare food safely and hygienically

Health and Safety Executive www.hse.gov.uk - provides advice on keeping safe and legal

Institute of Fundraising www.institute-of-fundraising.org.uk - information on the best ways to fundraise

Collections

It is important to make sure the correct permissions are in place before carrying out collections. The relevant licensing authority is usually the local authority and/or the police.

Raffles, lotteries and prize draws

Small lotteries – raffle, tombola at a single event- If you would like to run a raffle or tombola at your fundraising event and tickets are only sold and the results declared at the event itself then, you will not need any kind of lottery license. Standard cloakroom tickets can be used to represent the ‘chances’ sold.

However, if you are holding the event on public property (and also, in Scotland, on private property where the public have unrestricted access), then you will need to apply to your local council for a street collection license to be able to sell your lottery tickets. No money or alcohol should be awarded as prizes in your lottery.

Private lotteries – raffle at work, or within a society (not to general public)

There is no need for a lottery license should your group organise a raffle outside of a fundraising event but confine ticket sales to members of a particular club, society or group of people who live or work on the same premises. This is only permissible provided that the group has not been established for purposes connected to gambling. The organiser or ‘promoter’ of the private lottery should be a member of the group concerned.

There is no specific board or body in existence to regulate private lotteries. However, do remember the following:

The price of all tickets must be the same

Each ticket must specify the name and address of the organiser (promoter), the MS Therapy Centre’s name, registered charity number 801155 and the ticket price.

Each ticket must declare who is entitled to buy a ticket, and that prizes will only be awarded to the rightful winner. Tickets cannot be sent through the post and can only be advertised at the point of sale.

Data protection

Make sure any electronic or paper record you keep about people involved in a fundraising event complies with the Data Protection Act. As a rule of thumb, don’t keep information about people any longer than you have to, and don’t share information or data about someone without their permission.

The MS Therapy Centre cannot accept liability for any loss, damage or injury suffered by yourself or anyone else as a result of taking part in a fundraising event.

Don't forget to gift aid it

If you are a UK taxpayer, you can increase the value of your donations by 25% and it won't cost you a penny. All you need to do is sign a gift aid declaration and we will be able to claim the extra cash from HMRC.

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What is Gift Aid?

It's a tax efficient way of donating to charity. Gift Aid allows us to claim the basic rate of income tax (currently 20%) on a donation from a tax-paying donor, from HMRC. So for every £1 donated, we can claim an additional 25p.

How do I know if I am a UK taxpayer?

If any of the following apply to you, you're a UK taxpayer:

- Tax is taken from your salary before you receive your pay.
- You complete a self-assessment tax return form.
- You have recently paid capital gains tax, or expect to do so in the near future.
- You have taxable savings, a pension plan or investment income.

Please note: inheritance tax does not count as UK income tax.

What if I am not a UK taxpayer?

If you are not a UK taxpayer we can't claim Gift Aid on your donations. If you have signed a declaration in the past but no longer pay tax, please contact us on 01454 628 725 so your records can be updated.

What if I am a higher rate taxpayer?

If you are a higher rate taxpayer, the Centre can still only reclaim the basic rate, you can claim a tax rebate if you are a higher rate taxpayer. The donor can therefore claim the difference between the basic rate of tax and their highest rate if they make a charitable donation.

	Donation	Charity claims	Total donation	Donor reclaims
Basic rate taxpayer (20%)	£100	£25	£125.00	-
Higher rate taxpayer (40%)	£100	£25	£125.00	£25.00
Higher rate taxpayer (50%)	£100	£25	£125.00	£37.50

Fundraising Department

Tel: 01454 628 725

Email: fundraising@mstherapybristol.org.uk

**The West of England MS Therapy Centre, Bradbury House Clinic, Wheatfield Drive, Bristol BS32 9DB
www.mstherapybristol.org.uk**