

Fundraising Guide

Compassion in Action



The Old School House, South Parade, Bath BA2 4AF
Tel: 01225 463549 | Email: office@genesistrust.org.uk

www.genesistrust.org.uk

Genesis Trust is a registered charity No. 1154253 and company limited by guarantee No. 8609938

Compassion in Action
Genesis
TRUST

The money you raise can go a long way...

£130 enables us to run our homeless drop in centre for a day.

Simple things change lives and provide hope. This gift will provide a warm, dry and safe space for homeless and vulnerable adults to come and receive advice and support.

£100 could give someone work training for one week.

Teach a man to fish and feed him for life. Better skills equal better job opportunities and enables people to re-enter and join the workforce with confidence.

£50 enables us to feed 100 people with a hot meal.

Food sustains us and keeps us alive. For those who are homeless or without means or access to make a hot meal this provides an opportunity to eat something nutritious and wholesome.

£20 could buy art materials for one creative workshop.

Making art is good for us all. This gift will provide the opportunity for vulnerable and isolated adults to attend creative workshops, improving their mental wellbeing and health.

An incredible **89%** of the income we receive is spent directly on projects.

A few ideas to get you started...

Sweets in a Jar

Nothing beats an old time favourite like this one, find a large jar and fill with sweets, and get people to guess how many sweets are in the jar. Charge £1 a guess and the person with the closest guess is the winner.

Sponsored Silence

This is easier said than done, would you be able to be silent for a day or even a week? Get people to sponsor you per minute, hour or day and get them to suggest a forfeit if you break your silence.

Guess the Baby

This is always a great fundraiser to do with colleagues. Gather baby pictures of those you work with and make a donation to guess who's who.

Football Tournament

Schedule fixtures and charge teams to enter. Why not ask local businesses for prizes or sponsorship.

Super Hero Scoot

This is a popular one amongst young children. Dress up as your favourite super hero and get sponsored for every lap around church, school or the local park.

Mile of Pennies

Over a few months or even a year ask people to collect pennies, Smarties tubes are great for this. Once the time is up, collect up the pennies, line them up and see whose pennies go the farthest.

Pancake Race

Ready, steady, get flipping! Charge spectators to eat and teams to enter, the most pancakes cooked and flipped in an allocated time wins! This is the perfect event for young people.

Wine and Cheese Evening

Calling out to all wine and cheese connoisseurs, why not host a wine and cheese pairing evening; you could even include a raffle too.

Recipe Book

Gather together much admired recipes from friends and family and compile them into a recipe book. These make fun gifts which can be sold at church or to your local community.

Sports Day

Hold a traditional sports day, with a sack race and egg 'n' spoon race.

Pudding Night

Themed pudding nights are always a hit. Pick a theme or two, get friends and family cooking then share the delicious delights whilst raising some cash too.

Treasure Hunt

Hold a treasure hunt walk, hide clues along the way guiding people as they search for the hidden treasure. Teams pay to enter. Why not ask local businesses for prizes.

Clothes Swap

One person's discard is another one's treasure. Invite friends and family to bring along any unwanted clothes or accessories, charge them £5 to swap and they'll walk away with a new wardrobe. You could also provide nibbles and a glass of wine to make it more of a social event.

Produce Show

There are lots of keen gardeners out there and produce shows are always popular. Boost funds with plant and produce sales, demonstrations and competitions.

Skill Sale

Everyone has something they're good at, whether it's cooking, languages or dancing. Sell your skills by holding classes for your church or community.

Safari Dinner

Get together with friends and family, each pay to enter and take it turns to cook a course for each other. If you wanted to add a bit of competition you could vote for the best course and the winner gets a prize.

Guess the weight of the Cake

Bake a fruit cake, make it look fancy and charge people to guess how much it weighs. The person with the closest guess wins the cake.

Sponsored Bounce

Hire a bouncy castle or a trampoline and see how many people you can get to bounce for 12 or even 24 hours!

Tea Dance

There is nothing better than an old fashioned tea dance. Hire a hall, find a band, provide some delicious refreshments and don't forget to put on your dancing shoes.

Beetle Drive

A simple family favourite. Charge teams to enter, provide dice, pencils and paper and get drawing! Why not include a simple supper too.



How to plan your event

Pick something fun to do.

This booklet is brimming with inspiring ideas to get you started. If this is your first event, keep it simple and start with what you know. Bake sales are the perfect event to begin with. If you're an old hand at putting on events, the world is your oyster. Be creative and try something a little more adventurous.

Set a date, a time and a fundraising target.

Set yourself a target of how much you want to raise, this will give you something to aim for and an incentive to really go for it.

Choose a venue.

Schools, offices, churches, community halls, gardens and even your own homes make great venues for hosting events. When picking the best one for your event it might be helpful to ask yourself: is it accessible? Is it practical? What will it cost? Is it available? Will it appeal to those who come?

Don't forget to shout about it!

If you don't tell people about your event, they won't turn up. Create a buzz and inspire people to contribute and attend by sharing your event on social media, don't forget to tag us @thegenesistrust (Twitter) or @genesistrust (Facebook). You could also add a notice to your church, work or school newsletter, put up posters in your local community or simply include a little message on the bottom of your emails to let people know about your event.

Get a little help from your friends.

Don't do it alone. It's helpful to put a plan together for your event, listing everything you need and all the tasks that need doing. Think about the people you know, are there ways they could help? Where do they work? What connections do they have? What talents do they have? Get them involved and lighten the load.

Stay safe.

We want your event to go off with a bang but don't want it to end in smoke. Familiarise yourself with pages 7, 8 and 9 to ensure your event is legal and safe.

But most of all have fun!

How to pay your money in

Online

Set up an online fundraising page using Virgin Money Giving. Virgin Money Giving is a great tool to promote, raise and manage your event online. If you need any assistance in setting up your page please email sarah@genesistrust.org.uk

By post

Send your cheques, made payable to 'Genesis Trust', and gift aid forms to - Genesis Trust, The Old School House, South Parade, Bath BA2 4AF

Gift Aid

If you're hosting an event and raising money why not ask those who attend to Gift Aid their donation and your fundraising will increase by 25%.

Please only use a Genesis Trust Giftaid slip (these are available to download from www.genesistrust.org.uk) this way we can ensure that everyone who donates to your event provides their name, full address (including postcode) and ticks the Giftaid box. If you've set up an online giving page, people will automatically be prompted to Giftaid their donation. Giftaid will add 25p to every £1 you raise, just like that, so please encourage you friends, family and colleagues to Giftaid their donation.

How to keep it legal and safe

In the UK there are laws that govern charity fundraising activity. Here are some which may be relevant to you but if you are unsure or want to check something please don't hesitate to ring Sarah our Appeal Fundraiser on 01225 463549 (option 3).

Raffles

Depending on the type of raffle, you may need a licence. For small raffles that are part of a bigger event, you don't need a licence. Please check with the Genesis Trust or visit www.gamblingcommission.gov.uk for the latest information.

Collections

If you plan to hold a collection on a private property you will need to gain permission from the owner or manager. If you wish to collect on the streets or house to house you must get a permit from the local authority for the area you wish to collect in. (For BANES please visit <http://www.bathnes.gov.uk/services/business/licences/charity/house-house-collections>) Make sure you give yourself plenty of time to obtain a permit. It is illegal to collect money door to door or on the streets without a licence. Please note that children under 16 should not be allowed to collect money without being accompanied by an adult. If you wish to collect you must use a Genesis Trust sealed collecting tin and carry an ID card, please call Sarah on 01225 463549 (option 3) for a tin and ID card.

Other things to remember

If you are selling alcohol at an event you will need a liquor licence from the local authority. (For BANES please visit <http://www.bathnes.gov.uk/services/business/licences/alcohol-and-entertainment/temporary-event-notice>)

Entertainment such as singing, music or dancing at your event requires a licence. If your venue does not already have a Temporary Events License you need to get one from the local authority. (For BANES please visit <http://www.bathnes.gov.uk/services/business/licences/alcohol-and-entertainment/temporary-event-notice>)

Please let us know if you are planning an event and we can ensure that you are properly supported.

Health and safety

Every event is different but each one requires some thought about the potential risks involved, this will prevent problems arising and ensure your event is safe. Here are some things to bear in mind:

First aid kit

Make sure you have one with you. If you are organising a large event or one which involves a lot of physical exercise you may need to have a first aider present, St. John's Ambulance may be able to help. Visit <http://www.sja.org.uk/sja/what-we-do/event-services.aspx> for more information.

Venue

Do not exceed the venue capacity and ensure that people are aware of where the toilets and exits are.

Food

Make sure all food is stored and handled correctly. It's often wise to label foods that contain nuts or other ingredients such as gluten or eggs, to warn those who may have allergies.

Helpers and volunteers

Always brief helpers and volunteers before your event, ensure they are familiar with the layout of the venue and make sure they know what is expected of them in the event of an emergency.

Children

Ensure that children under 18 are safe and adequately supervised.

For further guidance please visit www.hse.gov.uk

Please note that the Genesis Trust cannot accept responsibility for injury, accident, damage or loss as a result of your event. It is essential that you ensure your event is safe for all concerned.

Together we can reduce
poverty and
homelessness in Bath,
thank you.



CONTACT US

Genesis Trust Bath, The Old School House, South Parade, Bath BA2 4AF
01225 463549 (option 3)
sarah@genesistrust.org.uk

The Old School House, South Parade, Bath BA2 4AF
Tel: 01225 463549 | Email: office@genesistrust.org.uk

www.genesistrust.org.uk

Genesis Trust is a registered charity No. 1154253 and company limited by guarantee No. 8609938

Compassion in Action
Genesis
TRUST