

## FUNDRAISING PACK



Thank you so much for supporting Joshua

The following few pages will hopefully serve as a starting point to help you decide which activities you would like to do to try and raise funds for Joshua.

This document is just the beginning though. We are sure that you will also come up with your own ideas either from experience or a flash of inspiration. Often the most successful ideas are the most unique and original!

We are here to help you as much as we can, so don't hesitate to let us know if you need any materials such as photos, posters, t-shirts, leaflets, or anything else that springs to mind.

Likewise let us know what you're up to as we'd love to promote it on our [facebook](#) page, [blog](#), and [twitter](#), and you never know, your stories might inspire others to do the same.

Once again, a heartfelt thank you for every penny you raise. **Remember, a whopping 98% of all the money you raise will go directly to supporting our work in Malawi.** It really will make a difference to the children and communities we work with in Malawi.

Good luck!

Heather Deaville, Part-time Community Fundraiser. E. [heather@joshuainmalawi.org.uk](mailto:heather@joshuainmalawi.org.uk) Tel. 07974 250207

## Planning

Planning is vital if you are going to be successful in reaching your target. There are many different ways you can raise money, whether it's a sponsored event, running a raffle or organising a dinner party. Sit down and start to brainstorm some ideas after reading the suggestions below.

Once you have decided on what you are going to do you will need to formulate a plan. Only you can decide what will suit you best and be most effective. You may feel most comfortable organising an event where people pay for a ticket for a dinner and have a great time while also supporting Joshua. Or you may prefer not to be involved with the technicalities of organising a big event and might want to do something more straightforward such as a cake bake or coffee morning.

Whatever you decide we think that one of the most important things is to make it something you will enjoy - as your enthusiasm will be guaranteed to make the event you choose a success.

## Research

Make sure you have a good idea of exactly what Joshua does and the ways in which any money you raise will benefit the communities we work with. The best way to do this is by taking a look at our [website](#), [blog](#), [facebook](#) page and [twitter](#). Donors may well ask you questions about what their money will be used for and how it will help. It's important you feel happy and prepared to explain this to them. If you are not sure, then feel free to drop us a line and we can help you answer any tricky questions or fill in any gaps you may have. E-mail [heather@joshuainmalawi.org.uk](mailto:heather@joshuainmalawi.org.uk)

## Materials

Once you've decided on your event, you will need to start promoting it! We have some materials which we can send you to help you promote the Joshua Orphan and Community Care – including PowerPoint presentations, a two minute DVD, leaflets, posters, our logo and photos.

Just contact us for more details and we'll be happy to send across anything you need to help promote and sell your event.

## Virgin Money Giving

If you decide to organise a sponsored event, you may like to use an online donation site to help your sponsors donate money quickly and easily.



Joshua is a member of Virgin Money Giving and through them you can easily set-up your own personal fundraising page for your event.

To do this just visit: <http://uk.virginmoneygiving.com/charity-web/charity/finalCharityHomepage.action?charityId=1002082> which will take you through the steps to set up your own simple fundraising page. When asked to choose the charity you are supporting just enter the Joshua Orphan and Community Care. You can then send this webpage link to all your friends and family to ask them to sponsor you online.

Any funds your family and friends donate online will be sent directly to Joshua Orphan and Community Care and you can easily keep up to date on how your fundraising is going by looking at your page.

### **Gift Aid**

Gift Aid is a simple way of adding an extra 25% to your donations – with no extra cost to you or your donors. If any of your donors pay tax, then please ask them to fill in one of our Gift Aid forms and send this back to us on the address at the bottom of the form. By doing this, we can claim back 25% on top of their donation from the government.

This can make a huge difference to us, so please use these forms wherever you can. We have included a copy in this pack, which you can print out or photocopy as many times as you need.

### **Fundraising Ideas**

#### **For schools:**

- **Non-uniform day/Dress up day** – pupils pay £1-2 to wear whatever they like for a day, perhaps even to dress up around a particular theme, e.g. superheroes.
- **A week of porridge** – previously two pupils volunteered to eat only porridge for a week in support of the children in Malawi. It was a huge success and they raised over £700 in sponsorship money.
- **School Ball/Dance in aid of Joshua** – this could be a Christmas or summer ball. Or any sort of dance or party just in aid of Joshua!
- **Sales Auction/Auction of promises** – This is a fun way to fundraise – collect a list of ‘promises’ from people, such as an offer to valet a car, tidy up a garden, undertake maths tuition or do a makeover. These ‘promises’ can then be auctioned off to the highest bidder on the day of the auction. Your promises can range from simple offers to larger promises, such as a free weekend in a parents’ holiday cottage or trip in a teacher’s canal boat for example.
- **Cake Bake** – a quick, fun, yummy way to raise funds.
- **Walk to school week** – Children in Malawi do this every day without even thinking about it. Maybe a group of you can walk together every day for a week instead of using the car or bus.
- **Water day** – Why not challenge yourself to spend a day using the same amount of water that a child in Malawi has to use. This equates to slightly less than one standard bucket of water which covers drinking, washing and any water for cooking. A great way to gets you thinking as well as raising funds through sponsorship.
- **Event Sponsorship** – run a marathon, climb Bben Nevis, swim 10km – there are lots of options. Try and have a Malawi theme or link if you can.

- **Tuck Shop** – One for the entrepreneurs! If you buy snacks from a local Cash and Carry or even make homemade snacks to sell at school, you can donate all the proceeds after costs to Joshua. If you did this for one term, you'd be surprised how much you can raise!
- **Teacher v Pupil** – Any event where pupils take on the teachers. Could be a sporting event such as football, hockey or cricket or a more academic event such as a Mastermind or a Countdown style quiz. As well as the competition, whoever raises the most money to support their 'side' also wins!

### For Groups/Organisations:

- **Dinner Parties** – Take the idea of "Come Dine With Me". Ask five of your friends or colleagues to each run a dinner party for Joshua over the course of a few weeks. On each night every guest is asked to donate an amount to the host for what they feel the dinner was worth.
- **Run a Ball** – This is obviously one for people who enjoy organising slightly bigger events and are confident they can source enough guests to cover the running costs. However, if you already run an annual or bi-annual ball or party for your group you could find out if it could be run in aid of Joshua.
- **Church Events** – You could offer to give a talk about Joshua and raise funds through donation boxes. Christmas also offers a good time to try and raise funds within the church.
- **Coffee mornings** – If you have a regular coffee morning group, offer to do a talk about Joshua and collect donations. We can provide a presentation or photos to help you describe the work we do.
- **Work dress up day** – pick a theme such as a colour, or film or year. Colleagues can donate £2 to dress up for the day.
- **Sales Auction/Auction of promises** – Collect a list of 'promises' from people, anything from an offer to clean a car, to a free weekend in a colleague's holiday cottage. These 'promises' can then be auctioned off to the highest bidder on the day of the auction.
- **Raffles** – These can generate good funds, especially if you manage to get some good prizes donated from colleagues, friends or other organisations.
- **Event Sponsorship** – run a marathon, climb Scafell Pike, swim 5km – there are lots of options.
- **Cake Bake** – a quick and fun way to raise funds in the office or at your regular meetings.
- **Team challenge** – do an event together as a team. It could be something simple like running a 5 km race together, or more adventurous such as climbing a mountain. Just make sure you know what you are doing and that you'll be safe!
- **Pub Quiz** – why not pop down your local and see if they would be interested in letting you hold your very own quiz night – they ensure their pub is full of punters and you can ask for £1 entry fee from everyone. Perhaps ask a local restaurant for some vouchers that you can give away to the winning team.

## **Other hints and tips**

### **Family and Friends**

You may find it embarrassing asking family and friends for money even though it is for a very worthy cause. However, few would say no to sponsoring you for a parachute jump or cycling coast to coast in England! If you manage to get £5 from 50 people you will have made it more than worth your while. Family and friends are often keen to help in other ways, such as printing or selling raffle tickets or helping to organise a party or concert. They might also know companies or friends who might be able to help you in some way.

### **The Media**

Local radio stations and newspapers can be very helpful. If you are happy to talk about what you are doing, particularly if it has a local angle, then they may be inspired to help your efforts by putting a story in the local paper or mentioning you on the radio. This helps to spread the word about Joshua and hopefully will encourage other people to do the same. You may also receive responses from people who are keen to offer other assistance in terms of fundraising advice.

### **Communications**

Make sure you use the web to advertise and promote your events. Using a Virgin Money Giving site makes it quick and easy for people to donate and saves you having to physically collect sponsorship money. Promoting events through email, Facebook and Twitter is also a good way of reaching lots of people and making sure you receive plenty of sponsorship or good attendance at an event.

### **What now....**

We hope that these notes have given you some helpful ideas to get you started. Once again good luck and do get in touch if you need any further advice or have any amazing ideas that we could add to these fundraising notes in future.



**Joshua Orphan and Community Care**

Registered Charity No. 1114727

*Gift Aid Declaration*

Details of Donor:

Title:..... Forename:..... Surname: .....

Home Address: .....

.....

..... Post Code: .....

Telephone number: .....

Email: .....

I would like Joshua Orphan and Community Care to treat all donations I have made for the last six years prior to this year and all donations I make from the date of this declaration, until I notify you otherwise, as Gift Aid donations.

I have paid an amount of UK Income Tax and/or Capital Gains Tax at least equal to the tax that the charity reclaims on my donations in each tax year

(Currently 25p for each £1 given).

Signature: .....

Date: .....

**NOTES**

1. You can cancel this declaration at any time by notifying the charity.
2. If in the future your circumstances change and you no longer pay sufficient tax, you should cancel the declaration by notifying the charity.
3. If you pay tax at the higher rate you can claim further tax relief in your Self-Assessment tax return.
4. If you are unsure about whether your donations qualify for Gift Aid tax relief please refer to the HM Revenue & Customs website <http://www.hmrc.gov.uk/individuals/giving/gift-aid.htm>
5. Please notify the charity if you change your name or address.

Please return to:

Joshua Orphan and Community Care c/o Mrs Berry Butler, Trustee, Dene Cottage, Woldingham Road  
Woldingham, Surrey CR3 7LA. [berry.butler@viewnet.co.uk](mailto:berry.butler@viewnet.co.uk)

**Managing Director:** Mrs Sylvia Avgherinos, PO Box 1597 Chichiri, Blantyre BT3, Malawi.

**Joshua Orphan and Community Care, UK Reg. Charity 1114727**

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