

# YOUR Guide

## TO FUNDRAISING

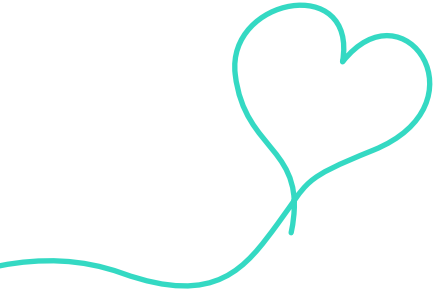


*In aid of*

**myton**  
hospice



**Because of you we are able to support more people like Dwayne and his family and really make a difference when they need it the most.**



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## **Thank you for choosing to fundraise in aid of The Myton Hospices**

Your support is so important to us as we need to raise over £8 million every year to run our services.

We work with up to 1,000 patients and their families each year across Coventry and Warwickshire, in our hospices, via our patient and family support services, and in the community through our Myton at Home service.



## **The difference our care makes**

We believe that everybody matters for every single moment of their life and that treating people with dignity and respect is the most important thing.

We look beyond the illness and see the person. We know that making someone feel better isn't always about medicine. Making time to talk, holding a hand, taking a walk around the garden or being able to share celebrations and special moments makes our care special.

# 5 ways to boost your fundraising

# 1

## Fundraising online

An online fundraising page is a great way to raise money quickly and easily for all involved as well as to keep your friends and family updated. Visit [Justgiving.com/mytonhospice](https://www.justgiving.com/mytonhospice) and follow the simple steps!

## Social media

Don't forget we're on Facebook, Twitter and Instagram. Please follow us, and feel free to tag us in your posts so that lots of people can find out about what you're up to.

   @MytonHospices

# 2

# 3

## Gift Aid it

If you are a UK tax payer, by ticking the Gift Aid box on your donation form, the donation could be worth 25% more!

## Keep it safe and legal

Your safety is important to us so please make sure you seek advice and follow the guidelines available.

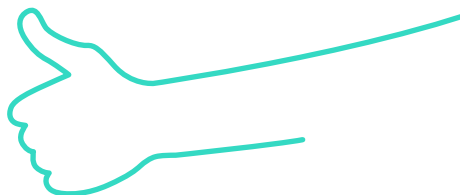
# 4

# 5

## Matched Giving

Many companies will match the money their employees raise pound for pound so be sure to ask!

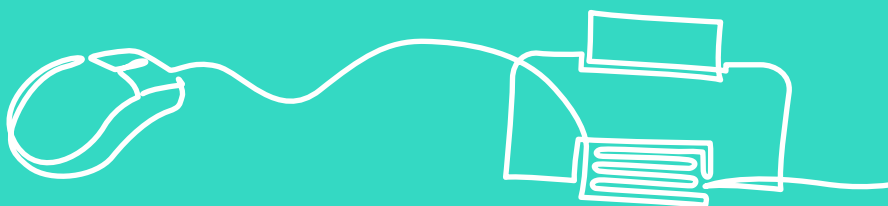
# How we can support you



Please get in touch with the Community Fundraising team by emailing [communityteam@mytonhospice.org](mailto:communityteam@mytonhospice.org) or calling 01926 838 892 – we'd love to hear from you.

A dedicated member of the team will support you throughout your fundraising and we can provide materials for your event such as collection buckets, balloons, banners and donation envelopes. We are also here to offer you advice and guidance, lots of ideas, and most importantly lots of encouragement to ensure your fundraising is the best it can possibly be!

You can also visit our website  
[www.mytonhospice.org/InAidOf](http://www.mytonhospice.org/InAidOf)  
to print your own posters and materials.



# Help and advice

We are very grateful to you for fundraising in aid of The Myton Hospices and your safety and wellbeing is our priority. With this in mind, please ensure you adhere to all laws and health and safety guidelines when organising and holding your activity.



## Promoting your fundraising

You should make it clear throughout that you are fundraising 'in aid of' The Myton Hospices but that you do not represent the charity. For example, '[Name of your fundraising activity] raising funds in aid of The Myton Hospices.' Please ensure that you have permission to use any images or text.

## Collecting funds

You need a licence from your local authority to collect money on the street, in a public place or by going from house to house. It is illegal to collect money in these ways without a licence.

## Raffles

Small raffles can be held as part of a larger event and are a great way to maximise the amount of money you can raise. You will just need to follow these guidelines:

- Tickets must only be sold during the event on the premises where the event is taking place
- The draw must take place during the event
- No more than £500 can be spent on buying prizes
- No cash prizes can be given
- All tickets must be sold at the same price and no discounts are allowed on bulk buys (for example, five for the price of four)
- Tickets should not be bought or sold by young people under 16.

There are strict and complex laws relating to raffle and lotteries, and full guidelines on raffles and lotteries are available from your local authority or the Gaming Board. Visit [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk) for advice.

## Supervision, insurance and licences

- Ensure that your event is properly and adequately supervised.
- Consider what insurance cover you need for your event
- Check with your local authority whether you need any special licence; e.g. a public entertainment licence, or licence to sell alcohol.

## Expenses

We understand that some events require a little bit of expenditure. Make sure that you are aiming to raise at least three times as much as you need to spend.

For example, if you spend £100 you should aim to raise a minimum of £300. It is important to note that we are unable to offer refunds to people fundraising in aid of The Myton Hospices to cover expenditure and that money raised via justgiving.com will come directly to us.

## Paying in your donation

All funds should be sent to us within six weeks of collection. For further help and advice please do not hesitate to contact us at [communityteam@mytonhospice.org](mailto:communityteam@mytonhospice.org).

## Fundraising events

Please ensure that your event is organised efficiently and safely as 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 everyone involved. The Health and Safety Executive has further information ([www.hse.gov.uk](http://www.hse.gov.uk)).

Ensure that everyone is fully briefed about the event, including (where relevant) any risks, fitness requirements, special equipment or clothing required.

## Useful links

Charity Commission - [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)

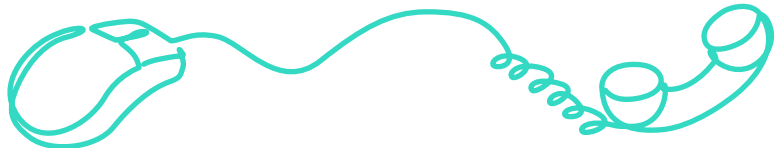
About Fundraising - [www.fundraising.co.uk](http://www.fundraising.co.uk)

Institute of Fundraising - [www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk)

Inland Revenue - [www.hmrc.gov.uk/charities](http://www.hmrc.gov.uk/charities) or ring 0845 302 0203

Gambling Commission - [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

Health & Safety Authority - [www.hse.gov.uk](http://www.hse.gov.uk)



Community Fundraising  
The Myton Hospices  
Myton Lane  
Warwick  
CV34 6PX

01926 838 892  
[communityteam@mytonhospice.org](mailto:communityteam@mytonhospice.org)



# Paying in your donation

We can't thank you enough for raising vital funds in aid of The Myton Hospices. Please complete and return this form along with the money you've raised. If you have any questions, please call the Community Fundraising team on 01926 838 892 or email [communityteam@mytonhospice.org](mailto:communityteam@mytonhospice.org).

## Your details

Title \_\_\_\_\_ First name(s) \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

## Gift Aid it

If you are a UK tax payer and are making a personal donation - you can boost your donation by 25p for every £1 you donate by signing up to Gift Aid, at no extra cost to anyone except the tax man!

*giftaid it*

**Yes** - this is a personal donation from me, please Gift Aid my donation and any I may make in the future, until I notify you otherwise.

I am a UK taxpayer and confirm I will pay an amount of income tax for each year that is at least equal to the amount of Gift Aid that all charities that I donate to will reclaim on my behalf. If I pay less Income Tax/Capital Gains Tax in any tax year than the amount claimed on my donations it will be my responsibility to pay any difference back.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**No** - this is not a personal donation and is not eligible for Gift Aid.

Please notify us if you want to cancel this declaration, change your address, or no longer pay sufficient tax for Gift Aid.

*Continues overleaf...*



## What did you do?

What did you do to raise money? \_\_\_\_\_

Online fundraising page address? \_\_\_\_\_

Date of activity \_\_\_\_ / \_\_\_\_ / \_\_\_\_ How much did you raise? \_\_\_\_\_

Why did you decide to fundraise for us? \_\_\_\_\_

Is your fundraising in memory of someone? If so, please give their name and relationship to you \_\_\_\_\_

## Ways to pay?

Please do try and send us the money you raise as soon as possible so we can put it to work straight away. You can do so:

- Online - you can easily donate at [www.mytonhospice.org/donate](http://www.mytonhospice.org/donate) using your credit or debit card.
- By post - please make cheques payable to 'The Myton Hospices' and return it, along with this form, to: The Myton Hospices – Community Fundraising, Myton Lane, Myton Road, Warwick, CV34 6PX.
- By phone - to make a donation over the phone using a credit or debit card please call the Community Fundraising team on 01926 838 892.
- Directly into our bank account – get in touch for our bank details.

## Matched Giving

Some employers generously offer to match any money their staff raise for charity. If you're planning to claim matched giving, please contact us on 01926 838 892 or [communityteam@mytonhospice.org](mailto:communityteam@mytonhospice.org) and let us know.

## Keeping in touch

We really value your support and promise to respect your privacy. The data we gather and hold is managed in accordance with the Data Protection Act (1998).

We would like to keep you informed about the vital work we do. If you do not want to receive this information please let us know by ticking this box

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The Myton Hospices  
Myton Lane  
Warwick  
CV34 6PX

01926 838 892  
[communityteam@mytonhospice.org](mailto:communityteam@mytonhospice.org)



# How your fundraising could help

**£37**

The daily upkeep cost of our relatives' accommodation

**£105**

Would fund a treatment session in one of our specialist clinics

**£158**

The daily cost for a patient to attend our day hospice

**£535**

The cost of an inpatient bed for a day

**£1154**

The cost of a Myton Nurse for two weeks

**£2477**

Would fund a Myton at Home patient visit



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www.mytonhospice.org  
f t i @MytonHospices



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