

Your fundraising
starts here!



St Raphael's
Your Local Hospice



Ready, Steady, Go!



With your help, St Raphael's is able to put the exceptional into every day, caring for 1,000 patients and their families every year.

To make your fundraising as easy as possible, we have put together this pack filled with ideas, tips to stay within the law and a simple planning guide to help you get the most out of your incredible fundraising efforts.

Whether you have your fundraising plans already mapped out or are looking for some inspiration and guidance, we hope this pack helps motivate you! We wish you the best of luck and remember that our Supporter Care Team are always just a call or click away, so please do get in touch!

supportercare@straphaels.org.uk
020 8254 2450



A reason for fundraising

We are an independent charity providing adult palliative and end-of-life care services for all who need it in Merton and Sutton, free of charge. We care for around 1,000 patients every year and also offer support to families, carers and friends. We are proud to have been at the heart of our community since 1987.

Putting extraordinary into every day

Our expert team is made up of clinicians including doctors, nurses and their associates, counsellors, therapists and a social worker who all work together to provide care for patients in the Hospice's 14 bedded Inpatient Unit (IPU). The majority of our patients are at home and our team will work alongside community healthcare professionals such as GPs and District Nurses, offering guidance, specialist support and advice as needs arise.

Our Wellbeing Centre is open to all in our community who are over 18 and have or are closely affected by someone with a progressive life-limiting illness. The Centre offers advisory, therapeutic and social sessions and is a friendly, welcoming space.



We also provide counselling and bereavement services to support patients and those important to them through challenging times.

Our aim is to improve the lives of those affected by terminal or life-limiting illnesses, giving them and their carers the confidence to cope and enjoy the best quality of life possible.

Our specialist hospice care is based on individual needs and the wishes of our patients and those closest to them. Everyone's needs are different and we want our care to be meaningful to each and every person we look after at the end of their lives.

Your support

Services at our hospice are provided entirely free of charge, however we need £6 million a year to run, relying heavily on public donations, legacies and fundraising to keep going.

We are not state-funded, even though each of our patients is an NHS patient, and only receive about 25% of our costs from the NHS. The remainder,

more than **£4 million** per year, we need to raise ourselves. In total, we need to raise nearly **£16,450** per day in order to keep our doors open.

85p of every pound donated goes towards the care that we provide and the remaining **15p** helps us with the administration of our services.

From the family of one of our patients

Anne Edworthy, our lovely Mum and Nan, was fortunate to be cared for in the comfort of her home by St Raphael's Community Team. The staff and nurses worked at brilliant speed to ensure that she was at home with her family, safe and pain free. We had a fleeting week together from the day she was diagnosed to her passing – thankfully each day was filled with support from the Hospice. Despite being in the midst of the pandemic, we were looked after in the hands of experts with such kindness. We find great comfort knowing that our Mum and Nan was surrounded by her loved ones and the Hospice team in her last week of life. After our fantastic experience with St Raphael's, we

would like to help where we can to support their future in our community.

Together as a family, we will be skydiving for St Raphael's in celebration of International Nurses' Day with every penny raised going toward this invaluable charity. We look forward to continuing our support of the Hospice and signing up to more (fun)draising events in future!

– **The Lucas Family**



Tailored care in action

“Hospice is a home from home”



My experience at St Raphael's has helped me to begin my journey. It has been a time of rest for me.

I have seen that everyone at St Raphael's works here because they really want to look after each individual patient with such care. It's natural for them to go above and beyond for everyone, where nothing is a bother. It's extraordinary. When you are the one who is ill, these are the things that bring a lot of love and respect into your days, knowing that you are not a burden.

The staff are incredibly skilled and professional, they have seen and done it all and everything is handled with dignity and a lot of care. I can only imagine how busy they are, yet I am made to feel special.

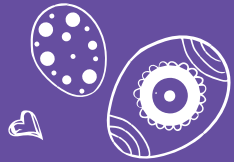
They make the time to chat and laugh with me every day. You can talk to them about anything and they stop to really listen. The nurses, the volunteers, the grass cutters, they are all wonderful to me and my family. They have made us feel loved and that we matter. What a privilege to have this level of care and kindness when you are ill. You would never think it but this is a home from home.

You can live your whole life thinking that a Hospice isn't a place that you would want to end up in. It was not until I stayed in a Hospice, receiving end-of-life care, that I realised that this is the exact place that a person would hope to be in their final days.

– **Morgan Slessor**



Christmas Jumper Day



Easter Egg Hunt



Gameathon



Bike-athon



Family Funday



Cake Sale



Head shave



Raffle



Abseil



Fancy Dress Day



Bingo Night



Auction



Karaoke



Make it virtual



Race Night



Open Garden



Gig



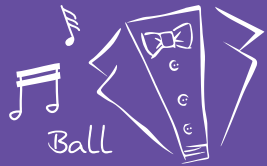
Pub Quiz



Poetry Reading



Barn Dance



Ball



Pub Crawl



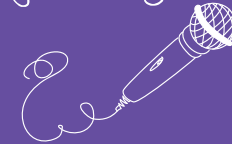
Football Match

Ideas

The first step to fundraising is choosing what to do



Jelly Eating Competition



Leg Waxing

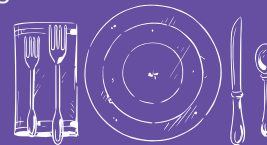


Wine Tasting



Coffee Morning

Summer Fete



Dinner Party



Sponsored Walk



Golf Day



Rangoon Sisters Supper Club

The “Rangoon Sisters Supper Club” started in 2013, quite simply by chance. While attending a local supper club, we were inspired by the idea of hosting a culinary event of our own. Relishing the opportunity for a challenge, we decided to create a Burmese inspired supper club. Our first evening turned out to be a great success and despite the hard work involved, the energy from the kitchen and from meeting our guests was electrifying. Since then, our events have grown from strength to strength with seats selling out quicker than we ever imagined.

We felt inspired to tap into the success of our supper clubs for a worthy cause. Our Dad was in the very best care while being looked after by St Raphael’s Hospice. In honour of the Hospice and our Dad, we held two sittings that catered for around 90 people. Our good friends joined as volunteers on the night and it was a truly special evening. We also hosted a raffle for additional charity support. It is a wonderful feeling to have raised over £4,000 for the Hospice.

As medical doctors by day, our Dad was a bit sceptical at first, thinking that a new supper club venture may be “biting off more than we could chew” – but soon enough, he was by our side chopping

cabbages, slicing limes and cheering us on. He was extremely excited and proud of us when we signed our cookbook deal. We would have loved for him to have seen our book become a reality.



By hosting this fundraising event, we are thankful to have been able to contribute in a small way to St Raphael’s continuing work, in our Father’s honour. Having seen a lot of death in our medical careers, it has provided us with huge comfort and gratitude knowing that our Dad’s final hours were peaceful. He was expertly looked after in such a thoughtful, caring and calm way, as we all were, by St Raphael’s Hospice.

Emily and Amy Chung

Equipment Support

Increasing the visibility of St Raphael’s in the boroughs we serve is key to our work. It would be so helpful if you could support us with this in your local area. It’s also a good way to inform your supporters who you are raising funds for. We can provide a number of branded items to give your fundraising some extra pizzazz!

- T-shirts
- Running vests
- Cycling jerseys
- Collection cans
- Collection buckets
- Banners
- Bunting
- Flags
- Leaflets

We also have additional equipment that we are happy to loan to you, such as:

- Gazebos
- Contactless machines

To boost your income at an event, we can provide branded merchandise to sell, including:

- Notebooks
- Pens
- Keyrings
- Travel coffee cups
- Water bottles
- Bags
- Umbrellas

Check out our online shop for current availability and retail prices:
www.straphaels.org.uk/shop

Please contact our friendly Supporter Care Team to order your items or to find out what is currently available:
supportercare@straphaels.org.uk / 020 8254 2450

Your Event Planner

Event name:

Here are some handy pointers to help you organise your event. Pull this planner out, pop it on your wall and scribble some notes to start planning your amazing fundraising day!

Event date:

The idea behind your event:

Venue:

Address

Capacity

No. of toilets

Parking

Accessibility

Things To Remember

Plan ahead of time, it's more enjoyable that way.

Keep it legal. Consider licences for raffles, collections, catering, alcohol or entertainment.

Consider the costs. Create a simple budget before committing and ensure you are making a profit.

Consider all health and safety aspects of your event as the wellbeing of your attendees is paramount.

Target £

How will I promote my event?
(For tips go to page 10)

Who's coming?

How much will it cost?

Venue

Catering

Equipment

Raffle prizes

Who can help?

Don't Forget!

Make sure you read the rest of the booklet for more fundraising advice and tips, including legal requirements (page 13) and frequently asked questions (pages 16-17).

You are amazing! With your help, St Raphael's can continue providing expert hospice care every day to the residents of Merton and Sutton.

If you have any questions, please contact our friendly Supporter Care Team at supportercare@straphaels.org.uk or on 020 8254 2450

St Raphael's
Your Local Hospice 

Get your fundraising out there!



Online Fundraising Pages

If you haven't set up an online page yet, we highly recommend using www.JustGiving.com. It is very easy for your supporters to donate securely online and they claim Gift Aid on our behalf.

It's an amazing thing to be fundraising, so be sure to tell everyone about it! The more you spread the word about your fundraising activities the more you will be able to raise.

Top Tips to get you started

- 1 Set yourself a fundraising target
- 2 Tell a story – why are you fundraising?
- 3 Make your page as personal as possible with photos and videos
- 4 Help raise awareness by sharing your story on social media
- 5 Ask for donations around payday
- 6 The sooner you start, the more you raise!

Social Media

Post details of your fundraising on social media and be sure to tag us, so we can share it with our local supporters! Also, consider posting on local community Facebook groups.

Radio

Contact your local radio station who may invite you in to be interviewed or add your event onto a free website listing.

Newspapers

Contact your local paper or write your own press release about your fundraising. What makes your fundraising unique and exciting? Add a fun photo to grab attention and include your page link and our website www.straphaels.org.uk. We would love to see your published stories too!

Posters and Flyers

Have some of these printed and ask local libraries, health centres and shops to display them. Often cafés have community notice boards too.

Keep it legal

Branding

The fantastic fundraising that you are doing is helping to raise vital awareness of St Raphael's and the care we provide, so please publicise it as much as you can. Find ways to get your fundraising out there on page 12. We can provide you with poster templates to help too. We just ask that you contact us for a copy of our 'in aid of' logo, as you will need to use this on all of your publicity.

Licensing

There are a number of fundraising activities which require a licence from your local authority. For example, street collections, gambling events, music and entertainment or the sale of food and alcohol. Please do not hesitate to contact us for advice if you are unsure about what your fundraising requires.

Raffles

These are a popular and successful way of boosting funds. However, there are some rules to be aware of. If using cloakroom tickets, the draw must take place on the same day as the tickets are sold. If selling over a number of days, please contact us for advice.

Insurance

Where necessary you should have sufficient third-party public liability cover in place and should consider whether to take out any other insurance.

Cash Handling

Wherever possible, all cash should be counted and recorded by two unrelated people. You should also make sure that cash is placed in a sealed container or collecting can (we can provide these for you). Please do not open collecting cans or buckets yourself. You can drop them at our fundraising office (address on page 16) where we can open and count the funds for you.

Fundraising Responsibility

When organising your own fundraising, we ask that you act in a way that has a positive impact on St Raphael's reputation and does not put undue pressure on members of the public to donate. As a third-party fundraiser you are responsible for organising all aspects of your fundraising. However, we can offer plenty of advice and support so please do not hesitate to ask us.

For more information please refer to the Fundraising Regulator Code of Fundraising Practice www.fundraisingregulator.org.uk or contact our Supporter Care Team on 020 8254 2450.



Fundraising Groups

The beating heart
of our community!

- ♥ Would you like to meet new people in your local area?
- ♥ Do you have a skill or love planning and organising?
- ♥ Joining a Fundraising Group could be for YOU!



Our Fundraising Groups are made up of like-minded volunteers who organise all kinds of events, from quizzes to swing nights, golf days to craft fairs, and have lots of fun doing it.

These volunteer Fundraising Groups play a vital part in the running of the Hospice and we quite simply couldn't manage without them. They are very friendly and are always looking to welcome new members.

You could also set up your own Fundraising Group based in your area or

around a common interest e.g. walking, football or baking.

Fundraising Groups are very much a part of our growing fundraising team. Members of these groups give as much or as little time as they are able to. Whatever time, help and support they can dedicate is greatly appreciated.

Our groups are overseen by our Community Fundraisers who are always on-hand to help.

You can find out more at www.straphaels.org.uk/fundraising-groups

Grow your love and change lives

Fundraising is a positive way
of honouring the memory of
those close to you

Tribute Pages

One way to celebrate the life of a loved one is to set up an online tribute page with us. It is a popular way to fundraise on a regular basis as all of your ongoing donations in memory of your special person will be shown here.

Regular fundraising will enable our charity to be sustainable, plan for the future and put the exceptional into everyday for our patients and their families. It also gives you a way to mark a special occasion, like a birthday, anniversary or celebration.

You can personalise your webpage by writing special messages, sharing memories and uploading photographs. Family and friends can add to your page too.

Tree of Life

This is a specially handcrafted sculpture that sits in our tranquil Orangery Café courtyard within the Hospice grounds. It is accessible for you, your friends and family to visit during the Café opening hours.

To honour the life of a loved one you can donate or fundraise towards an individual leaf or orange engraved with your loved one's name. Our Tree of Life is a unique tribute to symbolise a very special person.

You can find out more at www.straphaels.org.uk/tree-of-life

Contact our friendly Supporter Care Team at supportercare@straphaels.org.uk or 020 8254 2450.

Frequently asked questions

What is the best way to pay in my donation/sponsorship money?

- 1 You can send us a **bank transfer.****
Please make sure you use a suitable reference, either your full name or the name of the event, so we know where it has come from. Please email supportercare@straphaels.org.uk to let us know that it has been transferred.
- 2 Via our website:**
Go to www.straphaels.org.uk/donate and include a suitable comment to let us know about your fundraising or event
- 3 Pop in and see us, we are at:**
St Raphael's Hospice Fundraising
1st Floor Capitol House,
662 London Road,
Cheam SURREY, SM3 9BY
Opening hours: Mon-Fri 9am-5pm
(Please call in advance)
- 4 Fill out the included donation form on page 19,** attach a cheque made payable to St Raphael's Hospice and send it to the address above.
- 5** If you have a JustGiving page set up and linked to St Raphael's, your donations will be automatically sent to us every month.



What is Gift Aid and how can I claim it?

Using Gift Aid means that for every £1 you give, St Raphael's can claim, at no additional cost to you, an extra 25p from HMRC helping your donations go further.

To claim Gift Aid we need the first name, last name, home address and postcode of each individual donor as well as their consent.

Make sure they tick the Gift Aid box on your sponsorship forms or when donating to your online page.

The donor must be a UK taxpayer, be over 16 years of age and have paid the relevant amount of tax in the last year.

Please note that we cannot claim Gift Aid on money paid for tickets to events, raffle tickets, auctions or if the donor has received a service in exchange for their gift (e.g. has had their car cleaned in return for a donation). Donations from companies cannot be Gift Aided.



Do you have any merchandise or equipment?

We can provide a number of branded items, equipment on loan and merchandise to sell. Visit page 9 of this booklet for a full list of what is available.

Can a St Raphael's representative attend my event?

We love to help our fundraisers bring their events to life. We have a small number of hospice ambassadors who may be able to attend if it is in their local area. Do ask and we will do our best to arrange for someone to be there, however this can not be guaranteed.



How will you use my data?

Your data will be added to our database in line with regulatory standards. We will always note your preferences and if you do not want to hear from us we will respect your wishes. We do not sell or share your data with anyone. If we do telephone you, we will always check if you want to hear from us. You can change your contact preferences at any time by emailing supportercare@straphaels.org.uk. To see our full privacy policy please visit www.straphaels.org.uk/privacy-notice.

I'm still a little unsure of how I would like to fundraise, can you help?

If you are still in need of some inspiration for a fundraising event, or are a little unsure of how to get the ball rolling, please feel free to email us at supportercare@straphaels.org.uk or call the fundraising office on **020 8254 2450**.



You are amazing! Thank you!



Whatever activity you decide to organise or event you undertake, we really appreciate all of the time and effort you are spending in order to support St Raphael's Hospice. We know that fundraising is not always easy but you are really helping us continue to care for people with life-limiting illnesses and be there for them, their friends and loved ones.

You can stay updated with news about the Hospice and our services by signing up to our e-newsletter at www.straphaels.org.uk and following us on social media.

Thank you again for supporting us. We honestly could not do what we do without you.



Find funds enclosed for

Use this form if you would like to send us a cheque or sponsorship forms. If you prefer to make a donation online, please go to page 16 for instructions, as well as Gift Aid information.

Contact details

Full name

Organisation (if applicable)

Address

..... Postcode

Telephone number

Email

Event details

Name of event or activity

..... Date

Who was it in memory of?

(if applicable)

Please find a cheque enclosed for £.....

Your data matters to us. More information on how we use it can be found on page 13.

Please let us know how you would prefer to hear from us?

Email Phone Post I do not wish to receive an acknowledgment

I do not wish to be contacted in the future



St Raphael's
Your Local Hospice



Fundraising Enquiries

Tel: 020 8254 2450

Email: supportercare@straphaels.org.uk

www.straphaels.org.uk

Registered Charity No: 1182636