

FERRING COUNTRY CENTRE



FUNDRAISING PACK

Tel: 01903 245078 | office@ferringcountrycentre.org

Ferring Country Centre | RifeWay | Ferring | BN12 5JZ

Charity Number: 29728

By Fundraising for us and you will be
making a difference to the lives of People with Learning Disabilities

THANK YOU!



Thank you for choosing to fundraise for Ferring Country Centre. We are a local, independent charity that supports people with Learning Disabilities by providing meaningful training and work experience, in a countryside setting. Our Day Service Customers develop work and social skills by assisting us with operating the Riding School, Garden Centre, Ranger's Cafe, Dales Farm and Gift Shop. If you would like to discuss your fundraising ideas, or need resources to support your activity (e.g. sponsor forms/leaflets etc) please contact Sam Maddocks, our Chief Operating Officer, who would be delighted to help you.

We look forward to hearing from you soon!

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HOW YOUR MONEY MAKES A DIFFERENCE!

£5: A day's consumables for classroom activities

£15: petrol for our minibus for offsite activities with our Day Service community

£30: Ingredients for a weekly cooking course

£120: Weekly fitness classes for those we support

£2,500 Electricity supply for one month

£6,000: Run the Ferring Country Centre for a day

Donations through fundraising allow us to improve the work training and therapeutic services we are able to provide our Day Service Customers. If you would like to fundraise for a particular item/project, please see our current 'Wish List' or appeal on our website.

Whatever amount you raise, you're guaranteed to help make a change for the better!



www.ferringcountrycentre.org

FUNDRAISING IDEAS!



Active



- Bike ride
- Disco
- Darts match
- Dog walking
- Football tournament
- Golf day
- Keep fit session
- Line dancing
- Obstacle race
- Swim-a-thon
- Walk-a-thon

Creative

- Art exhibition
- Art and Craft Fair
- Cake sale
- Face painting
- Fashion show
- Fancy dress
- Gardening services
- Jewellery making
- Jam making
- Knit-a-thon
- Talent show



Themed

- Bad hair day
- Eighties Night
- European Food night
- Masked Ball
- Murder Mystery
- Non-uniform day
- Pyjama party
- Super hero day
- Vintage party
- Cheese & wine tasting



No matter what your event is, we are here to help!

Challenges

- Climb a mountain
- Half marathon
- Head shave
- Learn a new skill
- Learn a new language
- Learn an instrument
- Give up devices you use
- Give up something you love
- Sky dive
- Firewalk



Random

- Bingo
- Book sale
- Clothes swap
- Car boot Sale
- Film night
- Guess the weight of...
- Indoor games tournament
- Name the...
- Nearly new sale
- Raffle
- Unwanted gift sale



Celebrations

You could use a special event such as

- a wedding
- birthday
- celebration of life
- Anniversary

to fundraise instead of receiving gifts, flowers or cards.



Contact us for all your fundraising questions and support

sam.maddocks@ferringcountrycentre.org



SIMPLE STEPS TO SUCCESS!



Goal:

Set yourself an amount to aim for (look at the wishlist for inspiration). Don't forget to let us know if you are planning an event so that we can support you or even attend the event!

All the funds you raise will go towards the valuable work we do at Ferring Country Centre.

1 Choose your idea

Sporty? Sponsored walk or sports event

Crafty? Make something to sell?

Social event? Wine & cheese evening?

See our separate page for more ideas.

How am I going to raise the money?

Is the activity realistic?

Do I need time to plan?

2 Plan your activity

Is the event safe and legal? (see additional info page on this)

Do I have correct permissions and licences?

Do I need a support team to help me?

3 Promotion

How will I let people know about my event/fundraising?

Do I need posters?

Will I use social media?

Tell family, friends, colleagues and perhaps the wider public.

Local businesses often donate a raffle prize

Will I collect sponsorship myself or via an online site?
Will my social event charge an entrance fee?

4 Paying in your money

Using the Donate page on our website is the easiest way.
www.ferringcountrycentre.org

You can also send us a cheque, pay by bank transfer
Sort code 60-24-32
Acc no 06502806, debit card by phone or in person.
Just Giving is an easy way to collect sponsorship



REACHED

Give yourself a pat on the back!

KEEP IT SAFE AND LEGAL



We want your fundraising to be as much fun as possible but it's got to be safe and legal too, adhering to rules set out by the relevant authorities.



Your fundraising efforts should make it clear you are raising money 'in aid of Ferring Country Centre'.



Remember, if you have any questions, we can help. Email sam.maddocks@ferringcountrycentre.org or phone 01903 245078

Raffles

Raffles do not require a licence if you sell tickets at the event, on the day. You can hold a sweep stake or a tombola too.

Tickets need to be the same price. You can check the full regulations at www.gamblingcommission.co.uk



Collections

You must obtain a permit to collect money in a public space, house to house or on the street. This includes shopping centres and supermarkets. If you are collecting on private land or at your own event you must seek permission of the landowner. All monies raised are 'in aid of Ferring Country Centre'

Licences

Some events require a licence. If you are selling alcohol or playing music you may require a temporary licence. Check with your venue and the local authority.



Food Safety

Whether you are basking at home or holding a BBQ you need to follow food safety guidelines, to ensure hygiene standards are maintained. You can contact www.food.gov.uk for more information.



Insurance

Ferring Country Centre cannot accept any responsibility for accident, injury or loss. Please check you have adequate cover for the level of risk your event poses. All events involving the public must have public liability insurance. Ask your venue – it may already be in place. You must take reasonable steps to ensure the safety of everyone involved.

Emergencies

You must ensure there is an adequate level of first aid cover for your event. Your venue may provide this. You can check with your local authority to ensure you have adequate cover. They will happily signpost you to organisations that can help with this. Have first aid kits available.



The Money

If possible, count cash with another person, keep in a safe place and bank it as soon as you can. You can pay by transfer to Ferring Country Centre Ltd Sort code 60-24-32, Acc no: 06502806 or by debit card in person or over the phone 01903 245078



SPONSORSHIP PAGE



Getting started: Setting up your own online sponsorship page is the easiest way to collect immediate support from family, friends and work colleagues.

There are several different fundraising platforms available but **Just Giving** is the preferred option for Ferring Country Centre.

The advantage of an online fundraising page is that you can reach more people and raise more money. It only takes a few minutes to set up and sponsorship money donated is sent directly to Ferring Country Centre. This saves time as you don't have to go around collecting all the money pledged to you. Gift Aid is also processed directly for us, which is a bonus.

Head over to
www.justgiving.com/ferringcountrycentre
to create your page!

Tips for creating the perfect Fundraising Page:

Make it personal: When you set up your page, always include photos and a story. Explain why you have chosen to fundraise for Ferring Country Centre and why it is important to you. Pages with photos tend to raise 15% more.

Set yourself a target: If you set a target, you usually reach 46% more! If you reach your target you can always increase it!

Supporters: Make sure you thank the supporters who have donated to your fundraising page and ask them to share it on their social media.



SPONSORSHIP FORM



You may print as many of our paper sponsorship forms as you need (found on the next page). Give copies to your family, friends and local businesses to help you collect extra donations to reach your target.

Please remember to send these forms into Ferring Country Centre so that we can claim the Gift aid. Please check that everyone completes their name and postcode on the form.

You should aim to send your money within a month of completing your challenge.

Gift Aid:

Gift Aid is a scheme that allows charities to claim an additional 25p for every £1 donated by UK Tax Payers. Always ask your sponsors to tick the box on the sponsor form. We can only claim the Gift Aid if the sponsor's full name, address (house number and postcode)

You may make an online bank transfer to our account if you prefer:

Bank: Natwest

Account name: Ferring Country Centre Ltd

Account No: 06502806

Sort Code: 60-24-32



Please quote your full name as reference and also, send an email to office@ferringcountrycentre.org to let us know a deposit has been made.



Help Ferring Country Centre to support people with Learning Disabilities

Sponsorship Form

Participant's name:
Participant's Address:
Event name:
Event Date:

We, who have given our name, home address and postcode below, and who have ticked the box entitled 'Gift Aid', want Ferring Country Centre to reclaim tax on the donation detailed below, given on the date shown. We understand that each of us may pay income tax equal to the tax reclaimed by the charity on the donation. PLEASE NOTE: GIFT AID IS NOT APPLICABLE TO COMPANY DONATIONS AND CANNOT BE RECLAIMED AGAINST PERSONAL DONATIONS MADE AGAINST A COMPANY ADDRESS OR FOR ANY ADDRESS WITHOUT A FULL POSTCODE.

TITLE	FULL NAME	FULL ADDRESS	FULL POSTCODE	AMOUNT DONATED	DATE GIVEN	TICK FOR GIFT AID

Thank you so much for your support!

Please make cheques payable to 'Ferring Country Centre Ltd' and return all forms to: Ferring country Centre, Rife Way, Ferring, BN12 5JZ.
phone: 01903 245078 email: office@ferringcountrycentre.org website: www.ferringcountrycentre.org

Registered charity No: 297286