

We are The Clatterbridge Cancer Charity, and together with our supporters & volunteers, we are passionate about the incredible care given at Clatterbridge.

clatterbridgecharity.org

Registered Office:

The Clatterbridge Cancer Centre, Wirral, CH63 4JY

0151 556 5566

ccf-tr.fundraising@nhs.net

How your donation can help

£3 could buy a 360 degree toothbrush for a patient

£10 would provide a patient with an arts activity pack

£50 could buy a massage gun to relieve pain

£500 could give one year of counselling to a family



®Clatterbridge Cancer Charity is a registered charity in England and Wales, No. 1202412 and a company limited by guarantee, No. 14732055



Organising your own event

A guide to raising money, your own way!

Your guide to organising an event to remember!

We've put together this simple checklist to make your life a lot easier. It'll help you to spot potential pressure points, see how your fundraising is progressing and plan for success!

Keep an eye on your costs

- ☐ What do you need to buy, how much are you going to spend and when do you need to spend it?
- ☐ Do you know any companies who can help?

Where and when

- ☐ Make sure your event doesn't clash with school holidays, football matches or big events.
- ☐ What date is best for you? Have you got enough time to plan? Is it the right venue? Make sure it's not too small or too big.

Tell the world - attract support & raise awareness

- ☐ If you have a personal reason for supporting Clatterbridge then share it. It can really help to inspire others!
- ☐ Promote it at work; use email, intranet, staff notice boards.
- ☐ Use our sample press release and contacts list to send to the local media - if you send a photograph, make it eye-catching.

Keep it organised

- ☐ Keep a list so you know exactly what needs to be done and what equipment you might need.
- ☐ Will you need help? Ask friends and family in advance.
- ☐ Get a plan B just in case the event can't go ahead as planned - don't be scared to postpone or cancel an event if needed.

Keep it legal and keep it safe

There are a number of laws relating to charity giving, there are certain things you can and can't do when raising money. Here are some of the more important points:

- ✓ Ensure your publicity materials include 'all proceeds/profits will go to Clatterbridge Cancer Charity'
- ✓ Raffles are carefully regulated and the only type of raffle that can be held without a license is one for which tickets are sold and prizes are given on the same day.
- ✓ Consider first aid requirements. Is it worth contacting your local Red Cross or St John's Ambulance.
- ✓ Our Clatterbridge Cancer Charity logo is our trademark and can only be used within certain guidelines, so please contact our team who will give you the advice you need.
- ✓ Safety is so important. Always check facilities in advance, including fire exits.
- ✓ Collections must be organised through your regional office to ensure they do not clash with ongoing activity and that the relevant permissions are sought.
- ✓ If you are holding an event in public, tell the police and those responsible for the area you are going to use.

Your event is so important to the work we do here. We are the only charity directly raising money for local people with cancer in our communities.

With your support, we can be ready for the future of cancer care.

