

Fundraising Pack



Nottingham
Breast Cancer
Research Centre

at the University of Nottingham



nott.ac.uk/nbcrc

1 in 7

women will be
diagnosed with
breast cancer in
their lifetime.

Our researchers are
working to find the
next breast cancer
breakthrough, faster.



Thank you for beginning your fundraising journey with us. Without amazing people like you, our research simply couldn't happen

The money that you raise will help to support vital research at the Nottingham Breast Cancer Research Centre, which includes:

- Developing the world's first blood test to detect cancer early
- Researching how to stop breast cancer from spreading around the body
- Developing targeted treatments to help patients with all forms of the disease

This pack will help you get started with your fundraising by providing you with a brief step-by-step guide and hopefully some inspiration to get you on your way.

Please get in touch and let us know what your fundraising plans are. We are here to help.

Good luck with your fundraising and thank you again for helping us to make a difference.

Contact our Community Fundraising Manager at supportus@nottingham.ac.uk

Beating breast cancer together

Fundraising Ideas

There are lots of fun and easy ways you can support Nottingham Breast Cancer Research Centre. Don't worry if these ideas aren't for you - there are endless ways you could raise money and we're here to help at every step of the way.

Take on a challenge



- Whether it's 5k, 10k, swim-athon, zumba-thon, or even a skydive or bungee jump, challenge yourself (and maybe rope in a few friends), then ask your family and friends to sponsor you. The bigger the challenge, the more likely it is that people will want to donate.
- If you want to take on a race, you could ask colleagues or friends to pay £2 to guess your finishing time and the closest will win a prize.

Give it up



- Spending too much money on your morning latte or Friday night glass of wine? Get sponsored to give it up for a week or more and donate any money you might have spent.
- If you're known for being the office chatterbox, you could fundraise by taking part in a sponsored silence.
- 'Give up' your birthday or Christmas gifts from family and friends and ask for donations instead.

At work



- As well as asking your employer to match your donations, there are lots of ways to get the whole office involved! Arrange a dress down Friday or go wild with fancy dress
- Organise a lunch time bake sale or a 'promises auction' where you offer to do someone's shredding for a week or tidy their desk in exchange for a donation.

In the community



- Organise a quiz night at your local pub or online and ask local businesses to donate the prizes.
- Plan a summer BBQ for your friends and neighbours
- In the winter months organise a bonfire night with fireworks, and ask them to pay an entry fee.

How your money helps

100% of everything you raise goes directly to our research. Here's how your support could make a difference:

£15

could fund 400 microscope slides to enable our researchers to study cells and tissues

£80

could fund essential consumables for a day of research such as solutions, tests and the materials needed to grow cell cultures

£200

could fund 200 flasks so we can grow cancer cells in the laboratory, improving our understanding of how certain cancers behave

£650

could allow us to screen 5,000 tissue samples for indicators of breast cancer, like particular molecules or genes, which takes us a step closer to detecting breast cancer earlier

£1,600

could fund a pilot research project for one month in one of our key areas - detecting breast cancer early, stopping the spread and treating it effectively



Taking part in a sponsored event?

Follow our top tips for successful fundraising



Follow our Facebook page
for fundraising inspiration and to see updates about our vital research
www.facebook.com/nottsbreastcancer



Have a look at our fundraising ideas
to help you decide what kind of sponsored event to take part in



Get in touch
we want to hear about anything you are planning and we are here to support you along the way



Set yourself a fundraising target
to give you something to aim for



Set up a JustGiving page
head to www.justgiving.com/campaign/nbcrc or print out some of our paper sponsorship forms for offline donations



Don't be afraid to ask for help
friends and family are very happy to help with fundraising so find out if they'd like to get involved. Some employers also offer matched funding so don't be afraid to ask if your workplace offer this



Enjoy your challenge!
The day has finally arrived! Whether you've been training for weeks, psyched yourself up for an adrenaline-fuelled challenge or given something up, you've worked hard for this so give yourself a pat on the back!



Many people will donate after the event
so don't stop promoting it and encourage people who forgot to make their donation to donate now!



Once you have finished fundraising
you will need to send the money to us. Instructions on how to do this are below. This will happen automatically if you have raised the money through JustGiving

Running your own fundraising event?

Follow our top tips to make sure your event goes smoothly



Follow our Facebook page

for fundraising inspiration and to see updates about our vital research
www.facebook.com/nottsbreastcancer



Check out our fundraising ideas

are you keen to support us but not sure what to do? Have a look at our fundraising suggestions to get some inspiration for your event



Get in touch

we want to hear about anything you are planning and we are here to support you along the way



Keep it safe

read through our guidelines to make sure your event will be safe and legal



Get a date in the diary

give yourself plenty of time and check that your event doesn't clash with a date for another popular event



Set yourself a fundraising target

to give you something to aim for. Also think about your budget. You need to make sure that your costs don't outweigh the funds raised



If needed, find a venue

think about disabled access, toilets, parking, health and safety and decide if you will need a designated first aider



Once you have finished fundraising

you will need to send the money to us. Instructions on how to do this are below. This will happen automatically if you have raised the money through JustGiving



Get the word out

read through our guidance on how to publicise your event



Don't be afraid to ask for help

friends and family are very happy to help with fundraising so find out if they'd like to get involved. Some employers also offer matched funding so don't be afraid to ask if your workplace offer this



Set up a JustGiving page

head to www.justgiving.com/campaign/nbccr



Make it stand out

We can send you buckets, collection tins and t-shirts to help make your event a success. You can also set up QR codes for contactless giving



Enjoy your event!

whether you've planned a coffee morning or a festival, now is the time to enjoy yourself and make the most of your hard work



Share your photos

post pictures of your success story on social media and share them with us so we can celebrate with you



Many people will donate after the event

so don't stop promoting it and encourage people who forgot to make their donation to donate now!

Spread the word!

The more you publicise your events or activity, the more donations you will get

- 1** **Let us know about your event** so that we can support and advise you with your fundraising.
- 2** If you are holding a public event, use our poster template and put up posters in local shops, libraries, cafes or your workplace.
- 3** **Social media:** If you are using JustGiving, share the link on social media so people can easily donate. If you are holding an event, create an event page on Facebook and invite your friends. You can use our social media cover photo to let people know you are supporting us.
- 4** Add our banner to your email footer.
- 5** **Local media:** be original. Something new, an extreme challenge or a large event is more likely to be advertised. They may want to send a photographer or reporter along on the day so make sure to contact them far enough in advance - contact us if you'd like help with writing a press release.
- 6** **Use our fundraising materials:** our t-shirts and collection tins are a great way to let people know you are supporting Nottingham Breast Cancer Research Centre!



How to pay your money in

Raised money online?

Your hard-earned money will automatically be transferred to us.

www.justgiving.com/campaign/nbcrc

Send a cheque to our office

Cheques made payable to the University of Nottingham can be posted to the **Community Fundraising Manager, CARO Team Zone, B50, Kings Meadow Campus, Lenton Lane, Nottingham, NG7 2NR**. Don't forget to let us know what you did and remember to include your contact details.

Send in your money online

You can send in your money through our online donation form at nott.ac.uk/nbcrcdonation

Gift Aid

Whether you are collecting donations online or with our sponsorship form, make sure your sponsors know to tick the box for Gift Aid which makes their donation worth 25% extra without any cost to you or them.

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If you have any questions, please contact our Community Fundraising Manager at supportus@nottingham.ac.uk

Pat yourself on the back

You've done it! All your efforts and energy are helping fund life-changing research at Nottingham. Thank you for everything you've done.

Beating breast cancer together

In aid of



Nottingham
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at the University of Nottingham



nott.ac.uk/nbcrc

The Legal Bit...

Keep your fundraising legal and safe

When planning an event, please start by getting in touch with us by emailing supportus@nottingham.ac.uk so that we can help you to ensure your event is legal and safe. Please note, Nottingham Breast Cancer Research Centre cannot accept liability for any loss, damage or injury suffered by you or anyone else as a result of taking part in a fundraising event. When you are fundraising for us, you need to make everyone aware that you are fundraising in aid of the Children's Brain Tumour Research Centre. Your activity is not one organised by or representing the charity.

Your responsibility

In law, you will be a trustee of funds raised and must ensure that all donations and sponsorship money from your event is paid to Nottingham Breast Cancer Research Centre. You must inform potential donors if any of the funds you raise will not be paid to the charity. Please understand that if you do something that threatens or damages the name or reputation of the Children's Brain Tumour Research Centre, we will ask you to stop fundraising.

Food and alcohol

If you are providing food, you need to follow the simple guidelines for preparing, handling and cooking food set out by the Food Standards Agency. Visit food.gov.uk for more details. If you have asked a caterer to come to the event, you must ensure they provide you with a copy of their food hygiene certificate and public liability insurance.

Lotteries and raffles

The legislation surrounding lotteries and raffles can sometimes be confusing. Make sure you check the latest information and advice at gamblingcommission.gov.uk. If your raffle lasts longer than 24 hours you will need a lottery licence and printed tickets which must have certain details on them. Please contact our fundraising team for help with this.

Health and safety

Ensure you have adequate first aid cover available for your event. Take advice from voluntary first aid organisations such as St John Ambulance when deciding the type of cover you will need. Some things to consider are location and type of event, size of the audience, proximity of medical facilities, duration and timing of event. Make sure you conduct a risk assessment to identify any risks at your event, there is more advice and a free risk assessment template to download at www.hse.gov.uk/risk.

Insurance

If your event involves the public, you will need public liability insurance. Your venue may already have their own insurance so remember to check with them. If you are using suppliers or contractors, you should obtain a copy of their risk assessment and public liability insurance.

Licenses

Some activities require a licence including, providing alcohol or live music, holding a collection, raffle or lottery, putting up signs/ banners in public areas. This is not an exhaustive list so do check with your local authority to see if you require a licence for your event, or contact our community fundraising manager for advice.

Publicity material

When you are writing about your event, you need to say that it is being held **"in aid of Nottingham Breast Cancer Research Centre"**. Please contact us if you would like to use our logo on your own publicity materials. Please also include our charity number using these words "The University of Nottingham has charitable status under the Education Act 1948 (Inland Revenue file no. X15294)."

Under 18s

If you are under 18, your parent/guardian is responsible for you. Please show them this pack and ensure they are happy with what you intend to do.

Collections

Visit the Fundraising Regular site at bit.ly/charitycollections for the most up to date information on collections. For more advice on organising a collection, please contact our Community Fundraising Manager.

From everyone at the
Nottingham Breast Cancer Research Centre:

**Thank you for
your support!**





Sponsorship and Gift Aid form

Name.....

Event.....

In aid of Nottingham Breast Cancer Research Centre at the University of Nottingham

We are focused on reaching extraordinary goals. Support our work and you could be part of the next breast cancer breakthrough.

Thank you for your pledge. You can help raise 25% more by adding Gift Aid to your donation. Please read the Gift Aid statement on the next page to find out if you are eligible.

Sponsor's full name (first name and surname)	Sponsor's home address <small>Only needed if you are Gift Aiding your donation. Please don't give your work address if you are Gift Aiding your donation.</small>	Postcode	Donation amount £	Date paid	Gift Aid 

Please send your sponsorship form and a cheque made payable to the University of Nottingham to: Community Fundraising Manager (NBCRC), CARO Team Zone, B50 King's Meadow Campus, University of Nottingham NG7 2NR. The University of Nottingham has charitable status (Inland Revenue file no. X15294)

Sponsorship and Gift Aid form

Sponsor's full name (first name and surname)	Sponsor's home address <small>Only needed if you are Gift Aiding your donation. Please don't give your work address if you are Gift Aiding your donation.</small>	Postcode	Donation amount £	Date paid	Gift Aid <input checked="" type="checkbox"/>
Total donations received		£			
Total Gift Aid donations		£			
Date donations given to charity					

Gift Aid

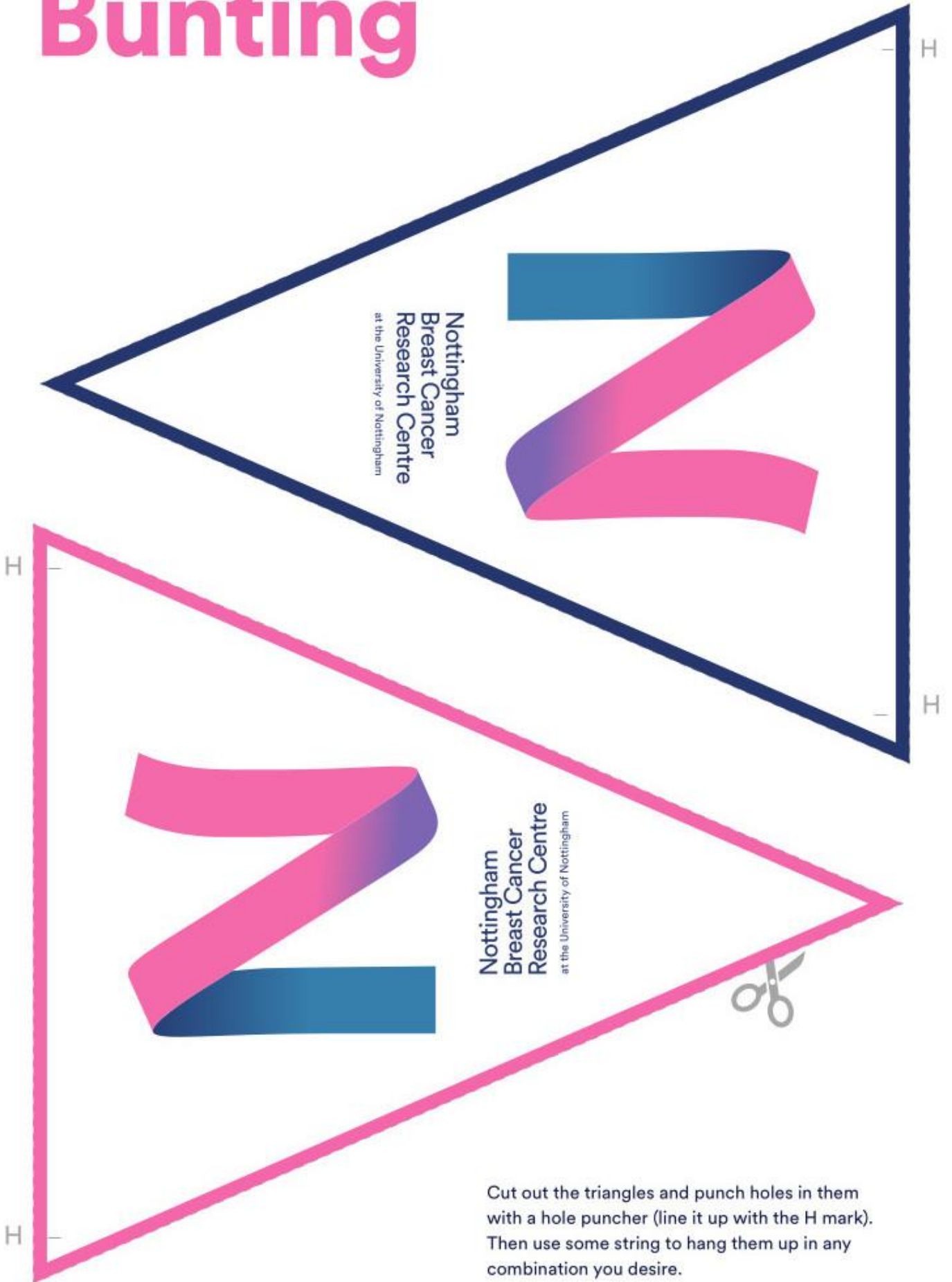
If I have ticked the box headed Gift Aid '✓' I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want the charity above to reclaim tax on the donation detailed above, given on the date shown. I understand that if I pay less Income Tax / or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand the charity will reclaim 25p of tax on every £1 that I have given.

Remember: You must provide your full name, home address, postcode and '✓' Gift Aid for the charity or CASC to claim tax back on your donation.

Please note donations from a "connected person" are not eligible for Gift Aid. A connected person is the wife, husband or civil partner; a relative (brother, sister, ancestor for example mother) or lineal descendant (for example grandson); a company under the control of the donor, or under the control of the connected persons.

Please send your sponsorship form and a cheque made payable to the University of Nottingham to: Community Fundraising Manager (NBCRC), CARO Team Zone, B50 King's Meadow Campus, University of Nottingham NG7 2NR. The University of Nottingham has charitable status (Inland Revenue file no. X15294)

Bunting



**I'm raising funds
for the Nottingham
Breast Cancer
Research Centre**

**Beating breast
cancer together**

In aid of



**Nottingham
Breast Cancer
Research Centre**

at the University of Nottingham

  nott.ac.uk/nbcrc