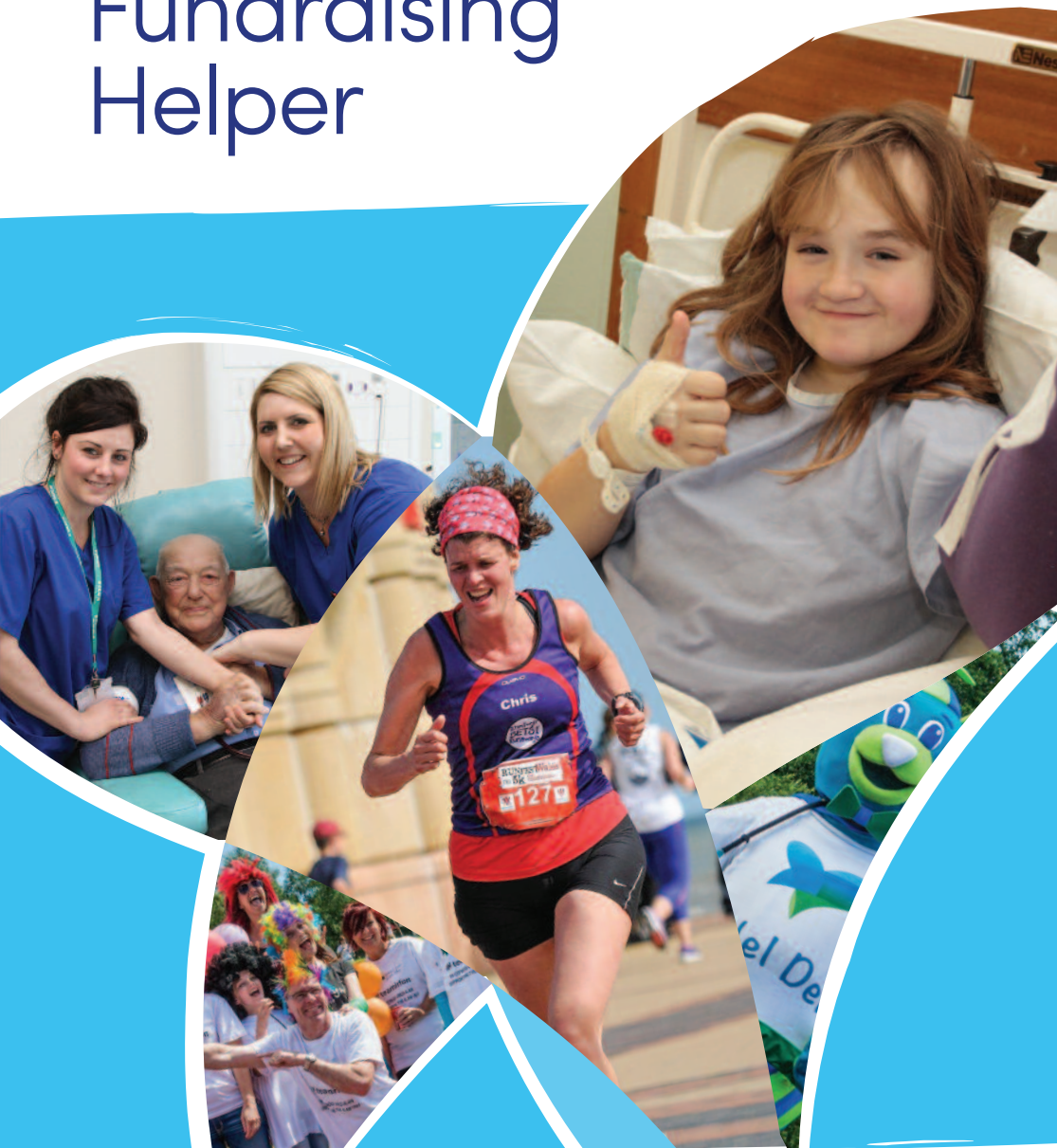


Your Fundraising Helper



Awyr Las
Blue Sky

Elusen GIG Gogledd Cymru
The North Wales NHS Charity



Thank you for making a difference for local patients and their families
Registered Charity No. 1138976.

THANK YOU

Because of the generosity of people like you, over the past four years your NHS charity has been able to spend over £10m on new equipment, better facilities, extra patient comforts and special projects which go above and beyond what the NHS is able to provide.

By raising money for the specific hospital wards, departments and community healthcare services that are closest to your heart, you're helping to ensure that local people in your community have the very best experience in hospitals and community settings across the region.

Your support means so much to everyone involved in your NHS charity, from the hardworking healthcare staff to the many patients and their families who will benefit.



Good luck with your fundraising and please don't hesitate to get in touch if there is anything we can do to support you.

WHERE TO START

Step-by-step guide

1. **Register:** If you haven't done so already, make sure you register your event with the Awyr Las Fundraising Support Team so that we can send you a letter of authorisation and relevant fundraising resources.
2. **Plan:** Think about what type of event you would like to do, where you will hold it, who it is aimed at and how it will raise money
3. **Promote:** Think about how you will promote and advertise your event (see p5&6 for more information)
4. **Legals, lotteries & licences:** There are lots of rules about lotteries so please check the latest information on www.gamblingcommission.gov.uk. Check with your local authority whether you need to get a special licence e.g. collection licence, public entertainment etc. Remember to carry out a risk assessment on your fundraising event where necessary



Whilst we are extremely grateful to you for supporting local healthcare services through your NHS charity, we cannot accept any liability for your fundraising event. Please make sure all the relevant insurances and licences are in place.

SPONSORED EVENTS

Whether you're running a half marathon or taking part in a personal challenge, make the most of every sponsorship opportunity.

Sponsorship Forms

Use the Awyr Las sponsorship forms to record sponsorship from friends, family and work colleagues and enable your NHS charity to claim Gift Aid on their donations. Please encourage your sponsors to include

their home address and tick the Gift Aid column to enable us to make their donation go even further. Please return any completed sponsorship forms to the Fundraising Support Team when you pay in the money you have raised.

Did you know that if you are a UK taxpayer you can add an extra 25% to the value of your donation at no extra cost to you through the Gift Aid scheme?



FUNDRAISE ONLINE USING JUSTGIVING

Create a fundraising page so people can sponsor you online. These pages are quick and easy to set up, and will collect gift aid automatically.

To set up a page, simply visit **www.justgiving.com/algc** and click on 'Fundraise for us'. You can then upload photos and include details on what you will be doing to fundraise, and information on the specific hospital ward, department or community healthcare service that you have chosen to support.

Once you have created a JustGiving page you can set up a JustTextGiving code so friends and family can donate to your fundraising page via text message.

Money raised through your JustGiving page is sent directly to the charity where it will be credited to the specific area you have chosen to support.



PROMOTING YOUR FUNDRAISING

The Fundraising Support Team have a variety of materials to help you fundraise including collection tins and buckets, posters, pop up banners, balloons, leaflets and charity t-shirts, not to mention Awyr Las' adorable charity mascot, Nel Del!

Promote
your
event

- Tweet about your event and tag your NHS charity @awyrilascharity
- Promote your event on Facebook by posting a link to your JustGiving page or setting up a Facebook event and inviting your friends
- Ask everyone you know to come along and help spread the word about your event



The Fundraising Support Team may be able to help promote your fundraising efforts through the charity's social media feeds and/or the local press. Please contact the team directly on **01248 384395** or **awyrilas@wales.nhs.uk** for more information.

Please include the Registered Charity No. 1138976 on any materials advertising your fundraising event.

PAYING IN YOUR HARD EARNED FUNDRAISING MONEY

You can pay the money raised in by post, in person, or online.

- By post: Please make cheques payable to 'Awyr Las' or to the name of the hospital ward or department that you have chosen to support, and send it to:

Awyr Las Fundraising
Support Team, Ysbyty
Gwynedd, Bangor, LL57
2PW

- In person (cash & cheques) at the General Office of any North Wales Hospital (open Monday – Friday 08:30 – 16:30)
- Using a credit or debit card online at

www.awyrlas.org.uk/donate/online-donation



Please fill in the Fundraising Payment Form (enclosed within the fundraising pack) and send this in with any money you have raised.

If you would like to arrange a photograph of you or your fellow fundraisers presenting the money raised to staff on a particular Ward or Department then please contact the Fundraising Support Team to arrange a suitable date and time.

Please remember to return any fundraising resources such as collection tins and banners, and send in any completed sponsor forms so we can claim Gift Aid on your sponsors' donations.

Any money collected using a JustGiving page will be paid to the charity directly and credited to the ward/department you have chosen to support. Your JustGiving page will normally close 12 weeks after the date of your event.

You will receive a letter or email thanking you for your much valued support within 3 weeks of paying in the money you have raised.

FREQUENTLY ASKED QUESTIONS

Do I need permission to fundraise for local healthcare services through Awyr Las?

Yes. You should contact the Fundraising Support Team, detailing what you will be doing to fundraise, when and where it will take place along with your full name, address and a contact number or email address. We will then send you an authorisation letter on headed paper. This enables us to keep track of all the fundraising events taking place, but it also protects you as we can reassure people that you are genuinely fundraising through the charity.

Can I support a specific North Wales hospital ward, department or community healthcare service through Awyr Las?

Yes, absolutely! Most wards, departments or community healthcare services have dedicated funds within the charity, enabling you to support the specific areas of the NHS that are closest to your heart.

How will the money I raise be spent?

Decisions on how donations should be spent are made by senior members of staff involved in the Ward, Department or Community Healthcare Service you have chosen to support. This is usually a senior Doctor, Matron or Ward Sister who can ensure that your much valued support achieves maximum impact for their patients.

Donations given through Awyr Las help fund new equipment, special projects, better facilities, and added patient comforts which go above and beyond

what the NHS is able to provide. For specific examples of how your support could benefit local patients please contact the Fundraising Support Team.

Am I covered by Awyr Las' insurance policy for my event?

No. We cannot provide liability insurance for anyone raising money through the charity, but we can provide advice on whether your event requires insurance.

Can a representative from the Charity be at my fundraising event?

Please contact the Fundraising Support Team on 01248 384395 or email awyrilas@wales.nhs.uk. If we are able to, we will support you.

Can I claim Gift Aid?

Gift Aid enables your NHS charity to claim an additional 25% on top of their donation at no extra cost to you. Any UK taxpayer can claim gift aid, providing they have paid more tax than the donation amount they wish to claim. For example, if you wanted to apply gift aid to a donation of £100, you will need to have paid £25 in tax during the same year. Please give us a call if you're unsure if Gift Aid can be applied to your event.

Can I approach local companies to support me with my fundraising?

Once you have registered your event with the Fundraising Support Team you will be sent an authorisation letter which you can use when approaching companies who may be able to support your fundraising.