

# The Amelia-Mae Foundation Fundraising Welcome Guide

Registered Charity Number:

Events

Cake Sales

Bungee Jumps

Sporting  
matches

And much  
more.....



# Where to start.....

## Choosing, planning and generating support for your event....



First and foremost, The Amelia-Mae Foundation would like to thank all fundraisers for their ongoing support and efforts.

The Amelia-Mae Foundation aims to support children and their families suffering from Neuroblastoma cancer, in memory of 2 years old, Amelia-Mae who sadly passed away July 2013.

It is her fighting spirit which we use to inspire us and help

### Step 1:

Follow us on Twitter  
**@ameliamaedavies**

And

Facebook:

**Amelia-Mae Davies  
Neuroblastoma Foundation**

And join the Facebook group:

**Amelia-Mae's Fundraising  
Friends**

### Step 2; Fundraising Ideas:

You might already have an idea about how you want to help raise money;

- a family fun day,
- a coffee morning for friends,
- a street collection,
- a sponsored bungee jump,
- a charity football match,
- or a whip-round in your workplace.

If you don't feel as though you can plan your own event, maybe you could help another fundraiser with an aspect of theirs. Anything you can do to help is greatly appreciated.



## Most importantly, Enjoy yourself and have fun!

Your help creates Neuroblastoma  
support and awareness

### **Step 3; Planning & promoting your event:**

- Date and Time – make sure it doesn't clash with another big local event
- Location – Contact the venue with all the details of what you're planning, see if the venue will offer you a discount, or maybe let you use it free of charge. Try and pick a venue that is easily accessible.
- Decide if you will need to sell tickets in advance.
- Willing Helpers- Get friends, family, colleagues and others on Amelia Mae's Fundraising Friends Facebook Group on board
- Try and keep expenses to a minimum, see if you can get goods and services donated such as entertainment, food, raffle prizes etc.
- Please note any Health and Safety/ Legal regulations (see legislations attached)
- Use sponsorship forms attached and authorisation letters regarding raffle prizes etc. if applicable.
- Create a poster (see template attached), display copies in the area your event will take place, where you work, in your car, your children's school etc



## **Step 4; Donations:**

Please pay any donations into the following Bank Account details

Or make a cheque payable to 'The Amelia-Mae Foundation'.

**Sort Code: 205101 Account no: 53926419**

## **Other i.e. merchandise, collection tins**

### **Merchandise:**

All merchandise is listed below with its Recommended Retail Price (RRP). Please contact Alison Manifold regarding receiving merchandise to buy/ sell at your event. All items are pictured and shown on the 'Amelia-Mae Davies Neuroblastoma Foundation' page:

- Bracelets;
  - Adults - £2
  - Children - £1.50
- Keyrings- £1.50
- Hoodies - £18
- T-shirts- TBC



### **Collection Tins/ Buckets:**

Please contact Alison Manifold or Carl Davies

### **Points of Specific Contact via 'Amelia-Mae's Fundraising Friends':**

Merchandise/Tins: *Alison Manifold*

Promotional Aid: *Ruth Clark*

Fundraising Support and Guidance: *Grace Gulden and Ruth Clark*

## Please Note: Health & Safety and Legal Requirements

- If you are doing a public collection you will need to contact your local authority for a licence. If you are collecting on private property e.g Supermarket you will need written permission from the Manager.
- Keep in mind Health and Safety wherever you are holding your event. If you are using a venue ask for a copy of their Health and Safety Policy. (See the Health and Safety Executive website [www.hse.gov.uk](http://www.hse.gov.uk) for more info and how to conduct a risk assessment before your event)
- You may need first aiders for your event, or if you need a special licence for your event you can contact your local authority.
- Food safety laws apply when you are selling food to the public for information go to [www.eatwell.gov.uk/keepingfoodsaf](http://www.eatwell.gov.uk/keepingfoodsaf)
- Raffles – small raffles can be held as part of a larger event provided that ticket sales and announcing of the results take place within that event. For details on raffle ticket sales running over a longer period of time and other information regarding raffles and lotteries contact your local authority or The Gambling Commission [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)
- If you have to sign a contract for your event, please contact Russell Cooper first.











# POSTER TEMPLATE