

Fundraising guidance and tips

Organising an event to help raise money is a fabulous and fun way to support VSA, it can also be extremely rewarding when you have organised a successful event.

So, to give you some support whilst you are planning, we have put together some tips to guide you. Have a read through them and feel free to get in touch if you need any further advice or require any resources from our team!

Staying organised...

Hosting a fundraising event requires some planning and no matter how big or small the event is, it always helps to stay organised.

Remember to...

- Track all of the things yet to be arranged by making a list
- Check you have all the correct information for your event - dates and times, location and guest list
- Ask for help! Planning an event sometimes requires a lot of work, if you need a pair of extra hands then let your friends and family know how they can get involved!

Advertising and promoting your event...

There are several ways in which you can advertise your event whether it be online through Facebook, Twitter, WhatsApp, through a fundraising page or emailing/texting friends and family to let them know.

In addition to this, you could also put up a personalised poster to let people know the details of your event, such as where, when and how you can attend in your workplace, local cafes or parks etc. Don't forget to mention that your event is in aid of VSA!

Health and safety...

The safety of the people that will be attending your event is one of the key things you have to keep in mind whilst you are planning everything.



the best of lives

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Don't forget.....

Gift aid

Gift Aid is a government scheme that allows donations given to charity to be exempt from tax, as a result this supercharges donations made to us. However, Gift Aid is not claimed unless we have your permission. You can give your permission by completing our Gift Aid declaration form. Once completed we can claim the tax back on your donation.

This means that a £10 donation will be worth £12.50 and for every £50 gift, VSA will actually receive £62.50.

Transferring the money you have raised

After your event and once all your donations have been collected, remember to pay them in.

There are 4 different ways you can do this

- Bank transfer (The most efficient method)
- Through enthuse/fundraising platform
- A cheque through the post
- By cash- we can collect this or you can drop by our office

Whatever way you chose to transfer your fundraising, remember to let us know your contact details so that we can thank you!

Thanking everyone

Keeping track of everyone who helped raise money by attending or taking part in your event is important as thanking people for their contribution is a fabulous way to show how much you appreciate your support. You may want to send them a message or thank you card afterwards to do so.

Overall, remember to have fun and enjoy yourself. Afterall organising an event is such a great way to do something you enjoy with friends and family!