



Fundraising Pack

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By: Miriam Watson-Pratt



Little Hiccups, % The Barrowbys, 170 Barrowby Lane, Garforth, Leeds, LS25 1NG

Tel: 07831 230741 Email: info@littlehiccups.co.uk Web: www.littlehiccups.co.uk

Registered Charity No: 1170147 Company Limited by Guarantee No: 9692276

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1. Welcome to Little Hiccups



Little Hiccups is a Leeds based support group that has been set up by parents who have children with additional needs and disabilities.

Thirteen years ago, Lindsay, the founder of Little Hiccups gave birth to her little boy, full of the joys of becoming a parent and filled

with all the dreams and aspirations for their lives ahead.... Those dreams were shattered just a few days afterwards as they very nearly lost their boy. They spent the following weeks in PICU before finally bringing their son home, only to keep returning to the LGI as the extent of his injuries became apparent. Jack had been left with scarring all over his brain, resulting in him having severe cortical visual impairment, he cannot sit, stand, hold up his head, or use his hands. He cannot speak (though he can certainly vocalise and express his teenage strops! He is fed via a gastrostomy, has a very difficult to treat form of Epilepsy called Lennox Gastaut Syndrome which means he has 20-30 seizures a day of every different kind and his condition is life limiting. All that said, he is the most loving and inspirational boy we have ever met.”

The journey he has taken Lindsay on since then has been a roller coaster. He is also the inspiration behind Little Hiccups.

It is through personal experience we recognise the importance of allowing parents and families of a child with an additional needs/disability the opportunity to meet people in similar situations, to make friends and support each other.

We know that to every family that this is an individual journey, but we also recognise the importance of sharing the events of that journey with other people in similar situations. We offer a range of support from our Outreach Programme for those families that are just not quite ready to come to one of our sessions. But for those that are, we offer a variety of support from Stay n Play to monthly Family Fun Days.

So, thank you! It matters to us that you have decided to fundraise for Little Hiccups and what you do will make an impact.

2. Contact Details

Office Address

Little Hiccups
% The Barrowbys
170 Barrowby Lane
Garforth
Leeds
LS25 1NG

Tel: 0783 123 0741

Email: info@littlehiccups.co.uk

Website: <https://www.littlehiccups.co.uk>

Make sure you follow us in social media, where we can help you promote your fundraising event.

	Facebook	https://www.facebook.com/littlehiccups1
	Twitter	https://twitter.com/LittleHiccups1
	Instagram	https://www.instagram.com/littlehiccups1
	YouTube	https://www.youtube.com/channel/UC8LPwi8yh0DLCy02a4CtfjQ
	LinkedIn	https://www.linkedin.com/company/21383684

3. How You Help

Every penny really does help. We are a small charity and the fundraising you do will always goes straight back into it. For example:

£5 pays for the coffee on our Outreach sessions

£20 pays for one of our Compassion Packs to be sent to a family in need

£60 pays for a Stay n Play session

£100 will help cover costs to subsidise a family to attend a Family Fun Day

£360 pays for a set of Counselling Sessions for one person



4. Where do I start?

Every successful fundraiser starts with one thing: **a great idea**. Decide on the activity you'd like to undertake to raise money for us. You may be a keen runner turning your latest marathon into an opportunity to raise awareness or you might be pushing your courage to the limit by doing a sponsored skydive.

Not every event needs to be a physical activity. Some people give up chocolate or alcohol for a month or make and sell crafts to donate the profits. The key thing is that you start with something you are enthusiastic about.



Need some ideas?

- **aerobics class** - Set up an online aerobics class and get friends and family to pay a donation to join.
- **birthday**: ask for a donation rather than a gift
- **climb to new heights...on your stairs** - Get sponsored to climb the equivalent of major global landmarks like the Eiffel Tower or Ben Nevis over a week using your own stairs.
- **fancy dress day**: hold a fancy dress day at school or work for a donation
- **football match**: see who will score the winning goals in a charity game
- **give something up**: get sponsored giving up something you love
- **grow a beard**: let it all grow out while raising money for charity

- **guess how many:** challenge people to guess how many items are in a jar
- **head shave:** shave all your hair off for some sponsorship money



- **jumble sale:** see what old or unwanted items you have lying around to sell
- **kayaking:** take to the water to see who wins a charity kayak race
- **litter pick:** raise money for cleaning up your local community
- **loose change collection:** ask people to donate any loose change they have
- **mountain climb:** rise to the top with a mountain climb challenge

- **murder mystery party:** find out who done it at a murder mystery night
- **obstacle course:** see who can complete the obstacle course fastest
- plank / press up challenge: see who has the strength to hold out the longest. Or get sponsored to do a 1000 squats or pressups
- **poker night:** all money won in the game gets donated to charity
- **quintissentially British party:** tea, scones, and everything British
- **quiz night:** test everyone's knowledge with a quiz night to raise money for charity
- **raffle:** hold a local raffle with donated prizes and see how much you can raise
- **read-a-thon:** challenge people to get reading for charity
- **rock climbing:** see who can reach the top in a rock climbing challenge
- **run:** test out your endurance by challenging yourself to do a sponsored charity run. Or run your way, in your time over a longer period



- **sky dive:** take to the skies and get sponsored for a charity sky dive
- **sports day:** get nostalgic with a school sports day themed event
- **street party:** all your neighbours can get involved with a local street party
- **talent contest:** give everyone the chance to show off their best talents
- **teddy bear picnic:** host a teddy bear picnic for families to enjoy

- **tombola:** run a local tombola with fun prizes to help raise money for charity
- **treasure hunt:** put together a treasure hunt around your town
- **uniform free day:** skip the uniform for a day in return for a small donation
- **variety show:** hold a local variety show and enjoy an evening of entertainment
- **video game competition:** discover who's the best when it comes to gaming
- **village fete:** organise a village fete to help raise money
- **vintage sale:** rummage through your closets to find vintage looks to sell
- **wedding gifts:** instead of gifts, you can ask for donations to charity
- **world record attempt:** challenge people to try and break a world record
- **X Factor competition:** host your own X Factor style singing contest
- **yoga marathon:** release the tension and stretch out your body for longer
- **zip wire:** soar through the sky as you take on a zip wire challenge



5. Planning

The key to a good fundraiser is to plan well and be organised. It's common sense, but make sure you put a list together with all the most important things that need doing - simple things like that can really help.

Consider the following points when planning:

Timing: The longer you take to plan, the more organised you'll be and the more money you'll make! Don't cram everything into a few weeks as chances are, something will be forgotten.

Costs: Make sure you budget for things like registration fees, equipment you need and hiring costs.

Insurance: Ensure you're adequately insured for your fundraising event, particularly if you're planning something risky.

Volunteers: Volunteers are ideal for handing out flyers, getting donations and making sure an event runs smoothly. The more, the better!

Permission: If you're collecting on someone else's property, you'll need to ensure you've got permission from the landowner or council. Otherwise, you could get into trouble and we don't want that!

Promotion: Get people to tell others about the event and try and get the press involved in promotion!

Most of all, have fun and enjoy yourself! Chances are if you're having fun, others will as well.

6. Setting up an online fundraising page

We make it easy for you to fundraise online. Raise money for a Little Hiccups via Give As You Live or Crowdfunding and share your page on social media in just a few minutes.

Give As You Live and Crowdfunding lets you create a page for your fundraiser and take donations online securely. This means you don't need to rely entirely on sponsorship sheets and collections and allows you to claim Gift Aid on donations. Your donations are securely paid to us on a regular basis, which means it is one less thing for you to think about!

Whether you're running a marathon, hosting a bake sale, shaving your head or live streaming your gaming, Give As You Live has everything you need to make your fundraising a success.

Simply start your fundraising journey following one of the links below.



Give As You Live

<https://donate.giveasyoulive.com/charity/LittleHiccups>



Crowdfunding

<https://www.crowdfunder.co.uk/p/little-hiccups-1170147>

You can also promote your fundraiser to a potential global audience through social media. And, if you're planning on getting local and national media involved, you can give them details for online giving to use in their coverage, maximising the potential for donations even further.

Fundraise with us and you'll get:

- This fundraising pack which is full of ideas, tips and resources to help make your fundraising a success
- We will promote your activity and online fundraising details on our social media and website (where applicable) – be sure to like and retweet us!
- Support from our friendly team to help with any questions along the way

7. Claiming Gift Aid

Gift Aid allows Little Hiccups to get more for every pound you raise. For every pound that is Gift Aided, we will get an extra 25p because we can claim back the tax payable to HM Revenue and Customs.

For a sponsor to Gift Aid while donating, they need to be a UK taxpayer and also give consent. If you're using sponsorship forms and want to ensure Gift Aid is claimed then:

- You need to get the person's full address including postcode
- The date of the donation and a tick in the Gift Aid box
- The Gift Aid declaration has been signed on the fundraising donation form

If the sponsor donates online, these questions will be asked of them automatically.



8. The Legal Bits

After planning out your event, you need to think about some important legal points to make sure things go to plan.

Raffles and Lotteries

- Any raffles and lotteries organised cannot be entered by anyone under the age of 16.
- Public lotteries and raffles must be licensed by the local authority by their licensing department. Private lotteries, for example inside a workplace or members of a club, do not need to be registered.
- A raffle held at a social event does not need to be registered

Printed Materials

- Little Hiccups's logo must only be used with our prior permission
- Our charity registration number, **1170147**, must appear on all printed materials

Collections

- The legal minimum age for collecting money is 18 in London, 16 elsewhere.
- To collect on private property, for example inside a pub or shopping centre, you need permission from the owner or landlord.
- To collect on the street, you need a licence from the local authority. You will then need to submit a return displaying the amount raised

Music

- If organising an event involving music and/or dancing, you will need a licence from the local authority. The licence is free where the authority agrees the event is for charitable or educational purposes.

Alcohol

- You must ensure you have permission from the local authority's licensing department under the Licensing (Occasional Provisions) Act. You can apply for one or you could ask a local landlord to apply and run a bar on your behalf, but it is unlikely you will keep all the profits if you do.

Be Safe!

- Do not do anything illegal or unsafe as Little Hiccups cannot be held responsible. Nor do we want anything bad to happen to you!
- If you are doing an extreme challenge (such as a skydive, abseil, etc.) you must use a specialised organisation that has the necessary insurance in place for such events. Little Hiccups will not approve your event unless it is done so through a specialised organisation, such as Skyline Events, Charity Challenge, etc.
- If you hold an event in a public area, ensure you are covered by the local authority's public liability insurance

Fundraising Registration Form

Your Name:

Your Email:

Your Phone number:

Address including postcode:

Event description:

Event Date:

How much do you hope to raise:

Would you like an official Little Hiccups t-shirt to wear for the event (subject to a minimum £100 pledge)

Yes

No

We have a few options and sizes so if you have selected yes, I will contact you to confirm details.

Your fundraising page:

We are signed up to Give As You Live and Crowdfunding. See 'Setting up an online fundraiser' for the link

Would we be allowed to share photos and information on our website and social media to raise awareness?

Yes

No

If you would like Little Hiccups to promote your event through social media please give details below as we would love to tag you.

Your Pledge

By reading and acknowledging the statement below, you agree to the points outlined in the contents of the fundraising pack and to fundraise within the law to protect your and Little Hiccups' reputation.

Statement

I acknowledge that I am undertaking this fundraising event at my own risk and Little Hiccups shall not be liable in any way for damage, harm or loss that may occur. I also agree to the guidelines set in Little Hiccups' fundraising pack in relation to branding, lotteries, raffles, insurance and fundraising law. I will endeavour to obtain and pay to Little Hiccups all monies raised within 30 days of my fundraising event. All information and photos will be stored according to the Data Protection Act 1998 (DPA) and the General Data Protection Regulation 2018 (GDPR). Information collected will be used for Little Hiccups purposes only. We will not share your information with any other companies or organisations. Please contact us if you have any questions about our privacy notice or information we hold about you. You can contact us by email at info@littlehiccups.co.uk

Signed:

Print:

Dated:

You can also complete this form online at www.littlehiccups.co.uk/fundraising

How do I send you what I've raised?

If you are collecting sponsorships or donations using a page like Give As You Live or Crowdfunding, the funds will be sent to us electronically after your event finishes.

If you are collecting money via an activity like a bake sale, it may be easier to put the money raised into your own bank account (as we are unable to receive money through the post) and Little Hiccups a cheque for the total raised. Please see the paying-in form over the page for how to send in your donation.

Alternatively, this can be paid as a donation via our website at
www.littlehiccups.co.uk/donate

Your Donation

Please fill out this form and post to:

Little Hiccups, c/o The Barrowbys, 170 Barrowby Lane, Garforth, Leeds, LS25 1NG

Section 1 – Paying In

Title & Name: _____

Event and Date: _____

Amount enclosed: £ _____

Please make cheques payable to **Little Hiccups** and return with this form to the address above.

Gift Aid Declaration

For donations other than those on your sponsorship form.

If you are a UK taxpayer, we can claim an extra 25p for every £1 you donate. If you are eligible for Gift Aid, you must be able to agree to the following statement:

I want to Gift Aid my current donation and any donations I may make in the future or have made in the past 4 years to Little Hiccups. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year, it is my responsibility to pay any difference. I will notify Little Hiccups of any change in my personal circumstances, such as name and address, or that I no longer pay UK Income or Capital Gains tax or I wish to cancel the declaration.

Please notify Little Hiccups if you:

Want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains.

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

**I am a UK tax payer and consent to Little Hiccups claiming back the tax on my
donation**

Signed: _____

Feedback

Please give us some feedback on what you did; why you chose to fundraise for Little Hiccups and any advice you would give to prospective fundraisers.

Thank you for supporting Little Hiccups

Also, do you have photos we could use on materials, on the website or for press? If so, we'd love to see them! Please email info@littlehiccups.co.uk with your name and the event. Please ensure you have the rights to the images

