



LUTON &
DUNSTABLE
HOSPITAL
CHARITABLE FUND

Fundraising Guide

for schools



2018/2019

Full of fun ideas and top tips for teachers
and students fundraising in school !

Welcome!

Thank you for supporting the
Luton and Dunstable University Hospital Charitable Fund.

This fundraising guide has everything you need to get started and we are here to help if you have any questions along the way.

We look forward to hearing about what your school gets up to!

Good luck and thank you!

The Fundraising Team at the Luton and Dunstable Hospital

St Josephs Catholic Primary School



Challney High School for Girls



Southfields Primary School



Challney High School for Boys



How your donation will make a difference...

Donations to the L&D help fund enhancements to make our patients stay at the hospital more comfortable and a less distressing experience. Money raised also enables us to purchase extra equipment and essential items so that our patients and their families are treated in the best possible environment.

Below are some examples of items that your donation could buy...

£50

Books, Puzzles, Games, Crafts,
Dvd's, Jigsaws.

£100

1 weeks stay in the NICU parents
accommodation for a family with a
premature or sick baby in the unit

£300

Portable sensory equipment for
children who are too sick to
leave their beds.

£1000

Activity trolley for
patients with Dementia.

£3500

Acu vein device to make
taking blood more
comfortable for
chemotherapy, child or
elderly patients.

£5000

CPAP device to support
And monitor breathing.

£7000

Fabein evolution monitor
which delivers different
flows of
oxygen to sick babies.



Lets Get Started!

The first thing you need to decide is which ward or department you want to fundraise for. The hospital has over 50 different funds that need support so there are lots of options available for you to choose from.

You can ask for our Community Fundraiser Bianca to come out and speak to your school about some of our appeals to help you to decide which ward or department you would like to fundraise for.

Once your fundraising is complete we will make sure your donation goes in to the correct fund and we can let you know what your money is being spent on.



A&E

Children's Ward

NICU

Helipad

Maternity

Cancer Unit



To book a visit to your school please call 01582 718 289

or Email: Fundraising@ldh.nhs.uk

School Fundraising Ideas A-Z

A

Auction, Arm Wrestling, Aerobic Marathon



B



Bad hair day, Baked bean bath, Bring and Buy, Bowling, Bingo

C



Cake Sale, Craft fayre, CD/DVD Sale, Car Wash, Concert

D

Dress down day, Disco, Disney Day, Dancing



E

Egg & Spoon race, Easter egg hunt



F

Fancy Dress, Filmathon, Fair, Fun Day, Face Painting, Football



G

Go green day, Golf day, Gaming Tournament, Gymnastics

H

Hockey, Hoola hoop, Hopping Competition, Hiking

I

International day, It's a Knockout, Ice Skating



J

Jumble Sale, Jigsaw Marathon, Juggling, Jewellery Sale

K

Karaoke, Kite Flying, Karate, Knitting



L

Line Dancing, Limbo competition, Lemonade Stand



M

Magic Ball, Mountain Bike Ride, Memory Walk



N

Nearly New Sale, Night time walk, Name the bear, Netball

O

Odd sock day, Obstacle course, Olympic sports day



P

Pink Day, Picnic, Pool Competition, Pancake Party

Q

Quiz Day, Queens & Kings Day, Quiet Day (sponsored silence)



R

Running, Raffles, Racing, Read-athon, Roller Skating, Rugby, Recycling



S

Salsa, Spelling bee, skipping, swimathon, sweepstakes

T

Tea Party, Treasure Hunt, Theme Events, Three-legged Races, Tin collections, Tombola

U

Uniform Free Days, Umbrella Day, Unicorn Day

V

Variety Concert, Vegetable Day



W

Wheelbarrow Racing, Welly Throwing, walking

X

X-factor talent show



Y

Yo-yo Competition, Yoga, Yodelling

Z

Zoo Day, Zip Wire, Zumbathon



Other ways to fundraise

Sponsorship forms

To save you creating your own form, you can use the sponsorship form on the next page. If you need more pages you can photocopy it or print more.

If you need us to post you a form please contact the Fundraising Team on

01582 718 289

or email

fundraising@ldh.nhs.uk

Please encourage people to Gift Aid their donation, (if they are eligible), by making sure sponsors fill in their full name and address (including postcode) so we can claim the **extra 25p** for every £1 donated.



Justgiving

You can set up an online fundraising page so people can sponsor/donate to you electronically. It's simple, secure and saves you collecting and counting everyone's money.

You can personalise your page by adding photos and videos too!

Remember to tell people why you're fundraising for the hospital and say which ward or department you'll be raising money for. Once it's set up send the page link out to all your friend and family via email, Facebook, Instagram and Twitter!

Visit **www.justgiving.com** and search for

Luton and Dunstable Hospital.

Click the button to set up your own page and follow the instructions. Easy!

Gift Aid is a great way to raise an extra 25% towards your total, without costing you or your supporters a penny!

Every £1 is worth £1.25 when the donor is a UK taxpayer, (has paid more tax than the amount of tax reclaimed), provides their name, address, postcode and ticks the gift aid box!

Tips for organising a fantastic fundraising event!



Plan In Advance

Think about **what** kind of event you want to organise. Be creative but keep it simple!

Think about **how** you're going to do it. Create a list of everything that needs doing and by when. Make sure it's not too big a job, often the simplest ideas are the best!

Who will be involved? Can you ask family and friends to help you organise it? Can you invite any local community groups to take part?

Think about **why** you are doing it; do you have a story to tell about the unit that you are fundraising for? What fundraising target do you want to reach?

Decide **when** is best to hold the event. Check your calendar for any clashes with other important dates and consider the great British weather!

Finally decide **where** you want to hold the event. Consider cost, availability, capacity and logistics such as catering, music and car parking when choosing a venue .



Spread the word

Get it in people's diaries early, tell your friends, family and neighbours, what you are doing and why! But don't stop there, use all routes to reach people ~ leaflets, posters, Facebook, Twitter, Instagram, Snapchat, emails and anything else you can think of!

Set up your own personalised fundraising page using Justgiving ~ It's easy and quick to do and makes collecting donations or sponsorship much easier.

Tell the local paper what you're doing and try and get it on the radio too!

The fundraising team can also support with you with posts on our website and social media pages!



Create and keep a budget

Remember to keep costs low, you don't want all your hard work to pay for an expensive venue or too much food and not leave any money afterwards for the donation.

Create a budget that is easily managed and keep on top of it. Make sure you keep a record of all income and expenditure as you go along.

Take advantage of every fundraising opportunity... Get items donated!
Use raffles, auctions and selling refreshments as extra ways of making additional income !

We are extremely grateful for your support and for fundraising for the Luton and Dunstable Hospital. Your safety and well being is a top priority so please read the following information carefully to make sure you are keeping everything safe and legal...



Collections

To collect money in the street or in a public place (e.g. a supermarket) you need a licence from your local authority, which can be difficult to obtain. It would be great if you could help at one of our organised collections. If you are interested then get in touch!

We do not allow anyone to collect door to door ~ this is illegal without a special licence. If you hear of anyone doing a door to door collection please report it to the Fundraising Team on **01582 718 043**

Raffles and lotteries – there are many different types of raffle, all of which have to be run in line with gaming law.

Visit www.gamblingcommission.gov.uk for more information. If you are organising a raffle to raise money for the L&D and want to ask local businesses for prizes you should have registered your fundraising event with The Fundraising Team and we will send you a letter of authenticity. Contact The Fundraising Team on **01582 718 043** before you ask businesses for prizes.

Licences – you may need a special licence to run an event e.g. public entertainment licence or a licence to sell alcohol. Please check with the Fundraising Team or your local authority for more information.

We're here to help.

Any questions? Just get in touch...

Email: fundraising@ldh.nhs.uk **Phone:** 01582 718 289



**Collections tins, balloons, leaflets,
pull up banners and stickers
are available on request,
just give us a call on
01582 718 289**



Making your donation!

So what do you do now you've completed your fundraising activities

Don't worry, it's easy!

Cheque

You can send us a cheque by post. Please make it payable to 'Luton and Dunstable Hospital Charitable Fund' and include a note with your name, address, phone number and if you want it to benefit a specific ward or department. Send to:

Fundraising Team

Luton and Dunstable Hospital

Lewsey Road

Luton

LU4 0DZ

Don't forget to fill in the donation form on the next page and send it in with your cheque!

Please never send cash in the post.

Cash

Please be careful when you collect cash. We recommend **NOT** carrying too much cash with you. It is safer to make your donation by cheque, credit/debit card or online, but should you want to make your donation in cash please call the fundraising team to arrange a suitable time to bring it in.

Online Sponsorship pages

If you have set up an online sponsorship page then it's already sorted! When someone makes a donation to your page it comes straight to our charity account. You don't need to worry about collecting money afterwards or sending in any forms and the gift aid is automatically worked out and paid too!

Credit or Debit Card

You can make a BACS payment directly to our account or pay by credit or debit card.

Call the Fundraising Team on **01582 718 289** for more details or to make a donation.



Cheyneys Primary School, Luton