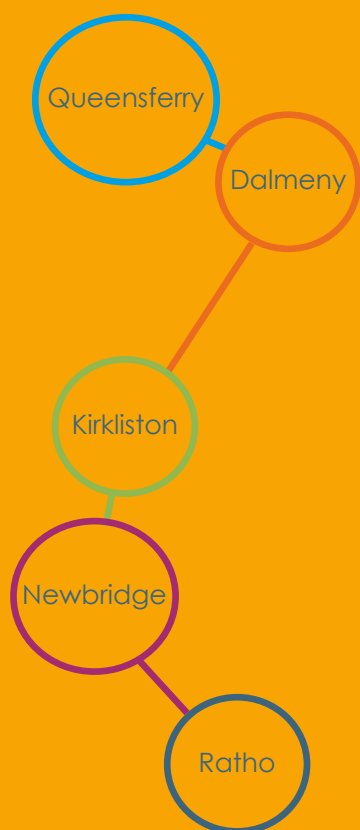




Queensferry Care

Connecting people with their Community



Fundraising Toolkit



Queensferry Churches' Care in the Community
Registered Scottish Charity No SC021833
Company Limited by Guarantee SC210822

Fundraising for QCCC is as easy as 123...

This document provides everything you need to know to start your fundraising journey today



For more information, if you have any questions or would like some assistance please contact

Sue Hope our Fundraising Manager **Email fundraising@qccc.org.uk** **Tel 07702 812 987**

How your money helps older people and their carers

Queensferry Care supports older people and their carers in South Queensferry, Ratho, Ratho Station, Dalmeny, Newbridge and Kirkliston, enabling them to maintain an active, independent lifestyle within their own communities.

Every penny raised helps us provide care, friendship, activities and support for the amazing people who use our services. Your money also helps us recruit, train and support volunteers, promote the organisation within the local community, produce engaging newsletters and activity packs and so much more.

Your money is vital and every £ helps...

£5



Helps pay for a treat like a visit to a local garden centre or coffee shop, for a cup of coffee, a slice of cake and a chat

£10



Helps support a trip out to the shops or a local landmark - a change of scenery with some fresh air and a catch up

£20



Helps support a day care at home visit, reducing isolation and providing a lifeline for older people and their carers

Services we provide for older people & their carers

Queensferry Care provides a range of services in Queensferry, Kirkliston, Dalmeny, Newbridge, Ratho Station and Ratho: -

Day Opportunities

Day Opportunities is a service for older people and is especially beneficial to those who have a diagnosis of dementia or who are socially isolated due to stroke, other illnesses, or long-term health conditions. This service provides an opportunity for older people to meet with others at The Haven or to have one-to-one support in their home/community.

Supper Club

Supper Club is for older people with a diagnosis of dementia and their carer /family member. This is unique in that we support both the carer and cared for person. It provides an opportunity to meet with others to enjoy an evening meal. This service benefits both the carer and cared for person.

Befriending

Trained volunteers will visit older people who are living alone to offer companionship, a friendly ear and contact with the wider community.

Telephone Befriending

Trained volunteers will phone an older person at an arranged time each week to provide friendly conversation and reduce isolation

Information and Advice

We are a community resource for older people and carers, to access general information particular to their situation as well as having contact details for a wide range of other organisations and services, both locally and nationally.

Volunteer Hub

Working with other volunteer led groups and organisations that provide social activities for older people.

Accompanied by a staff member for a trip around her local area on her mobility scooter one of our service users said: 'Its' so good to be out' When they returned home, she said 'That was wonderful, thank you so much'. Our staff member suggested that they could go out again next week if the weather was fair and she said 'Can we? I'd love that'. As our worker was leaving, she heard person say to the cat 'That was fabulous'.

Fundraising fun for the whole family...

COVID19 has had a massive impact on communities and charities who serve them. While many fundraising events were postponed during lockdown, there are still exciting ways to support us.



Gaming 2021

Use your gaming skills to help older people in your community with our Gaming Challenge 2021.

It's up to you to pick your own challenge:

- play solo or in a tournament with friends
- or give up gaming for a certain number of days or weeks (*parents may love this one!*)

How to take part

Decide on your challenge - will you be getting sponsored to play for a certain length of time, or to give up playing for a certain length of time?

Set up an online fundraising page via JustGiving and ask your friends and family to sponsor you to take part.

Let us know by emailing fundraising@qccc.org.uk

Challenge 100

Keep active and get the whole household involved with our Challenge 100.

How to take part

Over 31 days run or cycle 100 miles (that's 3.2 miles a day!)

Or commit to doing 100 reps of an exercise or doing 100 active minutes a day.

Set up an online fundraising page via JustGiving and ask your friends and family to sponsor you.

We'd love to see your efforts on social media - tag us and use the hashtag **#challenge100**

Putting the FUN back into FUNdraising

We want everybody to stay safe, so please do make sure that any planned activity complies with current Covid-19 guidelines

Animals

A Offer to look after your friends or neighbours pets, dress up as your favourite animal for the day, do a run with your dog, or dress up your pet and trade requests for donations, it's time to get your furry friends involved.

Brave

B Fight your fears! Whether it's doing a bungee jump or hanging out with spiders at your local zoo, overcome your phobia and ask for donations.

Coffee Mornings

C Invite your friends round for a coffee morning. Ask everyone to bring a sweet treat and all you have to do is provide the coffee and tea. Ask for a donation of the same amount they would have spent in a cafe.

Dinner party

D Host a come dine with me event or supper club. People can donate in return for your delicious cooking. If you're not up for cooking the full meal about some baking or a wine tasting evening?

Eco challenge

E Fundraise and save the environment at the same time. This could be litter picking at a local park, a beach clean, or taking part in tree planting. Either way, everyone wins!

Food challenge

F Try whipping up a bush-tucker trial challenge by combining some foods from your cupboard and ask people to donate based on what you eat. Bugs aren't necessary, we're thinking banana milkshake mixed with mackerel?

Gaming

G Fundraising has taken the gaming world by storm, with lots of gamers now using their skills to complete 24-hour gameathons for their chosen cause. Got online gaming buddies around the world? Turn this into a global event that brings you all together.

Hair

H A fundraising trend that keeps on growing. Take on a new look by shaving it off or dyeing it a crazy colour, changing your hair is a great way to raise money. The hair doesn't have to be on the top of your head. Why not see how long you can grow a beard or wax a leg?

Putting the FUN back into FUNdraising

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I Indoor sport

If there's one thing you definitely can't rely on, it's the weather holding up for your big outdoor event. So why not move things indoors? Indoor sports are a great way to guarantee everyone will have fun, without getting caught out in the rain.

J Jiggle

Get your body moving! If you're a fan of Zumba or dance, organise an event for your class and jiggle your way to fundraising success.

K Kids

Fundraising with children is tonnes of fun, and a great experience for them too. Think about pram walking events, a fun sports day, a 'dress your parent' day or even a baking competition. Let's get the next generation involved!

L Local

What's special about where you live? A local dance, pie or festival might inspire an idea that makes your community fundraiser special. Wherever you're from, do something unique to your community and watch those donations roll in...

M Music

Music is a wonderful way to bring people together. If you're in a band (or even if you're not!) you could record a charity single to sell in exchange for donations. Or put on a live concert and sell tickets.

N Nominate

With the huge success of No Make Up Selfie and the Ice Bucket Challenge, who knows what might kick off the next viral nomination challenge? Make the most of your social media networks and nominate your friends to do something different.

O Occasions

Got a special day coming up? Whether it's a birthday, a wedding, or a milestone like graduation, share the love and ask your family and friends for donations rather than gifts.

P Poetry

Here's an idea for schools, students and budding poets – think about what your charity means to you and put pen to paper. You could even arrange a poetry recital to celebrate your brilliant work with proceeds going to your cause.

Putting the FUN back into FUNdraising

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Quiet

Q

Calling all chatterboxes! Get sponsored to do a 24-hour silence where your friends, family and colleagues can donate to show their appreciation for a bit of peace and quiet...

Race

R

Races aren't always for the runners you know. There are lots of ways to organise a race with a difference. How about virtual car racing? Or turn your hobbies like knitting or cooking into a contest, with supporters donating to take part.

Swimming

S

Ever dreamed of swimming the English channel? But without going into the cold sea? Set your target distance to reach in one week and swim every day at your local pool in return for donations.

Themed

T

Everyone loves a theme. Host a horror movie night and get people to make donations to vote for the films they want to watch on the night. Or dress up as your favourite character, grab some themed snacks and watch a box set.

Unique talent

U

We all have our special talents, why not use yours in exchange for donations. If you're good around the house offer to do some DIY, if you're a fitness instructor help someone with a fitness plan, or if you like art teach your friend how to paint.

Volunteering

V

Offer a helping hand and do jobs for people in return for online donations. Whether it's helping an elderly neighbour, bag packing at your local supermarket or offering to clean a neighbour's car, odd jobs could soon add up to a lot of money for your favourite cause.

Wear something

W

Get out of your comfort zone and wear something silly! Dress up, wear a hat or a Christmas jumper and get as many involved as possible. Get as many people involved and ask them to donate for taking part.

Xmas crafts

X

It's never too early to start crafting for Christmas. Homemade crafts make wonderful presents and are a fun way for arty types to raise funds while learning new skills. Sell your crafts with the proceeds going to your charity.

Putting the FUN back into FUNdraising

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Y

Yes day

This is particularly fun at work (especially if you can get your boss involved)! Take on a 'Yes day' challenge where fundraisers have to say 'yes' to everything in exchange for donations. Imagine the possibilities...



Z

Zzz...

Forgo a good night's sleep for your favourite cause by challenging yourself to do something for 24 hours straight. 24-hour Zumbathon anyone?

Tell your story

We want your fundraising to be as easy, fun and successful as possible.

Your story - If people know why you're taking on your challenge, they're more likely to sponsor you. Tell them your story, what our work means to you and where their money will go.

Make a splash on social media - promote your fundraising page on social media and ask your friends to share when they've donated.

Get friends, family & colleagues to help - Get friends and family to spread the word about your fundraising. Mention your fundraising event in email signatures, notice boards, anywhere you can!

Tag us! - Don't forget to tell us about your fundraising activity by emailing fundraising@qccc.org.uk and tag us on social media.

Promote

Take part in an exciting challenge event

Are you looking to take part in an **organised event** and raise funds on our behalf? Check out these useful websites for upcoming events.



Run

Visit <https://www.runnersworld.com/uk/events/>



Swim

Visit www.swimming.org/justswim/just-swim-app/



Cycle

Visit <http://www.ukcyclingevents.co.uk/events/>

For more information, if you have any questions or would like some assistance please contact

Sue Hope our Fundraising Manager **Email** fundraising@qccc.org.uk **Tel** 07702 812 987

Every pound really does make a difference

Raising money **online** is a great way to spread the word about your fundraising activity and the work of Queensferry Care.

Setting up an online fundraising page through JustGiving couldn't be simpler and donations made through your page will come directly to us.

Visit www.justgiving.com/queensferrycare

Select *Fundraise For Us* and follow the online instructions.

Personalising your page, including pictures or videos and details of your training plan/activity will show supporters how much effort you are putting into your fundraising.

Tell everyone you know! Post about it on your social media accounts and include the link in your email signature. We have a great document in our resource library which tells you all about the work we do and the services we offer - please feel free to use this to let your supporters know more about the charity. Visit www.qccc.org.uk/resources

DID YOU KNOW... You can link your JustGiving account to Strava to track your mileage on your fundraising page.

Paper sponsorship forms are an excellent way to **collect cash** donations.

To request a paper sponsorship form please contact **Sue Hope** our Fundraising Manager

Email fundraising@qccc.org.uk

Tel 07702 812 987



Thank you for fundraising for us. Here's how you can **pay the money to us.**

By post

Please send a cheque made payable to Queensferry Churches' Care in the Community with your name and how you raised the money to Queensferry Care, The Haven, 25B Burgess Road, South Queensferry, EH30 9JA

Please don't send any cash in the post.

Online

To make an online donation visit www.justgiving.com/queensferrycare

You can boost your donation by 25p for every £1 you donate and the best bit - it won't cost you any extra. Use this link to access a Gift Aid form and make even more of a difference.

Visit www.qccc.org.uk/resources

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Donating in memory and leaving a gift in your will

Donating in memory of a loved one is a very special and meaningful way to remember them.

Donate by post

Please send a cheque made payable to Queensferry Churches' Care in the Community with the name of the person you are remembering to Queensferry Care, The Haven, 25B Burgess Road, South Queensferry, EH30 9JA

Please don't send any cash in the post.

Donate online

To make a donation in memory of a loved one, please make a donation at www.justgiving.com/queensferrycare and note who you are making the donation in memory of.

Funeral collections - Information for funeral directors

If you are a funeral director and paying in donations from a recent funeral then please send donations in by post or online (information above)

Fundraise in memory

Fundraising in memory is a lovely way to celebrate the life of someone special. Organise your own or take part in an organised event.

Leave a gift in your will

Leaving a gift in your will is a very simple way to make a huge impact. Whatever the size of your gift, your legacy will ensure that we continue to support older people and their carers in South Queensferry, Ratho, Ratho Station, Newbridge, Dalmeny and Kirkliston.

We are here to help

We are here to support you every step of the way and make this process as simple as possible for you. If you need to speak to us please contact **Sue Hope** our Fundraising Manager

Email fundraising@qccc.org.uk

Tel 07702 812 987

Corporate fundraising and payroll giving

The companies that support us play a vital role in helping us support older people and their carers. Here are just a few ideas of how you and your company can get involved.

Employee participation

Fundraising is a great way to bring your team together - whether it's for a dress down day, bake sale or quiz. See our A-Z of fundraising ideas.

Charity of the Year

We can design a package of activities that support your corporate social responsibility aims and engage your employees.

Payroll giving

Payroll giving or Give As You Earn is a simple way for employees to make regular, tax-free donations via their salary.

Sponsorship

Sponsor our vital work supporting older people, their carers and the health professionals that look after them.

We are here to help

We are here to support you and your employees every step of the way. Please contact **Sue Hope** our Fundraising Manager for more information.

Email fundraising@qccc.org.uk

Tel 07702 812 987

'Your support and companionship means so much to my Gran - thank you for helping brighten the year for so many!'

Anonymous

There are also a number of ways you can volunteer

Queensferry Care provide many opportunities to support our work and the community. Time commitments vary from a full day to 30 mins per week to ad hoc volunteering. Volunteers can expect a comprehensive induction, access to training and ongoing support, Roles include;

Day Care Support

Working as part of a team you will serve meals and refreshments, provide support to allow older people to join in the many varied group activities or provide 1:1 company to enjoy an individual interest.

Lunch Club Worker

Working as part of team to serve a monthly 3 course lunch to members of the community.

Supper Club Support

Working as part of a team to provide an inclusive and supported dining experience for people with a diagnosis of dementia and their carer.

Befriender

Providing friendship through a fortnightly visit to an older person in their own home.

Telephone Befriender

Providing friendship through a weekly telephone call to an older person.

Garden Tidy Service

Working in teams of 2 to maintain older peoples gardens.

Driving Service

Providing transport for older people to attend local appointments.

Receptionist

Administration

Fundraising

Applications:-

If you are interested in any of our volunteer opportunities please contact **Lorna Russell** by Email lorna.russell@qccc.org.uk or Call 0131 331 5570

Making sure your activity is legal and safe

If you're organising your own event in aid of Queensferry Care (QCCC), be sure to consider legal and risk implications. Here are some simple things you can do to ensure everything runs smoothly:

Health and safety

Risk assessments are important for identifying, minimising and controlling any potential risk to all those taking part at your event, and members of the public who may be attending.

Complete a risk assessment and include any potential hazards at your event. Ensure that you include the provision of first aid cover if necessary, and where children are involved, have appropriate adult supervision and parental permission. For more information about risk assessments, visit the Health and Safety Executive website.

We cannot accept liability or any loss, damage or injury suffered by yourself or anyone else as a result of taking part in a fundraising event organised in aid of Queensferry Care.

Fundraising materials and publicity

If you are creating any fundraising materials you must make it clear that you are fundraising 'in aid of' Queensferry Care. You can promote your activity online but please contact us to discuss using the Charity's logo. We also need you to ensure that our registered charity numbers are featured (Registered Scottish Charity No SC021833, Company Limited by Guarantee SC210822). Alternatively, we would be delighted to design publicity materials specific to your activity eg posters, invitations etc. Get in touch and we can chat through the options.

Data protection

Personal data is any data that relates to and can identify an individual. If you're recording personal data at your event, make sure it complies with the Data Protection Act. Personal data shouldn't be stored any longer than necessary (i.e. after the event) and shouldn't be used without their permission.

Insurance

Public liability insurance may need to be considered, this will protect you against claims made by third parties for injury or property damage as a result of negligence. Public liability insurance is usually included in venue hire fees, whilst if you're holding a private event (e.g. your own house), then insurance may not be necessary. However, it is important that any hired buildings or equipment are insured. Please seek advice from your local authority if you're unsure.

Making sure your activity is legal and safe

Collections

Public collections take place in a public space. You need a licence from your local authority to collect funds on the street or in a public place or by going from house to house, it is illegal without one. Some popular premises for public collections, such as supermarkets and train stations, may require you to arrange public liability insurance. Please contact **Sue Hope** our Fundraising Manager **Email fundraising@qccc.org.uk Tel 07702 812 987** before you approach your local authority for a license.

Private collections take place on private premises and don't require permission from your local authority - although you do need permission from the owner of the premises.

Raffles and lotteries

Raffles, lotteries and prize draws at your event must follow strict legal requirements so please consult **Sue Hope** our Fundraising Manager **Email fundraising@qccc.org.uk Tel 07702 812 987** before organising one. If you are holding a raffle on the night of the event (i.e. not selling tickets in advance), then you will be able to use cloakroom tickets. More information about these rules can be found at the Gambling Commission.

Food hygiene

Selling or distributing food at your event (e.g. a cake sale) will require you to consider its safe preparation, storage, display and cooking. You will need to ensure that any caterers are licensed. Further information can be found at Food Standards Agency, under 'Food Safety' on NHS Choices and from your local authority.

Alcohol and entertainment

Alcohol or public entertainment licenses may be required if your event involves the sale of alcohol, live or recorded music, art performances, sport or any entertainment of a similar nature. Speak with your local authority or look on their website for more information.

We're here to help

We're here to help so just contact **Sue Hope** our Fundraising Manager **Email fundraising@qccc.org.uk Tel 07702 812 987** if you have any questions.