

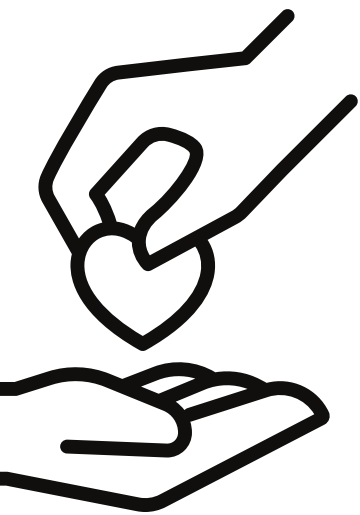


Vision Support **Fundraising Pack**

The difference you will make

Thank you so much for showing an interest in fundraising for us!

The funds you raise, no matter how big or small, will go a long way to help us achieve our mission, reach more people with a vision impairment, and raise awareness far and wide!



Fundraising Guidance

In order to protect you and the organisation we ask that you follow these steps to ensure that your fundraising goes well.

Contact the Chester Office (01244 381515 information@visionsupport.org.uk) and we will take some details so that we can support you and celebrate your efforts through our social media pages.

Things we will ask you:

1. What you are doing to raise funds.
2. When you are doing it.
3. Can other people get involved?
4. Do you need anything from us to help you? We have collection tins, t-shirts and if you need anything else, we can try and make it happen.
5. How much you think you will be able to raise.
6. How you want to get the money back to us.
7. If you are raising money for a specific social group, activity or area.
8. Will you be asking people to sponsor you?
9. Do you think you will incur any expenses and how would you cover them, so we can ensure that we have an agreement in place from the beginning.

Things we will do:

1. Link you to a local manager who will keep in touch to see how your planning and fundraising is going.
2. Provide publicity to support you (if this is something that you want).
3. Help you to set up a Just Giving page to support you in getting money in from people.
4. Provide support to help you to make your fundraising a success.
5. Help by designing flyers to publicise your fundraising.
6. If you are doing a sponsored event, we will keep in regular contact to see how much you have raised through your paper sponsor form (not through your Just Giving page) so that we know how much we can expect to receive. We will ask you for all of the original sponsor forms to ensure that they cannot be misused.
7. There will be an option for Gift Aid on our sponsor forms. This enables us to claim the tax donors have paid back on any donations, which increases the amount that you raise. We can give you more information about Gift Aid if you need it.
8. If you are organising an event, we will work with you to complete Risk Assessments, ensure you have appropriate insurance cover and we will publicise your event, and if you are in agreement, we will approach the local press to provide them with a good news community story. We will involve you in this.
9. Work with you to understand the nature of the event you are putting on and then make sure that we obtain all of the correct licenses and permissions.

After you have completed your fundraising:

1. We will arrange to come and collect or to be available in the office to receive the funds that you have raised. We will count the money with you and we will provide you with a receipt.
2. We will ask that any collection tins/t-shirts and anything else with Vision Support's logo on is returned to us so that we can launder (t-shirt) and reuse it in the future. This enables us to keep our costs down.
3. We will ensure all monies raised are given to Vision Support and we will do what we can to support you to make this easy, from collecting the money from your home or providing you with bank details so that you can put the money in our account.
4. If you are doing a sponsored event, we will provide you with branded and numbered sponsorship forms to reduce the risk of forms being taken and copied by someone intending to defraud the organisation.

Sadly there may be times where people may complain about your fundraising efforts which although unlikely, we do have a responsibility to look into the complaints.

Therefore, we will make you aware of our complaints procedure so that you can share that with anyone who does raise a complaint to you about our efforts. We will use this as a learning exercise to support people better in their fundraising going forward.

**Finally, A MASSIVE thank you for fundraising for us!
We appreciate all of your efforts and we are here to help!**