

Red's Checklist



Red's Checklist will help you get started once you have chosen a fundraising idea or event...

Planning

Task List - Make a list of all the things you need to do and tick them off as you go.

Timescale - give yourself enough time to plan, organise and do your fundraising.

Target - do you know how much you would like to raise? It is good to set yourself a target, plus letting people know may encourage them to support you!

Volunteers - do you need people to help you? Make sure you keep volunteers well informed of what you need them to do and who they are raising money for (Redwings of course!)

Permissions - do you need permission from anyone to hold your event or activity? i.e. school, club, landowner. If it is a large event you may also need to inform the police or your local authority.

Health and Safety - whatever you do, stay safe. If you are holding your event in a public place, it is necessary to do a Risk Assessment - get in touch if you need more help.

Please remember that when you fundraise for us you are an ambassador for Redwings so it is important to always be polite, especially when asking for money or favours.

Promotion

Spread the Word - tell as many people as you can about your fundraising!

Posters and Press - promote your activity or event at school/work/in community centres or clubs, in local magazines and newspapers. Tell the local radio station and use the Redwings' posters, leaflets and magazines. If you need more, just get in touch!

Online - use social networking sites to spread the word and raise money - Facebook, Twitter, Just Giving, Virgin Money Giving and many more.

Under 16s

Have you told your parent/guardian what you are doing and when? Make sure you have their permission before you get started.

Ask an adult to help you collect and count any money (never do this on your own). You may also need to ask an adult to write a cheque for you so that you can send us the money you raise.

Make sure you have got a mobile phone with an ICE (In Case of Emergency) number stored in it i.e. for a relative or guardian.

If you are under 16 you are not allowed to buy or sell Redwings Raffle tickets so please only request them if you are 16 or over.

Money

Do you need a money float or do you need to pay anyone to hold your event i.e. the hiring of a hall?

Make sure you keep money safe and monitored at all times.

Redwings Horse Sanctuary, Hapton, Norwich NR15 1SP • Tel 01508 481018

fundraising@redwings.co.uk • www.redwings.co.uk • Charity Number 1068911

A Charitable company limited by guarantee. Registered in England and Wales No.3524502

The Charity's purpose is to provide and promote the welfare, care and protection of horses, ponies, donkeys and mules.



Keep a record of what you spend and how much you raise.

If you are doing a sponsored event or asking people to make a donation for a service or instead of a present for a special occasion you can use a Redwings Sponsorship Form included in your Red Start to Fundraising pack or you can register with an online giving website like Just Giving or Virgin Money Giving.

Can you Gift Aid it? Eligible individuals can increase their donation at no cost to you or your sponsors.

What is Gift Aid?

Gift Aid allows Redwings to claim 25p for every £1 donated by an eligible individual (plus a 3p supplement until April 2011) making each £1 donated worth £1.28!

Who is eligible?

Any individual who pays UK income tax and/ or capital gains tax at least equal to the amount that Redwings will claim on any donations made in that tax year.

What do I need to do?

If your sponsors are donating online via a fundraising page you don't need to do anything – they can tick the box if they are eligible and the gift aid is claimed for us.

If you are collecting cash or cheque donations, eligible individuals must simply fill out the Redwings Red Start Sponsor Form with;

- > full name and **home** address which **must** include a postcode
- > a tick in the 'Gift Aid' box

Gift Aid **cannot** be claimed on:

- > CAF donations
- > Donations from companies
- > Donations made by non-UK tax payers
- > Illegible entries on Sponsorship Forms

For more information on Gift Aid, contact us or visit www.hmrc.gov.uk

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After the Event

Have you collected money from everyone who has sponsored you?

Make sure you have paid your costs before you send any money to Redwings.

Let us know – we love to see your photos and read your stories about your fundraising so please send them to us along with the funds you have raised.

**Finally please say a BIG THANK YOU to everyone who has helped you,
and we shall say A BIG THANK YOU to you!**

Help and advice

If you need any help or advice on any area of your fundraising, contact us on 01508 481018, fundraising@redwings.co.uk or write to us at the address below.

*Please DO NOT send cash. Please make cheques payable to Redwings Horse Sanctuary.
Send to: Redwings Horse Sanctuary, Hapton, Norfolk, NR15 1SP.
Thank you for supporting Redwings Horse Sanctuary by raising money for horses in need.*