



Fundraising Pack

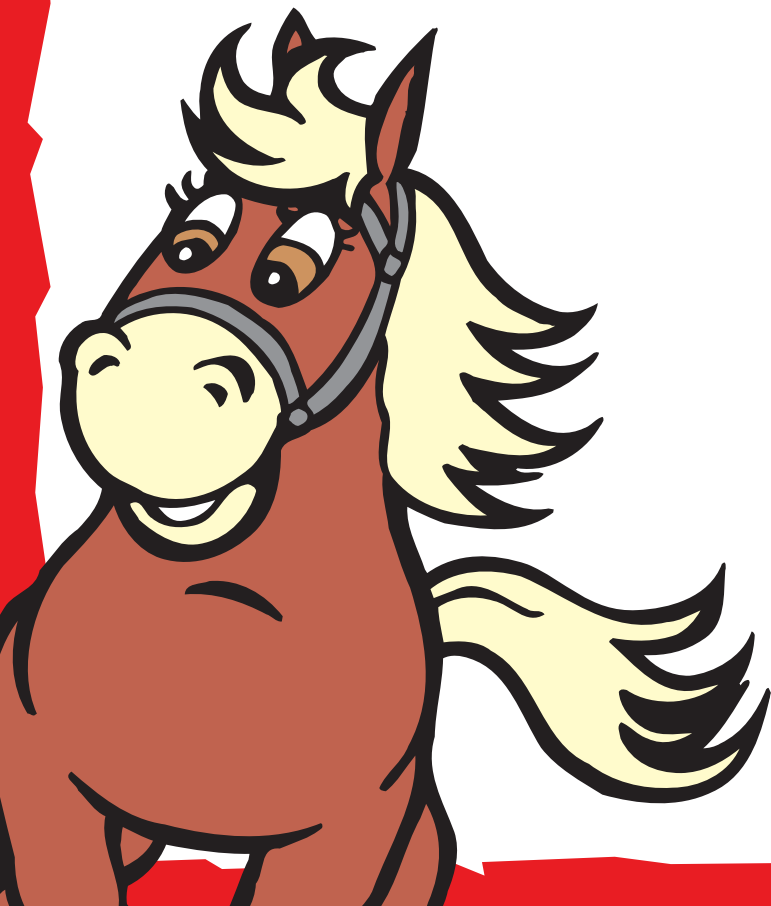
In your pack:

Red's Checklist

Sponsorship Form

Fundraising Poster

Leaflets & Magazines



If you need anything else...

Call : 01508 481000

Email : fundraising@redwings.co.uk

Visit : www.redwings.org.uk

Event Form

Are you aged under 16? Yes/No (delete as appropriate)

What are you doing?

When are you doing it?

Where will it happen?

Who can we contact?

Name:

Home Address:

Postcode:

Email Address:

Telephone No:

Name of your group/organisation (if any):

Thank you and good luck!

Please return this form to: Fundraising,
Redwings Horse Sanctuary, Hapton, Norwich NR15 1SP

Redwings Horse Sanctuary, Hapton, Norwich NR15 1SP • Tel 01508 481000
fundraising@redwings.co.uk • www.redwings.org.uk
Registered Charity 1068911 (England and Wales), SC045070 (Scotland)



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.

Fundraising Form

Fundraiser/Group/Organisation – details about you

Contact name:

Home address:

Postcode:

Supporter No (if known):

Email address:

Telephone No:

Date of Birth (if under 16):

Your donation/fundraising payment

I raised £ _____ and enclose a Cheque/Postal Order payable to Redwings Horse Sanctuary, **or**,

Debit £ _____ to my      account

Card No:

Issue No: (if applicable)

Security Code: (last 3 numbers on back of card)

Valid from:

Expires end:

Signature:

Date:

Your Fundraising – details of your fundraising event

My event was a:

Held on (date):

The following people would like to be thanked for their participation

Contact name 2:

Home address:

Postcode:

Email address (optional):

Telephone No:

Date of Birth (if under 16)

Contact name 3:

Home address:

Postcode:

Email address (optional):

Telephone No:

Date of Birth (if under 16)

THANK YOU Please return this form with your remittance to **Redwings Horse Sanctuary**

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Sponsorship and Gift Aid Declaration

Name of organiser:

Supporter No if known:

Address of organiser:

Postcode:

Type and date of event:

Date:

We, who have given our names and addresses below and who have ticked the box entitled 'Gift Aid' (✓), are happy for Redwings Horse Sanctuary to reclaim tax on the donation detailed below, given on the date shown. We understand that each of us must pay income tax or capital gains tax equal to the tax reclaimed by Redwings on the donation.

	Full Name	Home address	Postcode	Amount pledged	Amount given	Date given (dd/mm/yy)	Gift Aid (✓)
	e.g. Mr John Smith	86 High Street, Anytown, Anywhere	AA1 2BB	£10	£10	07/05/06	✓
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
					TOTAL DONATIONS	£	

To be completed by Redwings Horse Sanctuary

Date monies received			
Total amount of Gift Aid donations	£	=	£

THANK YOU Please return this form to **Redwings Horse Sanctuary**

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Rosette Pin-Badge Collection Box Form

Rosette Pin-Badge Collector – your details

Contact name:

Home address:

Postcode:

Email address:

Telephone No:

If you are under 16 please ask your parent/guardian to sign here

Supporter No (if known):

Date of Birth (if under 16):

Signature:

Your Rosette Pin-Badge Collection Boxes – details of your collection kits

My Pin-Badge Collection Box Nos:

Kit 1:

Kit 2:

Kit 3:

Kit 4:

I received my Pin-Badge Collection Box kits on (date):

Your Remittance – details about your pin-badge collection

Please enclose separate payment for your pin-badge fundraising and any donation you wish to make.

I raised £ _____ and enclose a Cheque/Postal Order payable to Redwings Horse Sanctuary, **or**,

Debit £ _____ to my      account

Card No:

Issue No: (if applicable)

Security Code: (last 3 numbers on back of card) Valid from: Expires end:

Signature:

Date:

Thank you

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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 help with this.

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 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.

Having two people to count your funds is always recommended.

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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 the Redwings Sponsorship Form included in your Red Start to Fundraising pack or you can register with an online giving website like Just 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 at no extra cost to you!!

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 Sponsorship 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



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 481000, 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.



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