



# FUNDRAISE FOR ST BARNABAS HOSPICE

.....  
[StBarnabasHospice.co.uk](http://StBarnabasHospice.co.uk)

 @StBarnabasLinc  StBarnabasLinc  @stbarnabashospice  St Barnabas Lincolnshire Hospice



"The Great Wall of China trek was a fantastic life changing experience where we made many friends and had the opportunity to experience the Chinese culture and soak up the wonderful scenery.

I was honoured to be able to raise the money for St Barnabas Hospice as I see first-hand how crucial our care and services are to the local community."

**Tracy Atkins**, Health Care Support Worker for St Barnabas Hospice, on completing her Great Wall of China trek

.....  
**Find out more at**

01522 540 300

[fundraising@stbarnabashospice.co.uk](mailto:fundraising@stbarnabashospice.co.uk)

**[StBarnabasHospice.co.uk](http://StBarnabasHospice.co.uk)**

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 @stbarnabashospice

 St Barnabas Lincolnshire Hospice

By following us online, you can help to raise awareness about hospice care and future events. We also regularly update our website, so that's a great way to keep in touch!

# Thank you for choosing to support patients and families across Lincolnshire who are living with a life-limiting or terminal illness.

Your fundraising will help to ensure that St Barnabas Hospice can care for more patients and families near you, every day of the year.

Your support could be a small get together or a large-scale ball, a once only occurrence or an annual event! Whatever you choose to do, we really appreciate your support and we will be here to help you along the way.

Good luck with your fundraising and thank you for your support.

**The St Barnabas Fundraising Team**

## LET'S MAKE A DIFFERENCE!

This fundraising guide is full of everything you need to get your fundraising started today!



Planning and organising



Setting a budget



Promoting the big day



Keeping it safe and legal



What to do after the event

Did you know that fundraised income pays for the care and support of half the people we see?

If you want to discuss your ideas or request materials to support your activity, please get in touch.





# ST BARNABAS – YOUR LOCAL HOSPICE SERVICE

**St Barnabas Hospice is a local independent charity, which supports more than 9,000 people across Lincolnshire each year. We deliver free, high-quality, compassionate end-of-life care and support to adults with a life-limiting or terminal illness, their family and carers.**

St Barnabas Hospice has two Inpatient facilities in Lincoln and Grantham, six Day Therapy Centres across the county, and community teams providing specialist care in a person's own home.

Our care also extends to a patient's family members and loved ones. Our large team of Family Services staff and trained volunteers are there to give emotional support – but also practical support where needed.

Our welfare team also helps hundreds of families each year with financial problems that can often arise.

For more information, visit  
**[StBarnabasHospice.co.uk](http://StBarnabasHospice.co.uk)**

# DID YOU KNOW?

All of our services are provided free to adult patients and their families.

Every year we care for more than  
**4,500**  
patients across the county.

We help people living with a range of life-limiting or terminal illnesses ranging from lung and heart conditions, to dementia and cancer.

The care we provide is tailored to the needs of each patient.

We are reliant on the financial support our community provides, so that we can be there for more patients, their families and carers, every day of the year.  
**So, thank you.**

“ The whole family has thrown themselves into fundraising for St Barnabas and we just want to raise as much money as possible and give something back to such a deserving organisation. What I like about St Barnabas is that the care is there when you need it the most and the people are so genuine. ”

Terry Wright, on fundraising for St Barnabas Hospice



# YOU CAN MAKE A DIFFERENCE

Gordon, 75, was supported by the St Barnabas Hospice at Home team for seven months after he was diagnosed with an aggressive form of cancer.

His wife, Jean, describes how this invaluable care allowed her husband to spend his final days at home.

"By the time Gordon was diagnosed he was in severe pain and was no longer able to get about without help. Still, I didn't have any worries about looking after Gordon at home because I assumed it would be like any other time he had been unwell. Except it wasn't and it soon became apparent that we were out of our depth.

St Barnabas was recommended to me and after making a phone call they arrived the very next day. It was a real relief when they turned up and I'll always remember one of the first things they said to me was 'you haven't got to worry, we'll look after him now' and they absolutely did.

They immediately set about bathing and changing him and ensured that we had everything we

needed, nothing was ever too much trouble.

The care was simply marvellous and I welcomed their daily visits, they became more like friends than nurses. They always had time for you and took the time to look after me as well as Gordon.

Since Gordon's death this care has continued and they will often phone or pop-in to see how I am. They even attended Gordon's funeral which I found to be a real comfort, after all they were faces I had come to know well.

I feel lucky to have had the support of St Barnabas and if it wasn't for them Gordon would have never been able to return home. I honestly don't know how I would have coped without them, their support was truly invaluable."



"The St Barnabas team delivered top quality care and compassion enabling our dad to remain in the comfort of his own home with as little fear as possible.

Their care was over and above anything we could have asked for and for that we are forever grateful. Surviving this difficult time would have been made so much more difficult without St Barnabas."

Linda, Jean and Gordon's daughter

# WHY WE NEED YOUR HELP

It costs **£11 million** per year to be able to provide our free services to families across Lincolnshire. Around **50%** is raised through our Fundraising department, charity shops and Lottery.

The real cost of hospice care...

PER YEAR **£11,000,000**

PER MONTH **£916,666.67**

PER WEEK **£211,538.46**

PER DAY **£29,569.89**

PER HOUR **£1,232.08**

PER MINUTE **£20.53**

PER SECOND **34p**

## The money you raise will make a real difference

**£5** Pays for a three course meal for a patient receiving specialist care



**£34**

pays for a physiotherapy or occupational therapy sessions to maintain a patient's independence



**£50** pays for ten lightweight fleece blankets, giving added warmth and comfort to patients







FOR EVERY **£1** WE RAISE,  
**73p** GOES TOWARDS DELIVERING  
 AND IMPROVING THE **CARE**  
 AND **SUPPORT** WE OFFER.  
**27p** GOES TOWARDS  
 GENERATING  
 FUTURE **INCOME**

Your donation will make a huge difference to our patients, their families and carers, and the staff and volunteers at St Barnabas. **Thank you once again for your support.**

**£120** pays for a  
 Hospice at Home  
 nurse to care for a  
 patient in  
 their own home



**£367** pays for  
 counselling  
 and bereavement  
 support sessions to  
 help patients and their  
 families through a  
 difficult time



**£682** pays for  
 a patient  
 to stay in  
 our Hospice for  
 specialist 24 hour  
 end-of-life care





# “Taking the plunge was my way of saying thank you”

Inspired by the way St Barnabas Hospice had cared for her husband Chris, Julie decided to go the extra mile and plunge 15,000ft in a sponsored skydive. Chris was just 45 years old when he was diagnosed with terminal cancer.

Straight away Julie and Chris agreed that he should be cared for at home so that their two sons, aged 14 and 16, could spend precious time with their dad.

“It was wonderful to be able to raise money for St Barnabas and give something back for the special care they had given to Chris and our family.

Before St Barnabas visited, I had been looking after Chris on my own and I had started to feel quite isolated. It was a real

relief having their support and someone to talk to meant that I was better able to support Chris and our sons.

St Barnabas really did make all the difference and with their support, Chris was able to remain at home, where he belonged and where he felt most comfortable. It was nice for the boys to be able to spend time with their dad without the restrictions of visiting times, it felt more natural somehow.

A skydive is something I have always wanted to do and it was a brilliant way for me to commemorate what should have been our 30th wedding anniversary. It was a thrilling and exhilarating experience and I know that Chris would have been proud of me.”

## 1. DECIDE WHAT YOU WANT TO DO

You will find lots of ideas and inspiration in this booklet. Pick something you enjoy doing, get your family and friends involved and turn your idea into a fundraiser! See our A-Z of fundraising ideas on page 12.



## 2. GET PLANNING

Planning ahead will ensure there is enough time to make your fundraising event a success and raise as much as you can for St Barnabas Hospice. See our example event checklist on page 14.



## 3. SET A BUDGET

Think about all the costs involved in organising your event. Setting a budget will ensure you don't spend more money than you can make back. Why not look at whether a local business will support your event by providing resources you may need? For example, could a local shop give you some cakes for your bake sale?



## 4. CHOOSE A DATE AND LOCATION

Choose a date and time that is suitable, then find a local venue which will fit what you have planned.



## 5. PROMOTE YOUR FUNDRAISER

Once the details are confirmed, it's time to promote your event! Make sure to drum up interest from your friends, family, workmates and online contacts! See page 17 for ideas on getting your news out there - from posters and flyers, to blogging and social media.



**7 SIMPLE  
STEPS TO  
FUNDRAISING  
SUCCESS**

## 6. KEEP IT SAFE AND LEGAL

See page 18 for some handy tips on how to make sure your event is safe and legal.



## 7. AFTER YOUR EVENT

Thank everyone who helped you and let them know how much you raised. Once you have collected your donations you can send them to us in a variety of ways. Find out more on page 21.



Contact your local fundraiser

Find out more at

01522 540 300

[fundraising@stbarnabashospice.co.uk](mailto:fundraising@stbarnabashospice.co.uk)

[StBarnabasHospice.co.uk](http://StBarnabasHospice.co.uk)

# A-Z OF IDEAS

## A

Aerobathon  
Apprentice  
day

Afternoon tea  
Art exhibitions  
Auctions

## B

Bad  
taste  
party  
Bingo

Bathe in a  
bath of...  
Bike ride  
Birthday  
celebrations  
Book sale  
Bring and  
buy sale

Black  
tie do

Bag packing  
Bake off

## C

Challenge  
events

Cake sale

Car washing

Carol singing

Casino night

Cheese and  
wine night

Clothes swap  
Coffee morning  
Comedy night  
Concert  
Craft fair  
Cricket match



## D

Darts match  
Dinner party/dance  
Disco  
Dog walk  
Dress down/up day  
Duck races



## E

Easter egg hunt  
Ebay your items  
Eighties night

## F

Film night  
Fêtes and  
fairs  
Fishing  
Face painting

Fancy dress

Fashion show  
Five-a-side  
tournament

## G

Garage  
sale  
Garden  
party

Guess the  
weight of...

Golf  
day

Give something up



## H

Halloween  
party  
Head shave

## I

Ice skating  
Indoor gaming  
tournament

## J

Jazz night  
Job swap  
Jumble sale

**K** Karaoke  
Knit-a-thon  
Keep fit

**L** Ladies' lunch  
Lose the booze  
Line dancing

**M** Music event  
Match funding from  
your employer  
Medieval banquet  
Murder mystery

**N** Netball tournament  
Non-uniform day

**O** Open garden  
Office party  
Obstacle Course

**P** Pamper day  
Pancake race  
Pantomime  
Plant sale  
Pop-up shop

**Q** Quiz night



**R** Race night  
Raffle  
Recycle  
Record breaker  
Rock climbing

**S** Silent auction  
Sponsored silence  
Sports day/event  
Street party  
Swear box  
Sweep stake

**T** Talent show  
Test your taste buds  
Teddy bears' picnic  
Themed party  
Tombola  
Treasure hunt  
Tennis tournament  
Trek

**U**   
Unwanted gift sale  
University Challenge

**V** Valentines party  
Variety show  
Volleyball tournament



**W** Waxing  
Walks  
Wine tasting

**X** X-Factor competition



**Y** Yogathon  
Your own idea

**Z** Zumbathon  
Zany clothes day


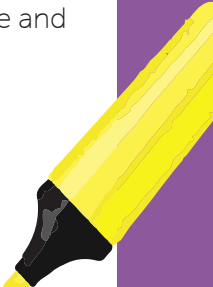


# SIMPLE EVENT CHECKLIST


Some simple planning can ensure your fundraising is a huge success.

Once you've decided on the type of fundraiser you'd like to hold for St Barnabas, it's time to start planning! Here is simple checklist of things to consider.

## What

- 
- ☐ Choose what you want to do - pick something you will enjoy doing.
  - ☐ Think about your idea and make a list of how you will raise and maximise funds (e.g. could you hold a raffle or tombola)?
  - ☐ If you are approaching businesses for prizes, contact the Fundraising team in advance for a letter of authority.
  - ☐ Make a list of all the items you may need on the day (e.g. refreshments, prizes, equipment, tables and chairs).
  - ☐ Do you need any extra fundraising resources? Contact the Fundraising team for sponsor forms, collection buckets, t-shirts, balloons, stickers etc.
- 

## When

- ☐ Check for local and national events - does your chosen date clash?
  - ☐ Do you have enough time to prepare and promote your activity?
  - ☐ Do you need a member of our Fundraising team to attend? If so, check availability.
- 

## Where

- ☐ Is the venue suitable for your activity? (E.g. indoors/ outdoors, capacity, parking, accessibility).
- ☐ Is it cost effective? Could you ask for a discount or have the venue for free?
- ☐ Does your chosen venue have the appropriate insurances and licences.

## Who

- ☐ Think about who you would like to invite and make a list. Are there any special guests you would like to ask?
- ☐ Make a list of those who can help you on the day - don't be afraid to ask friends, family and work colleagues. You could also ask local community groups such as the Lions and Rotary groups.



# PROMOTING YOUR ACTIVITY

Once you've decided on a date, time and venue, you're ready to tell everybody about what you are planning to do! One thing to make sure is that you give those you would like to attend plenty of notice so that they don't make other plans.



## Posters and flyers

Contact our Fundraising team for bespoke designed posters and leaflets for your event.

## Social media

Share details of your activity on your Facebook, Twitter and Instagram pages.

For help with this please call **01522 540 300** or email **[fundraising@stbarnabashospice.co.uk](mailto:fundraising@stbarnabashospice.co.uk)**

 [@StBarnabasLinc](https://twitter.com/StBarnabasLinc)

 [StBarnabasLinc](https://www.facebook.com/StBarnabasLinc)

 [@stbarnabashospice](https://www.instagram.com/stbarnabashospice)

 [St Barnabas Lincolnshire Hospice](https://www.linkedin.com/company/StBarnabasLincolnshireHospice)

## Write a press release

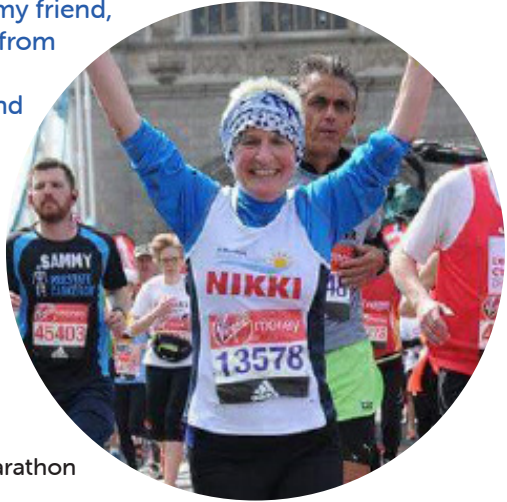
Local media are often looking for stories about people doing extraordinary things. The best way to get noticed is to write a press release. If you would like a press release template to help with your story, please contact the Fundraising team.

## Free event listings

Local newsletters, what's on guides, websites and radio stations usually have a section with free event listings. Contact the editor or administrator and ask to be included.

“ I ran the marathon in aid of my friend, Jayne Lusby who died at 33 from liver cancer. Her last few days were spent in your wonderful Hospice and she was cared for lovingly by your staff. I find the courage of your staff to nurse sick patients very inspirational. So even though running 26.2 miles seemed hard going, it is nothing compared to what you guys do every day. It was an honour to do it for such a worthy cause. ”

Nikki Howe, on running the London Marathon



“ My father-in-law, Paul Parker, was cared for in his final days at home by his family and the St Barnabas Hospice team. The nurses that stayed with the family and Paul offered much needed support, whether it was making cups of tea or holding hands with family members. Without them we would not have got through those painful days. I feel like this is my way of giving back to this wonderful charity that helps so many families in need. ”

William Goodacre, on why he took on the Tough Mudder challenge

# KEEPING IT SAFE AND LEGAL

There are a few things you need to think about to keep things safe and legal. If you are unsure about anything, please contact our Fundraising team.

Fundraisers should act in accordance with the St Barnabas Mission Statement, Vision and Values. Visit [StBarnabasHospice.co.uk](http://StBarnabasHospice.co.uk) to find out more.







# HINTS & TIPS

## Children at your event

Children under the age of 16 who are attending your event or helping out, must be accompanied by an adult. If you are taking photographs, you will need to obtain parental consent.

## Licences

Check with our Fundraising team about any collection, raffle or alcohol licences you may need. If your event is on private property, get permission from the owner or manager. Your venue may need to have a Public Entertainment Licence.

## Food Hygiene

Ensure you follow food hygiene procedures. Contact your local council for food hygiene regulations at events, or see [www.food.gov.uk](http://www.food.gov.uk).

## Raffles

If you plan to hold a raffle with tickets sold only at your event then no licence is required. If you wish to run a raffle in the run up to your event, please contact the Fundraising team for advice. For current information about lotteries and raffles, please visit [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk).

## Risk Assessments

Identify any hazards and risks that you may need to consider at your event. Make sure you have adequate first aid cover for the size of your event. If you are unsure, contact the Fundraising team for help.

## Collections

It is illegal to carry out door-to-door or public street collections without a licence. Please contact the Fundraising team to join an organised St Barnabas Hospice collection.

## Insurance

Please remember that you are solely responsible for your fundraising activity. St Barnabas Hospice cannot accept liability for any fundraising activity or event you undertake. If you are planning an activity involving the public, you will need public liability insurance. Please contact the Fundraising team for advice.

## The Money

Any money raised in support of St Barnabas Hospice must be donated to us. You must not share your funds with another cause, unless we are initially told that this money will be split. For your own protection, please ensure you count the money collected with another person present, and have them verify the total amount raised. Ask people to make cheque donations payable to St Barnabas Hospice rather than yourself. Make sure any cash donated is kept in a secure place, and donated to the Hospice as soon as possible. **See page 21 for how to donate your money.**

# SPONSORSHIP

A good way of generating extra funds is to collect sponsorship. You can download a form at [StBarnabasHospice.co.uk](http://StBarnabasHospice.co.uk), or contact the Fundraising team.

Another way to collect sponsorship money is by setting up an online fundraising page. It is an easy way to spread news of your fundraising efforts, and saves time chasing up pledges after the event

**Visit these websites to set up yours now!**

**JustGiving™**

[www.justgiving.com/stbarnabas](http://www.justgiving.com/stbarnabas)



**moneygiving**

[www.virginmoneygiving.com](http://www.virginmoneygiving.com)

**TOP  
TIP**

*giftaid it*

Gift Aid allows us to claim back the tax on every eligible donation. That means for every £1 you raise, we'll be able to claim at least an extra 25p. Ask your sponsors to choose the Gift Aid option to boost your total.

## MATCH FUNDING

**Ask your workplace if they will match  
fund your fundraising efforts.**

Each workplace that provides match funding has a slightly different policy. Ask your employer for advice on whether they provide match funding, and how you can apply for it.



# AFTER YOUR FUNDRAISING

Thank you for doing such a great job, we hope you enjoyed yourself!

The money you have raised will make a huge difference to hundreds of people living with a life-limiting or terminal illness in Lincolnshire. Fundraised income pays for the care of half the people we see.

After your event, you might like to send a thank you to your guests to let them know how much your event raised. This could be done online via email or social media. If you held your event in a public venue, you could put up a poster there displaying the total amount raised.

## Here's how to send us your money

- 1. Online** – Make a payment directly through our website using our '**make a donation**' button. Please ensure you leave a note in the message field about how you raised the funds.
- 2. Cheque** – Make cheques payable to **St Barnabas Hospice** and post to **St Barnabas Lincolnshire Hospice, Fundraising Office, 12 Cardinal Close, Lincoln LN2 4SY.**
- 3. Cash** – Drop your money into one of our shops or Hospice buildings.
- 4. Direct Transfer** – donate via a bank transfer using the following account details:  
**St Barnabas Lincolnshire Hospice, Natwest Bank**  
**Account No: 16564472 Sort Code: 60-13-15**



# OTHER WAYS YOU CAN GET INVOLVED

## Volunteering

We could not deliver our diverse range of care and support without the help of our dedicated volunteers.

If you are interested in volunteering at St Barnabas Hospice, please contact our **People Development Team** on **01522 518 221** or email [volunteering@stbarnabashospice.co.uk](mailto:volunteering@stbarnabashospice.co.uk)

We will discuss your interests and availability, then identify the areas in which you might like to help.



## Visiting our shops

At present we have 26 shops and a warehouse.

The shops stock a wide variety of goods, so those looking for something a little different or special would benefit from a visit!

With our running costs in excess of £11million, fundraising is vital in raising the money we need.

## Donating goods

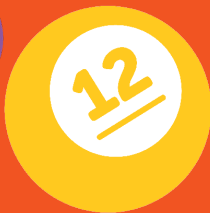
If you would like to help raise funds for the Hospice by donating goods, you can drop them into any of our shop premises. For larger items such as furniture or a full/partial house clearance, please contact **01522 559 500** or email [houseclearances@stbarnabashospice.co.uk](mailto:houseclearances@stbarnabashospice.co.uk)



## Hospice Lottery

For just **£1 per week**, you can support St Barnabas Hospice and have the chance to win up to **£7,000** in our weekly lottery!

To find out more contact **01522 546 500** or visit [StBarnabasHospice.co.uk](http://StBarnabasHospice.co.uk)



## Hospice Campaigns and Events

Throughout the year, St Barnabas runs events and campaigns which appeal to a variety of people. Our events calendar is available to view on our website, with loads of fun events to get involved with.



# USEFUL CONTACTS

## St Barnabas Fundraising Team

St Barnabas Lincolnshire Hospice  
Fundraising Office  
12 Cardinal Close  
Lincoln  
LN2 4SY

**01522 540 300**

**[fundraising@stbarnabashospice.co.uk](mailto:fundraising@stbarnabashospice.co.uk)**

**[StBarnabasHospice.co.uk](http://StBarnabasHospice.co.uk)**

-  StBarnabasLinc
-  @StBarnabasLinc
-  @stbarnabashospice
-  St Barnabas Lincolnshire Hospice

## Advice for Music Events

Licensing Theatres and Concerts  
Performing Rights Society  
29-33 Berners Street  
London W1P 4AA  
**[www.prsformusic.com](http://www.prsformusic.com)**

## The Charity Commission London

Harmsworth House  
13-15 Bouverie Street  
London EC4Y 8DP

**Fax: 020 7674 2300**

Central Register open between  
9am-5pm

Telephone: **0870 333 0123**

The number for hearing and speech  
impaired callers using a minicom is:  
0870 333 0125

**[www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)**

## Inland Revenue

**Helpline: 0845 980 0645**

**[www.inlandrevenue.gov.uk](http://www.inlandrevenue.gov.uk)**

## Find your local council

**[www.gov.uk/find-local-council](http://www.gov.uk/find-local-council)**