



**NORSACA**  
quality of life for people with autism

# **NORSACA**

# **Fundraising Pack**

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## **Introduction**

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Thank you for enquiring about fundraising for NORSACA. This information pack is designed to help you organise your fundraising events in a safe, legal and fun way.

You might also like to take part in some of the fundraising events held by NORSACA. These are advertised in our quarterly newsletter which goes out to all our members and are also featured on our website.

If you'd like to discuss your idea with someone or would like further help or advice please don't hesitate to contact me on 0115 976 1805 or email [dworthy@norsaca.org.uk](mailto:dworthy@norsaca.org.uk).

Good luck with your fundraising – I look forward to hearing about your event!

Darren Worthy  
Fundraising and Communications Manager

### **NORSACA**

NORSACA works with adults and children with autism from Nottinghamshire, Derbyshire, surrounding counties and beyond.

Our services include support and information for families and individuals, a specialist day school and Further Education college, adult residential units, day services, outreach respite support, a diagnostic and assessment facility, and training for parents, carers and professionals.

### **What is Autism?**

Autism is a condition that varies in severity and impact from person to person. Some people with autism are able to live independently with little or no support. Others may need specialist care throughout their lives.

Each person with autism is an individual, with different needs and abilities. However, the common characteristics of autism are:

- Difficulties with social interaction, making friends and in understanding the feelings and experiences of others
- Difficulty with communication, including not fully understanding facial expressions, gestures or tone of voice
- Difficulty in thinking flexibly and understanding abstract ideas

## **Planning your Event**

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### **What event will you organise?**

The first and most important decision you need to make is what sort of fundraising event would you like to organise?

If you're organising the event on your own it's best to keep things as simple as possible. You might like to challenge yourself to take part in a sporting event such as a half marathon and collect sponsorship from family and friends, or give up something you enjoy for a week or a month and donate the money you would have spent. One of our supporters lets people look after her pony for a day in return for a donation to NORSACA.

If there's a group of you organising an event you might want to try larger events such as quiz nights, jumble sales or a formal dinner. By giving everyone in the group specific roles you can break down organising the event into small manageable steps. It might help to hold regular meetings to decide what actions each person needs to do to organise the event.

For more ideas about events that you could organise, please see the event ideas list in the appendix.

### **When will it take place?**

You need to make sure you give yourself enough time to organise the event without it becoming too much of a rush. If it's an event you want other people to attend you also need to give yourself enough time to get publicity about the event distributed.

If it's an outdoor event the time of year will also be very important – fewer people would go to a barbeque held in January than one held in the summer months! The day of the week can also matter. For instance, events held on Monday nights are normally less popular.

### **Promoting your event**

We can supply you with posters to promote your event. All promotional material must have our logo displayed as well as the charity registration number (517954). It must also state that the event is organised in aid of NORSACA.

We have included a sample poster in the appendix that includes a space for you to include information about your event.

### Media interest

You may be able to interest your local newspaper, TV or radio in your event. This would help raise awareness of your event, NORSACA and of autism in general. The local media might also like to send a photographer to your event. If you'd like advice on how to approach the media please call our fundraising team on 0115 976 1805.

### **Sponsorship**

A sponsor form is included in the appendix for use if you're organising a sponsored event. There is a space at the top of the form for you to include details of what you will be doing.

People often use the existing donations as a guide to how much they should sponsor you. Therefore it's always a good idea to ask the people who might make larger donations to sponsor you first!

If you'd like to set up an online sponsorship page to give people the opportunity of sponsoring you with their credit or debit cards, please visit <https://mydonate.bt.com/charities/norsaca> and follow the simple steps on the website.

### **Gift Aid**

Gift Aid is a government scheme which lets charities claim back the tax that has been paid by individuals who donate to charity. It increases the value of donations by almost a third at no cost to the person making the donation!

We can claim back this tax as long as the individual making the donation is a tax payer and has told us that they wish us to reclaim the tax. A Gift Aid form is included in the appendix of this guide. If you are organising a sponsored event, all your sponsors need to do is give us their house number and postcode on the sponsor form and tick the box that allows us to claim the Gift Aid.

### **Matched giving**

A number of companies run 'matched giving' schemes where they match the amount you have raised and donate the same amount to the charity. It's always a good idea to find out if your employer runs a scheme like this. If they don't, it might prompt them to set one up. They might also tell you of other ways that they may be able to help NORSACA.

### **Raffles and Lotteries**

There are very strict laws on organising raffles and lotteries. Luckily, small scale raffles and lotteries are more straightforward to organise than larger ones. We advise you to contact the fundraising team on 0115 976 1805 to ensure that you stay within the law.

### **Collecting Tins**

If you'd like to use collecting tins at your event, or would like to place collecting tins in your local community to raise money for NORSACA, please let us know on 0115 976 1805. We have a guide that will help you place collecting tins.

### **Further Information**

Further information on organising fundraising events can be found at the following website:

<http://www.how2fundraise.org/>

NORSACA's fundraising team are also here to help. You can call them on 0115 976 1805 or email [dworthy@norsaca.org.uk](mailto:dworthy@norsaca.org.uk).

## **Legal Considerations**

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### **Insurance**

It is essential to think about whether you are insured to carry out the event you are planning. If you are organising the event as part of an established group (such as a Scout or Guide group) you will probably have the relevant insurance in place. The place where the event is taking place may also have insurance cover.

### **Transferring money**

All money raised at your event should be sent to us as soon as possible after the event. Please make cheques payable to NORSACA.

You should not deduct any expenses from the money raised unless you have agreed this with us in writing beforehand.

All funds raised will go towards our work supporting adults and children with autism.

### **Health and Safety**

You need to ensure the health and safety of everyone involved in your event. It is essential that you consider the risks involved in the event as you may be held responsible if someone suffers a loss or injury due to a lack of health and safety precautions.

NORSACA cannot accept legal responsibility for events organised by independent groups or individuals in aid of the charity.

### **Photographs**

Due to confidentiality and data protection laws, we must receive written permission from individuals or their legal guardians before we can use their names or photographs in any publicity such as press releases or on our website.

## **Other Ways to Support NORSACA**

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Even if you're unable to organise a fundraising event for NORSACA there are a number of other ways you could help raise funds for our work.

### **Challenge Events**

We can offer you the opportunity to raise funds for NORSACA whilst taking part in the adventure of a lifetime.

Whether you want to climb Kilimanjaro, trek the Great Wall of China or cycle from London to Paris you can take part in professionally organised events in return for raising sponsorship for our work.

For more information on how to take part in these exciting and challenging events please contact the fundraising team on 0115 976 1805, email [dworthy@norsaca.org.uk](mailto:dworthy@norsaca.org.uk) or visit [www.norsaca.org.uk/sponsoredevents.html](http://www.norsaca.org.uk/sponsoredevents.html).

### **Selling goods on Ebay**

Whenever you sell anything on Ebay you can chose to donate between 10 and 100% of the sale value to NORSACA.

- List your item on Ebay using the 'advanced sell option'
- Just after deciding how much to start the bidding at, simply choose what percentage of the final amount you would like to donate to charity
- Choose NORSACA as the charity to benefit
- Once you have received payment, simply log into your Ebay account to make the donation (alternatively simply wait for a week or two and the donation will be taken automatically)

## Appendices

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Included with this information pack are the following:

- Sponsor form
- Gift Aid form
- Fundraising event ideas
- Sample poster

If you'd like electronic versions of any of these documents so you can add information about your event to them, please email us on [dworthy@norsaca.org.uk](mailto:dworthy@norsaca.org.uk).



**NORSACA**  
quality of life for people with autism

NORSACA (the Nottingham Regional Society for Adults & Children with Autism) is the local autism charity for Nottinghamshire and surrounding counties. We aim to advocate, provide and develop high-quality services, information and support for all those whose lives are affected by autism. Each year NORSACA helps hundreds of people with autism and their families to enjoy a better quality of life.

*giftaid it*

Use Gift Aid and you can make your donation worth more. For every **£1** you give to us, we get an extra **28 pence** from the HM Revenue & Customs. So, if you're a UK taxpayer tick the "Gift Aid It" box below. It's that simple.

*To qualify for Gift Aid, what you pay in income tax must at least equal the amount we claim in the tax year.*

<b>Sponsor's name</b>	<b>House name/number &amp; postcode</b> <i>We need these to claim Gift Aid.</i>	<b>Amount of sponsorship</b>	<b>Date given</b>	<b>Gift Aid It?</b>
Frieda Bloggs	27, NG77 3YY	25p per mile		✓





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*giftaid it*

Using Gift Aid means that for every pound you give, the charity you are supporting will receive an extra 28 pence from the Inland Revenue, helping your donation go further.

This means that £10 can be turned into £12.80 just so long as donations are made through Gift Aid. Imagine what a difference that could make, and it doesn't cost you a thing.

To make a donation to NORSACA fill in the details below and cross out any statements which do not apply. Send the completed form to:

Fundraising and Communications Manager, NORSACA, Park Hall Autism Resource Centre, Park Road, Bestwood Village, Nottingham, NG6 8TQ

I would like to make a donation to **NORSACA** (registered charity 517954) using Gift Aid. My details are:

First name \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

*I would like to Gift Aid the enclosed donation of £ \_\_\_\_\_*

*I would like to Gift Aid all donations I've made to NORSACA since 6 April 2003.*

*I would like to Gift Aid all donations in the future until I notify you otherwise.*

To qualify for Gift Aid, what you pay in income tax or capital gains tax must at least equal the amount the charity will claim in the tax year.

## Fundraising Event Ideas

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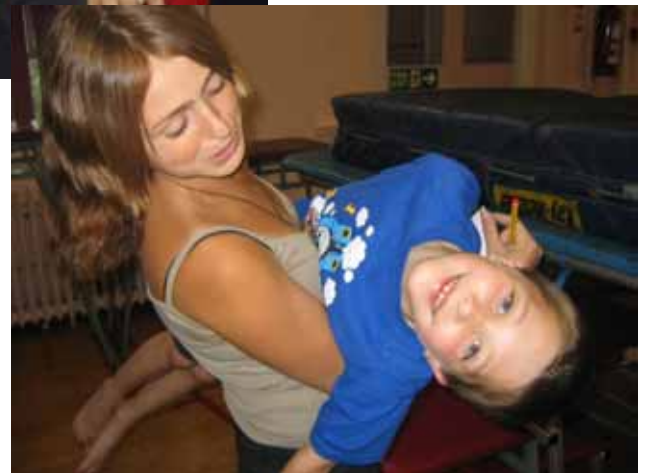
- 24 hour marathon
- Abseiling
- Art exhibition
- Auction
- Auction of promises
- Barbeque
- Barn dance
- Bike ride
- Birthday party
- Board games evening
- Book sale
- Bring and buy
- Bungee jump
- Car washing
- Care boot sale
- Carol concert
- Carol singing
- Casino night
- Coffee morning
- Collection at place of worship
- Dinner party
- Disco
- Dog walking
- Dress down Friday
- Fancy dress
- Fashion show
- Firework display
- Football competition
- Garden party
- Give up chocolate
- Golf day
- Guess the number of sweets in a jar
- Head shave
- Jazz night
- Jumble sale
- Karaoke
- Magical mystery tour
- Murder mystery party
- Music concert
- Name the baby competition
- One day fast
- Open garden
- Parachute jump
- Pet sitting
- Quit smoking
- Quiz
- Race night
- Sponsored silence
- Sponsored walk
- Sport competition
- Swear box
- Talent show
- Teddy bears picnic
- Treasure hunt
- Treasure hunt
- Triathlon
- Unwanted gifts sale
- Whist drive
- Wine tasting



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NORSACA (the Nottingham Regional Society for Adults & Children with Autism) is the local autism charity for Nottinghamshire and surrounding counties. Autism is a complex, life-long disability which affects the development of communication, social and life skills.



Each year NORSACA helps hundreds of people with autism and their families. Many of our services for families, such as the summer play scheme for children pictured above, rely on donations. With your support, we can continue to provide these services, and reach more families.

For more information about NORSACA please contact Park Hall Autism Resource Centre on 0115 976 1805 or email [norsacaadmin@btconnect.com](mailto:norsacaadmin@btconnect.com)

Registered charity no. 517954