



tŷ hafan
providing care
being there

start fundraising!





tŷ hafan offers comfort, care and support to life-limited children, young people and their families, helping them make the most of the time they have left together.

To provide this unique service free of charge to families in Wales that need us, **we have to raise £3 million every year** and we need your help to achieve this.

This booklet contains plenty of ideas and information to help you organise a safe, successful and enjoyable fundraising event. **If you need further advice, visit www.tyhafan.org/fundraising or give us a call on 029 2067 2060.**

catrin's story

Two year old Catrin is most definitely a little fighter!

Six hours after her birth by emergency caesarean section she had two massive brain haemorrhages and started fitting. She was not expected to live beyond two or three days.

Words cannot describe the devastation of her parents Rachel and Andrew, who had been so looking forward to their second child to complete their family. Their first daughter Lauren was then almost two and she was desperate for a little brother or sister to play with.

Amazingly, little Catrin survived but sadly she was left with evolving spastic quadriplegia, microcephaly and severe development delay. A special scan carried out recently showed that she is, in fact, continually having seizures. She needs constant supervision both day and night.

To help with her care and complex physical needs, Catrin has been visiting Tŷ Hafan regularly since she was a few months old. Here she receives one to one care and especially enjoys water play and the multi sensory room where she is fascinated by the coloured bubbles in the water tubes.

There are hundreds of children and young people like Catrin from across Wales who fight every day to make the most of their precious lives.

Help make a huge difference to their lives and their families by raising as much money as you can.



the great thing about raising money is everyone can do it and the sky is the limit when it comes to ideas.

Here are some fun suggestions to get you thinking:

Arm-wrestling, April Fools Event, Alternative Dressing, Bed Race, Blue Day, Bollywood Night, Cocktail Party, Coffee Mornings, **Colour Theme Days**, Carol Singing, Doughnut Day, Disco, Dinner Dance, Egg & Spoon Race, Egyptian Night, Empty Your Purse or Pocket



Face Painting, Fancy Dress, Fun Run, Garden Party, Girls' Night, Gymkhana, Head Shave, Harvest Festival, Hero/Heroine Day, International Food Evening, Ironathon, Ice Skateathon, Jewellery Party

Karate-athon, Knit-a-thon, Khaki Uniform Day, Leap Frog, Limbo, Lucky Dip, Marathons, Masked Ball, Mile of Pennies, Name the...., Narnia Theme Day, Non-Uniform Day, **Odd Sock Day**, Obstacle Race

Painting, Pancake Tossing, Pamper Day, Quad Biking, Question of Sport, Race Night, Raffle, Rainbow Day, Sack Race, Safari Supper, Slave Auction, Teddy Bear's Picnic, Toy Fair, Tug of War, Unwanted Gifts Sale, **Upside-down Day**

Vampire and Werewolves Event, Valentine's Day, Victorian Christmas, Wacky Race, White Elephant Stall, Wine Tasting, Xtra-Terrestrial Themed Day, X-Shape Building/ Making, Yacht Racing, Yoga Day, Zombie Dressing, Zig Zag Trail Race.

Here are some examples of how people like you have raised money:

as an individual

- £15** by filling a Smartie tube with £1 coins
- £250** from a Superhero themed night
- £470** by a sponsored waxing
- £2000** from an Ascot ladies day

as a group

- £800** from a butterfly tea party
- £2000** from a charity golf day
- £3500** by climbing Mount Kilimanjaro

as a school

- £200** from a Teddy Bears' picnic
- £350** from a sports day challenge
- £400** from a teachers vs pupils football match
- £750** from a non uniform day

as a student

- £400** from a 'University Challenge' quiz
- £600** from a traffic light party
- £1200** from a silent disco



in your work place

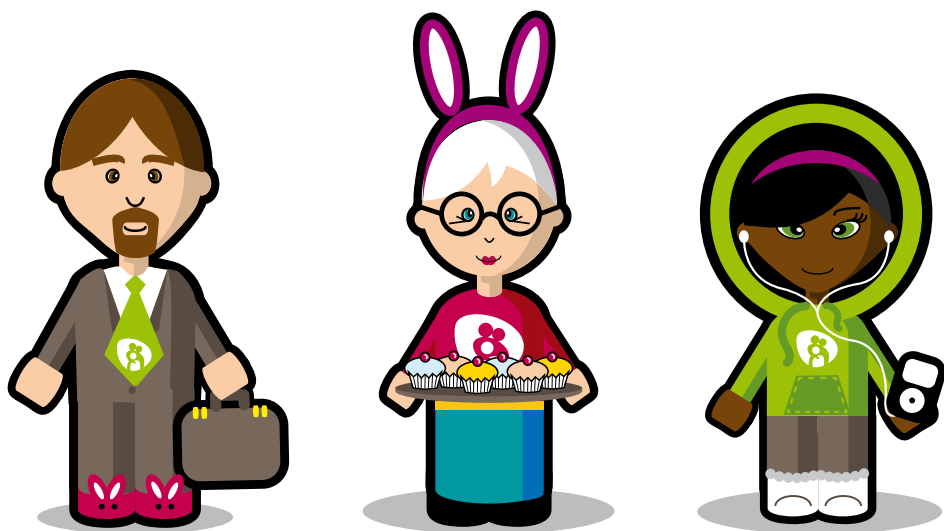
- £100** managers served afternoon tea to their staff
- £300** from a Dress Down Day
- £1000** from Quiz Nights in a local pub

Find out if your company will match the funds you raise. This is a fantastic way to raise extra cash.

Why not encourage your company to adopt us as your Charity of the Year? Call **029 2067 2080** or visit www.tyhafan.org/corporate

pyjamas to work... colour themes... jeans to school... ballgown to bingo... fun hats.
... fancy dress... crazy hair... tiaras... fairy wings to nursery... black tie... odd socks...

hold a **dress up or down** day and raise money to help life-limited children and young people make the most of every precious moment left with their families.



Visit the **dress up or down** website for inspiration, information and downloadable materials to help make the most of your fundraising...

www.dressupordown.co.uk

**dress up
or down**

step by step guide

1 Set the scene. Decide what sort of event you are going to hold. See page 8 for advice on keeping things safe and legal.

2 Give us a call and tell us your plans. We can send you posters, sponsor forms, paying-in details and advice on making your event a success.

3 Sign up for sponsor forms or set up an on-line giving page at www.justgiving.com. Ask your taxpaying sponsors to tick the Gift Aid box and fill in their full name and address so we can claim a further 28p from every £1 donated.

4 Put up posters to promote your event. Make sure the details are clear about what you intend to do. Remember to include the date, the place and the time.

5 Shout it out! Your local newspaper is always looking for fun and interesting stories – so tell them why you are fundraising for Tŷ Hafan, what you are doing, when and where. We can provide sample press releases to help you.

have lots of fun, fun, fun!

Collect the cash. Collect the money you have raised and send it to us promptly, ideally no later than six weeks after your event. The sooner we receive it, the sooner we can use it to care for children, young people and their families.

Cash should be counted and recorded by two unrelated people and banked as soon as possible. **Please do not send cash through the post.**

Send your donation (cheques payable to Tŷ Hafan) and any sponsor forms to the address below. We'd love to hear how you raised money for us, so please include details with your donation.

If you need further assistance, please contact us on **029 2067 2095** or email...

askfundraising@tyhafan.org

keep it safe and legal

Here's some helpful advice to make sure your fundraising activities are safe and legal.

Children under 16:

- must have their parents' permission to take part
- should be supervised when asking for and collecting sponsor money
- should not approach strangers
- must not collect money in public or from door to door

Events

Please ensure that your event is organised efficiently and safely and consider if you need insurance cover.

If your event involves the public in any way, you will need to ensure that either you or the venue has public liability insurance. **Tŷ Hafan cannot accept any responsibility for your event nor for anyone who participates in it.**

Events in a public place may need local authority permission, check with your local council.

Events on private land or property always need the permission of the owner or manager.

You will need a licence from your Local Authority for:

- Collecting money in public (please contact us first if you intend to do this)
- Sale of alcohol
- Music and dancing
- Lotteries e.g. raffles

You will not need a licence if the raffle is run as part of another event such as a quiz night or dinner.

The sale and draw of tickets must only take place during the event and tickets may only be sold to people attending the event. No more than £250 may be used to buy prizes and no cash prizes may be given.

Photos

Make sure you get consent from anyone that you take photos of and ensure this covers all possible uses including the internet. For children under 18, consent must be obtained from their parents or carers. When using these photos do not include personal details such as a child's name and address.

For further advice contact Tŷ Hafan or go to www.institute-of-fundraising.org.uk/informationaboutfundraising

**thank you for
your support!**

www.tyhafan.org