

# How your support can make a difference



**£10**

Could provide tea and coffee for 43 people attending the hospital for treatment.



**£25**

Could help pay for an hour of support from a Friends of the Cancer Centre specialist nurse.



**£50**

Could pay for 2 patients to receive a complementary therapy session to help manage the side effects of treatment.



**£200**

Could help support a patient financially through our grant programme.



**£1000**

Could help us continue to support ground breaking local cancer research which benefits local patients.

## Thank You

for being such an incredible friend to the charity

**Friends**<sup>of the</sup>  
**cancer centre**

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Friends of the Cancer Centre is a registered company limited by guarantee in Northern Ireland. Company number NI616925.  
Registered with The Charity Commission for Northern Ireland NIC101345.

# Friends<sup>of the</sup> cancer centre



## Hints and tips to help you fundraise

# Top tips for getting started

## Organising your own event

### Planning your event:

Whatever way you plan to raise funds, below are some helpful tips for you:

- **Be creative** – Check out our website at [www.friendsofthecancercentre.com](http://www.friendsofthecancercentre.com) for some fun ideas on ways to raise money
- **Set a date** – This will give you something to work towards. Check it doesn't clash with another event in your local area or a national holiday.
- **Venue** – It's always best to hold your event in a central location that is accessible to everyone you want to attend. Be aware of disabled access and car parking.
- **Time** – Give yourself plenty of time to plan your event. Ask friends and family for help with your preparation. Different people have different skills, so use them to help you.
- **Budget** – Remember you want to raise as much money as possible so try to get items donated ie venue, music, raffle prizes etc.

### Promoting your event:

- **Publicity materials** – If you are writing to anyone about your event or producing any promotional materials for your event, please contact the charity for more information.
- **Social Media** – To help promote your event, why not add the details of your event to your social media pages, letting your family and friends know, encouraging them to attend. Ask them to share your post on their pages also. Don't forget to tag us too to let us know how you are getting on – you can find us on Facebook or tweet us @FriendsCCNI using the hashtag #TeamFriends. Also Instagram on friends\_of\_the\_cancer\_centre.

### After your event:

Once your event is over and you have collected all your donations, there are a few ways you can send the money to the charity.

- **By post** – Simply forward a cheque, made payable to Friends of the Cancer Centre to our office.

- **In person** – You can call into the office at any time and we will receipt your donation.
- **Via the bank** – We can supply you with the charity's bank details if you want to lodge the money directly into our account. If you choose this method, we ask that you add your name to the narrative when lodging your donation.
- **Over the phone** – you can call the office and a member of the team will take your donation using a debit or credit card.
- **Cheque presentation** – If you would like a member of our team or one of our ambassadors to attend a cheque presentation, this can be arranged by contacting our office.

## Taking part in one of our events

Whether you are taking part in our Abseil, Slieve Donard Challenge or Skydiving, your support is invaluable to the work we do.

As part of your event fundraising pack, you will have received sponsorship forms. This is a great way to ask friends and family who are close by to support your fundraising.

To enable the charity to benefit even further from your fundraising, simply ask your supporters to complete their full name, full address and postcode on the sponsorship form and tick the gift aid box. To qualify for gift aid, your supporters must be UK tax payers.

Gift Aid is a great way to make every supporter's donation worth 25% more and it won't cost you a penny as the charity will claim the gift aid from the government. For example, a £20 donation will give Friends of the Cancer Centre an extra £5 totalling £25.

### Online fundraising:

Setting up a personalised fundraising page will help raise funds. You can email the link to family, friends and colleagues who can donate quickly, securely and easily from anywhere in the world.

Friends of the Cancer Centre's preferred online fundraising site is Just Giving - [www.justgiving.com/fcc](http://www.justgiving.com/fcc)

It's quick and easy to set up an online fundraising page on Just Giving and you can update your page regularly, keeping your friends informed of how your fundraising is going.

The best thing about Just Giving is that it sends your donations straight to us, and also reclaims the gift aid automatically on our behalf.

## Keeping you safe

There are laws that govern fundraising activity and we want to make sure you are aware of them and take them into account when planning your fundraising.

**Insurance** – We strongly recommend that you take out appropriate insurance if you are undertaking any fundraising activities. The charity cannot accept responsibility for any claims that may arise for an event which has not been organised by us. If, however, you are taking part in one of our organised events, you will be covered under the charity's insurance.

**Collections** – It is illegal to carry out door to door or street collections without a licence from your local PSNI station. If the collection is on private property, seek permission from the owner beforehand. If you wish to hold a public street collection, please speak to a member of our fundraising team who will advise you further.

**Collection cans** – The law requires that all collection cans are sealed and numbered. This is to reassure people making donations that the money they are donating, will come to the charity. Please inform Friends of the Cancer Centre where your collection can/s have been distributed to and return all collection cans when your fundraising is completed.

**Raffles** – If your raffle is being held during your event at a single venue you can use cloakroom tickets. If, however you are planning a raffle which will last more than one day, you will need to obtain a local lottery licence and tickets will need to be printed and branded with the charity's logo and number. Please contact the office for more information if you are thinking of this type of raffle.

**If you require any further information, please don't hesitate to contact our fundraising team on [info@friendsofthecancercentre.com](mailto:info@friendsofthecancercentre.com) or call 028 9069 9393**