



Your guide to making a difference!



www.discoverhannahs.org/support-us



Thank you for choosing to fundraise for Dame Hannahs



In this guide you will find everything you need to help you plan how you could fundraise for Dame Hannahs. We have a whole host of ideas to help you put the 'fun' in fundraising-so don't worry if you don't know where to begin!

The great thing about fundraising is that it can be as simple or elaborate as you wish-from a small family party, cake sale, grand masked ball or a community event. And whether you raise £20 or £200, every penny counts.

We have lots of downloadable resources in this guide- including sample posters, invites, bunting, 100 square templates and sponsor forms. All these can be downloaded free from our website:

www.discoverhannahs.org/getinvolved/fundraisingpack

Once again, thanks for choosing to fundraise for us and we look forward to hearing all about it!

Have a question?

Telephone: 01752 898135

Email: supportus@discoverhannahs.org

Some people we have helped along the way



Daisy

Daisy has been a part of the Dame Hannahs family since 2008 and currently lives in Hannahwood Mews.

In her spare time Daisy really enjoys arts, crafts and reading. When opportunity presents she is much happier on day trips or out shopping.

Daisy's Mum Rosie says:

"I feel so lucky to have found Dame Hannahs. Since Daisy started here I have always been involved and everyone is welcoming and understanding. Daisy has gained a huge sense of independence and she has a very full life with lots of activities, surrounded by friends. She is loving the social life and going out in the local area. All the therapies have made a huge difference in particular the speech and language team have transformed her communication. There is so much that is fantastic at Dame Hannahs".



Zach

Zach has been with Dame Hannahs since 2009. Zach started as a happy and enthusiastic student who was always hard working.

He is now a full time resident within our Hannahwood Transitions and is known as one of our very popular members of the Dame Hannahs family! Zach is partially blind so particularly enjoys light work and visual therapy.

Here are a few words from Zach's Nanna, Lesley:

"I am both a grandmother and carer to Zach. I believe it was the best decision I have ever made to place Zach in the Dame Hannahs provision. I have seen him grow over the last 12 years into a confident, gregarious and happy young man in this lovely, caring supportive environment. I feel that Zach has been, and continues to be privileged to have received his education and care at Dame Hannahs and I have peace of mind knowing that he is in the best possible placement".



Helen

Helen has just turned 30 and has been with Dame Hannahs for over 10 years and she currently resides in Hannahwood Mews.

Helen loves sailing, swimming, watching rugby, listening to live music and people watching! She has a wicked sense of humour and is always up for getting involved with our fundraising activities!

A few words from Helen's Dad, Roger:

"Helen living at Dame Hannahs means that I can be confident she is well cared for in a safe and secure environment.

Helen has benefited greatly from the regular hydrotherapy, physiotherapy and other support she receives from the wonderful caring team.

As Dame Hannahs is so close I am lucky that I can be a part of everything which Helen is involved or gets involved with".



About us...

History

Dame Hannahs was founded in 1767 through the generous £10,000 legacy from Dame Hannah Rogers – the wife of a Plymouth MP – who had a passion for working with children. Although our proud history has been varied, the aim has been simple: to help enrich and empower the lives of people in need. More recently we have taken our next phase in our evolution as a Trust to now focus solely on our post 18 demographic as this is currently where the largest need in society lies.

Important Work We Do

Dame Hannahs has been enriching the lives of young people for more than 250 years as one of the UK's oldest charities. Dame Hannahs continues to be dedicated to empowering the lives of people with profound physical and multiple learning disabilities, providing them with life-changing opportunities and advocating their individual needs. As a Trust we are committed to challenging the stigma which is still prevalent in society around disability, some of which are not always visual. Our aim is to educate as many people as possible that we meet through our wide range of community engagement which consists of talks, tours, fundraising events and activities as well as our retail outlets with the aim of making disability incidental.

**RESIDENTIAL
LIVING**

**RESPIRE
CARE**

**DAY
SERVICES**

PHYSIOTHERAPY

**SPEECH &
LANGUAGE
THERAPY**

HYDROTHERAPY

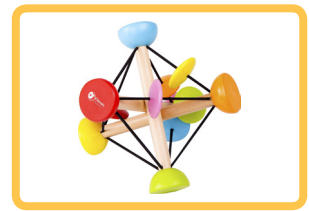
**OCCUPATIONAL
THERAPY**

How your donations and fundraising help us do our work

£15

Sensory Aids

Provide sensory aids for our young people to help stimulate their senses and encourage new ways for them to learn.



£25

Art Sessions

Enable a young person to express their creativity and discover their potential through supported art sessions.



£35

Speech and Language Sessions

Help a young person to communicate, giving them choice and independence in a way that caters to their own individuality.



£75

Therapy Sessions

Help a young person to build up their strength and mobility through vital therapies such as hydrotherapy and physiotherapy.



£100

Accessible Activities

Give a young person the chance to experience something new with their friends, helping their development through team building and social interaction activities.



£250

Memorable Experiences

Help to make a young person's dream come true with a memorable experience of their choice.



Lets get started!

We know fundraising can be a challenge but it can be fun and rewarding with some forward planning. Before you start there are a few things to think about...



Know what you want to do

Keep it simple. Pick something you are good at and is fun to do. If you are more adventurous why not try a sky dive or a Sahara Trek? Take a look at our “Fundraising Ideas” or Challenge pages for inspiring ideas.



Set a date and location

Decide where and when your event is taking place and if you are having an outdoor event have a Plan B. If you need to book a venue check availability, toilet facilities, access and parking. It’s worth telling the owner that you are doing a fundraiser for charity as they may donate the venue for free or discount it!



How much do you want to raise and why?

Set yourself a realistic target it will give you an extra incentive to go for it. Use a variety of fundraising techniques such as doing a bucket collection, holding an event, setting up an online fundraising page.

Use one of our case studies to tell your friends why their support is important.



Let Everyone Know

Tell everyone about your exciting event. The more people you tell, the more donations you’ll attract. Tell them on all your social media networks, Facebook, Twitter, LinkedIn and Instagram.

Who will you approach for donations?

FAMILY	FRIENDS	WORK	COMMUNITY
IMMEDIATE	FROM SCHOOL	CURRENT	PUBS
WIDER	UNIVERSITY	FORMER	CHURCH
	ONLINE SOCIAL	CUSTOMERS	LOCAL SHOPS
	NETWORKS	SUPPLIERS	

HELP US FUNDRAISE!


Dame Hannah Rogers Charity

WHAT:

WHEN:

WHERE:

CONTACT:

IN AID OF DAME HANNAHS

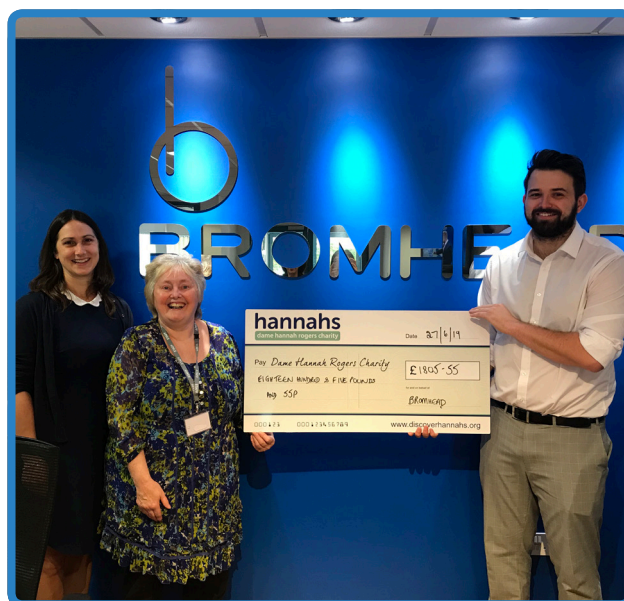
www.discoverhannahs.org
01752 898 135 | supportus@discoverhannahs.org
hybridge, PL22 9HQ | @discoverhannahs | #discoverhannahs
Dame Hannah Rogers Charity is a registered charity (1094284) and a company limited by guarantee (1094284) registered in England and Wales with company number 1094284. It is a charity registered office at 1094284. Registered office: 1094284. Registered office: 1094284.

Posters

Use the poster included in this pack to capture people's attention and advertise your event on noticeboards and in shop windows. Place posters on community noticeboards and ask friends to help you distribute them. If you need more just download them from our website. If you wish to make your own make sure you use our Dame Hannahs brand logo.

Corporate support

Many companies offer a match giving scheme where for every £ you raise they'll donate another £. It's a great way to increase your fundraising. Ask your employer if they can help.





Ideas to boost your fundraising!

100 Square Competition

Use our downloadable square template to run a competition of your own. Each person picks a square for £1 for the chance to win a hamper full of goodies - the winning square is secretly chosen in advance.

Hold a sweepstake

Guess the name of the baby, guess the winner of the Grand National winner, Wimbledon or anything you can think of! Charge £1 per guess and give a prize to the winner.

Denounce a Vice

It might be alcohol, smoking, junk food, swearing or whatever else you think is bad for you. Convince the people of your community or work colleagues to sponsor you, and the ones who are with you in this, to denounce a vice. You could be sponsored for each day you give up your vice.

The 50-50 Club

It may be the oldest trick in the book, but it remains a good one. You get everyone to donate a pound a week. You take out a draw every month and the winner takes home half the value of the total donated amount. Great news – you do not need a license for it.

Dress Down Day

You could find yourself getting a few laughs here. The idea is to let people choose what outfit you wear for a day – or any length of time. For this privilege, they will pay a fee.

Why not have a pyjama day, football shirt day, 80'S day, film star day..... The list is endless and great fun!

Organise a raffle

Ask friends, colleagues and local businesses to donate raffle prizes for your event.

Office Sports Day

Why not channel your inner child and have an inter departmental sports day. Why not go head to head with your colleagues. Egg and spoon race, tug of war, darts game, football match.....the list is endless!

Bag Drop

Get your friends and colleagues to dig out their unwanted gifts, books, bags, dvds, clothes etc and organise a sale day either in your workplace or in your garage.

Movie Night

Everyone enjoys a movie..... Invite your friends around. Charge a fixed price or charge for nibbles, popcorn, refreshments etc.

Quiz Night

Everyone loves a quiz night! Ask your local pub to host it with you, this gives you a much wider audience. Do a themed quiz and get your friends to dress up.

Donate your skills

We all have busy lives. Ask all your colleagues to donate an hour of their time for people to buy. E.g. 1 hours ironing, gardening, babysitting, dog walking, painting, car wash, guitar tuition etc.

Breakfast Club

Make bacon butties (or vegan alternatives) or provide cereals for your friends, family colleagues and charge them.

If you are stuck for ideas there are plenty to see on Google.

Social Media Top Tips!

Social media is a quick and easy way to get your message out there and let people know what you are up to!

Follow our social media accounts to keep up to date with our latest news. Let us know how you are getting on and share your photos with us.

Follow Dame Hannahs on Twitter: www.twitter.com/discoverhannahs

Like Dame Hannahs on Facebook: www.facebook.com/discoverhannahs

Follow us on LinkedIn: uk.linkedin.com/company/dame-hannahs



TWITTER

Don't forget to tag us [@discoverhannahs](https://twitter.com/discoverhannahs) or use [#discoverhannahs](https://twitter.com/discoverhannahs)

Example post:

We are delighted to be supporting [@discoverhannahs](https://twitter.com/discoverhannahs) as our Charity of the Year! [#discoverhannahs](https://twitter.com/discoverhannahs)



FACEBOOK

Like us on Facebook to tag us in your status updates [@discoverhannahs](https://www.facebook.com/discoverhannahs)

Post on our page: www.facebook.com/discoverhannahs

Example post:

We are delighted to be supporting the Dame Hannah Rogers Trust as our Charity of the Year. The funds we raise will help support children, young adults and adults with disabilities.



LINKEDIN

If your business or corporate team is fundraising for us, LinkedIn is a great platform to help spread the word!

Example post:

We are delighted to be supporting the Dame Hannah Rogers Trust as our Charity of the Year. The funds we raise will help support children and adults with disabilities to fulfil their true potential without judgment or limit by providing care, support, respite, education, training, fun and a sense of belonging.

Getting your fundraised money to us

Give yourself a pat on the back for all your hard work. You have helped make a difference enhancing the lives of the young people we support at Dame Hannahs.

There are several ways you can send in the money you have raised. Please send it the easiest way for you.

By cheque

Please make your cheque(s) payable to the **Dame Hannah Rogers Trust**. Please send with a covering letter telling us how the money was raised so we can send you a huge thank you.

By bank

Pay cash and cheques straight into your local Lloyds Bank or through your online bank account. Our sort code is 30-96-68 and our account number is 07301836. Please use a reference for your donation so we can thank you and your supporters.



LLOYDS BANK

Cash

Please bring any cash donations in person to the fundraising office. Alternatively please pay into our bank account-please do not send cash in the post.



Our shops

Pop in to one of our shops local to you. We have shops in Ivybridge, Plymouth, Saltash & Newton Abbot.

A full list of our shop locations can be found at www.discoverhannahs.org/charity-shops

While you are dropping off your funds you can also take any unwanted items to give them a new home and help even further!

Sponsorship Forms

Please send a copy of any sponsorship forms with all your collected funds. Don't forget to encourage people to tick the Gift Aid Box.

Please send all correspondence to:

Fundraising Office
Dame Hannah Rogers Trust
Woodland Road
Ivybridge
PL21 9HQ



Fundraising Guidelines

1 Be Clear

Ensure that our charity registration number (1194836) is printed on all materials and show on all materials that you are fundraising for Dame Hannah Rogers Trust.

The Dame Hannah Rogers Trust doesn't accept responsibility for any loss, damage or injury as a result of your fundraising event or activity. It's essential you make sure your event is safe for all concerned.

2 Collections

Written permission from the owner is required when you collect on private property

eg pubs or supermarkets. A licence is required if you are collecting either house to house or on council land eg in your local town High Street. Always use sealed collection tins or buckets provided by Dame Hannahs.

3 Collection Cans

If you place our cans on till points in local shops there are legal requirements that we need to adhere to. Our cans are numbered and logged to a specific location. You will need to tell us where you place each can. You will need permission from the owner of the outlet to place the can there.

Each can requires a seal by law, you should replace the seal (which we provide) each time you empty it. Always have 2 people present when you count and record the money.

4 Alcohol

If you want to sell alcohol at your event and the venue is not licenced you will need to arrange an alcohol licence or a temporary event licence. Contact your local council for advice.

5 Raffles

Books of raffle tickets are available from stationers or post offices. Rules state the raffle should be drawn the same day that you sell the tickets and each ticket should not exceed £2 in price. If your raffle is longer there are strict rules that apply, call us for more guidance.

6 Children

If children will be at your event, you must consider their safety and your protection. Encourage parents or care givers to attend with their children, make plans for lost children. Request DBS checks if you are using children's entertainers and do not allow children to enter raffles etc. where the prizes include alcohol.

7 Be Safe

You are responsible for the health and safety of volunteers and people attending your event. Make sure you consider all risks and take steps to minimise them. Make sure you have first aid cover. Always get copies of insurance certificates from any of your suppliers.

Online Fundraising

Setting up an online fundraising page is a really simple and hassle free way to collect sponsorship.

- 1** Go to <https://www.justgiving.com/damehannah>
- 2** Click on the orange fundraise for us button and sign in to your Just Giving account. If you don't have one you can register for one.
- 3** Follow the steps to create your fundraising page!

If you need help setting up your page, get in contact with us and we would be happy to help you.

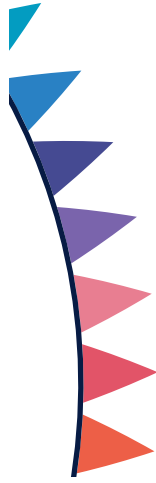


Here are some key tips which you may find useful when setting up your page:

- Make it personal - say what you are doing and why
- Add a photo of yourself
- Say how your sponsorship money will help
- Email all of your friends a link to your webpage!

...even more tips

- People donate by debit card or Paypal to this secure site - you don't have to collect any money!
- Your friends will be sent an automatic reply that thanks them instantly
- Add the address of your webpage to your email signature Update your webpage regularly with your preparations
- If you are on Facebook, Twitter or other social network sites, share a link to your webpage so everyone knows you are taking part - they might even want to join you!



Sponsorship and Gift Aid declaration form

Date received (office use only) _____

Please sponsor me (name of participant) _____

Address of participant _____

To (name of event) _____ on (date of event) _____

In aid of Dame Hannah Rogers Charity _____

If I have ticked the box headed 'Gift Aid?' ✓; I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want the Dame Hannah Rogers Charity to reclaim tax on the donation detailed below, given on the date shown. I understand that if I pay less Income Tax / or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand the charity will reclaim 25p of tax on every £1 that I have given.

Remember: You must provide your full name, home address, postcode & '✓' Gift Aid for the Dame Hannah Rogers Charity to claim tax back on your donation.

Sponsor's Full Name <i>(First name & surname)</i>	Sponsor's Home address <i>Don't give your work address if you are Gift Aiding your donation.</i>	Postcode	Donation Amount	Date Paid	Gift Aid ✓
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
Total donations received			£		
Total Gift Aid donations			£		
Date donations given to Charity					

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FUNDRISING
REGULATOR

hannahs
dame hannah rogers charity

Dame Hannah Rogers Charity, Dame Hannah Rogers Trust 2019 Limited is a registered charity, number 1194836 and a company registered in England and Wales with number 11878746 whose registered office is at Dame Hannahs, Woodland Road, Ivybridge, Devon, PL21 9HQ

Sponsor's Full Name <i>(First name & surname)</i>	Sponsor's Home address <i>Don't give your work address if you are Gift Aiding your donation.</i>	Postcode	Donation Amount	Date Paid	Gift Aid '✓'
Jane Smith	Woodland Road, Ivybridge, Devon	PL21 9HQ	10	12/09/19	✓

If I have ticked the box headed 'Gift Aid? ✓'; I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want the Dame Hannah Rogers Charity to reclaim tax on the donation detailed below, given on the date shown. I understand that if I pay less Income Tax / or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand the charity will reclaim 25p of tax on every £1 that I have given.

Remember: You must provide your full name, home address, postcode & '✓' Gift Aid for the Dame Hannah Rogers Charity to claim tax back on your donation.

HELP US FUNDRAISE!



WHAT:

WHEN:

WHERE:

CONTACT:

IN AID OF DAME HANNAHS

www.discoverhannahs.org

01752 898 135 | supportus@discoverhannahs.org

Ivybridge, PL21 9HQ | [f /discoverhannahs](https://www.facebook.com/discoverhannahs) | [t @discoverhannahs](https://twitter.com/discoverhannahs)

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HELP US FUNDRAISE!



SO CLOSE!

£

HALFWAY THERE!

£

GREAT START!

£

MY TARGET

£

100 Squares

Choose your square! Suggested donation £1.



1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50
51	52	53	54	55
56	57	58	59	60
61	62	63	64	65
66	67	68	69	70
71	72	73	74	75
76	77	78	79	80
81	82	83	84	85
86	87	88	89	90
91	92	93	94	95
96	97	98	99	100

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100 Squares

Choose your square! Suggested donation £1.



1	26	51	76
2	27	52	77
3	28	53	78
4	29	54	79
5	30	55	80
6	31	56	81
7	32	57	82
8	33	58	83
9	34	59	84
10	35	60	85
11	36	61	86
12	37	62	87
13	38	63	88
14	39	64	89
15	40	65	90
16	41	66	91
17	42	67	92
18	43	68	93
19	44	69	94
20	45	70	95
21	46	71	96
22	47	72	97
23	48	73	98
24	49	74	99
25	50	75	100

Money Return Form

Thank you for holding a fundraising event for Dame Hannahs!
Please return this form along with money raised (if paying by cheque/cash) to:

Fundraising Department, Dame Hannah Rogers Trust, Woodland Road, Ivybridge, PL21 9HQ

Personal or Organisation Details

Full Name:

If Organisation, Name of Contact:

Address:

Postcode:

Telephone:

Email:

About my event

Event Name:

Date:

Event Details:

We raised a total of (please count your money in the presence of a witness): £

Additional information:

Payment Details

I enclose a cheque made payable to 'Dame Hannah Rogers Trust'

I enclose £ in cash

I would like to pay by bank transfer (please email supportus@discoverhannahs.org for info)

I would like to pay £ by debit / credit card:

My card is a: Visa / Mastercard / CAF Card / Switch / Maestro

Card Number:

Expires: /

Security Code:

Issue No:

Signature:

Thank you for your support!

www.discoverhannahs.org

01752 898 135 | supportus@discoverhannahs.org | Ivybridge, PL21 9HQ

hannahs
dame hannah rogers charity

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Bunting Instructions

1. Cut around the dotted lines
2. Fold the top tab over some ribbon or string
3. Secure with tape, glue or staples
4. alternate flags using the various colour designs in this pack
5. Hang up your bunting

You can make your bunting double sided by glueing two pieces back to back.

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