



North Lincolnshire Mind

# FUNDRAISING INFORMATION PACK



# Welcome

**Thank you for choosing to support Scunthorpe and District Mind with your fundraising event.**

**We are very fortunate to have you in our team of amazing supporters who understand the importance of mental health and choose to spread the word about us far and wide.**

**We have been supporting people who have mental health problems in North Lincolnshire for over 30 years. Over the last 10 years our service has seen a huge increase in people needing help to cope but our funding hasn't kept pace with this demand.**

**We are trying to raise funds, but this can be challenging. Despite the fact that mental ill health is affecting 1 in 4 of us, mental health charities still receive very little support from the public. Also, we are probably one of the smallest local charities with only 4 staff members trying to provide quality services to increasing number of people every year. It leaves very little time for us to organise fundraising events. And contrary to common belief we are not funded by national Mind. We are affiliated to Mind, but we have to raise our own funding independently. It is a huge responsibility, but this also enables us to tailor our services to the need of local communities.**

**That is why we could not be happier that you are joining the ranks of our supporters. Every penny goes to supporting people in local community.**

**We hope that this guide will provide you with useful information about Scunthorpe and District Mind and give you some tips of how to make your fundraising event a huge success. If you do feel that you need more support—we are always here!**

**Thank you and Good Luck!**

**CEO Claire Chapman**

**North Lincolnshire Mind**



# Our services

Here at Scunthorpe and District Mind we offer wide range of services to support mental health recovery. Our services range from informal peer support sessions to more structured activities such as Coping with Life Courses.

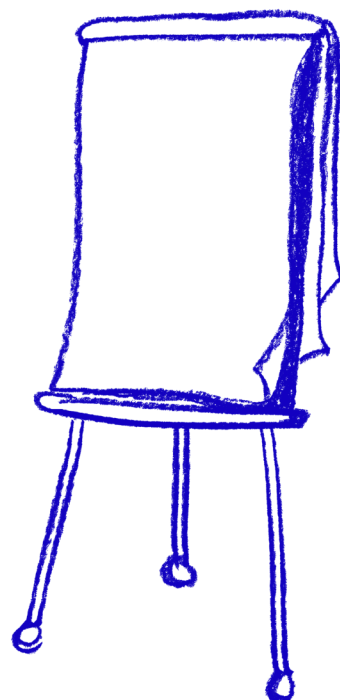
Our activities include:

- ◇ 1 to 1 Confidential Listening Service
- ◇ WRAP group (Wellness Recovery Action Planning)
- ◇ Peer Support Sessions
- ◇ Hearing voices support group
- ◇ Health and Wellbeing activities
- ◇ Art and craft groups
- ◇ And more...
- ◇ Mental Health First Aid

**These services are delivered by 4 employees and our team of volunteers.**

**We are able to provide this service because we have valuable supporters like you.**

**Help us make sure no one has to face a mental health problem alone**



# Your fundraising Checklist

- ◇ **What shall we do?** Decide and let us know what you are doing—we might be able to help you.
- ◇ **Where will your fundraising take place?** Public place, online, or maybe just in your back garden? If you are thinking of collect money in public place you will need to get permission from local authority . In private property (like supermarkets) you will need to get permission from the managers.
- ◇ **Things to consider.** Depending on your fundraising activity you will have to check what things you will need to do before starting to raise funds. You may need stalls, some promotional booklets, If you are doing sponsored activity you can use our sponsorship form. If you need some material about Scunthorpe and District Mind we may be able to help you. There may be occasions when you will need to consider the law. You may need a license if you are organising a raffle or a lottery, or a permission to collect money in public place (more information on 01724 297750 - North Lincolnshire Council Licensing). Also, always ensure that Health and Safety risk assessment is in place, that food hygiene standards are adhered to and that appropriate insurance cover is secured as Scunthorpe and District Mind cannot accept any liability for events that you will organise.
- ◇ **Let people know that you are fundraising.** You may want to create Facebook event page, tweet your friends and colleagues or use other social media. Some people put pictures, their goals, their reasons for fundraising in their blog. Depending on the activity that you are planning to do you could choose to create posters, distribute invitations to your friends or colleagues, sell tickets instead of posting info on social media. We may be able to help you by advertising your event on our Facebook page or webpage. Tell everyone about your fundraising and tell them lots of times—we are people and we tend to forget things!
- ◇ **Keep in touch with us.** We can help you in many ways. If you are organising public event we may be able to advertise it on our Facebook page and help you spread the word, we could help you with promotional material and suggestions. It would be great to celebrate your achievements on our social media if you would be happy to do so.
- ◇ **Paying the funds.** There are number of ways you could pay the funds. Information on these can be found later in the pack





# What could you do?

There are many ways to raise funds and we know you are bursting with ideas that will be fun and enjoyable. If you need a bit more inspiration check out our suggestions:

- ◇ Bake off competition
- ◇ Quiz night
- ◇ Car boot sale
- ◇ Afternoon tea event
- ◇ Arts and craft fair
- ◇ Dress down/fancy dress day
- ◇ Auction of promises
- ◇ Sponsored silence
- ◇ Local race or marathon
- ◇ Shave or Wax
- ◇ Bad tie day
- ◇ Book sale
- ◇ Disco night
- ◇ Car wash
- ◇ E-bay
- ◇ Film night
- ◇ Halloween party
- ◇ Karaoke
- ◇ Name the teddy





Event Date

[illegible]

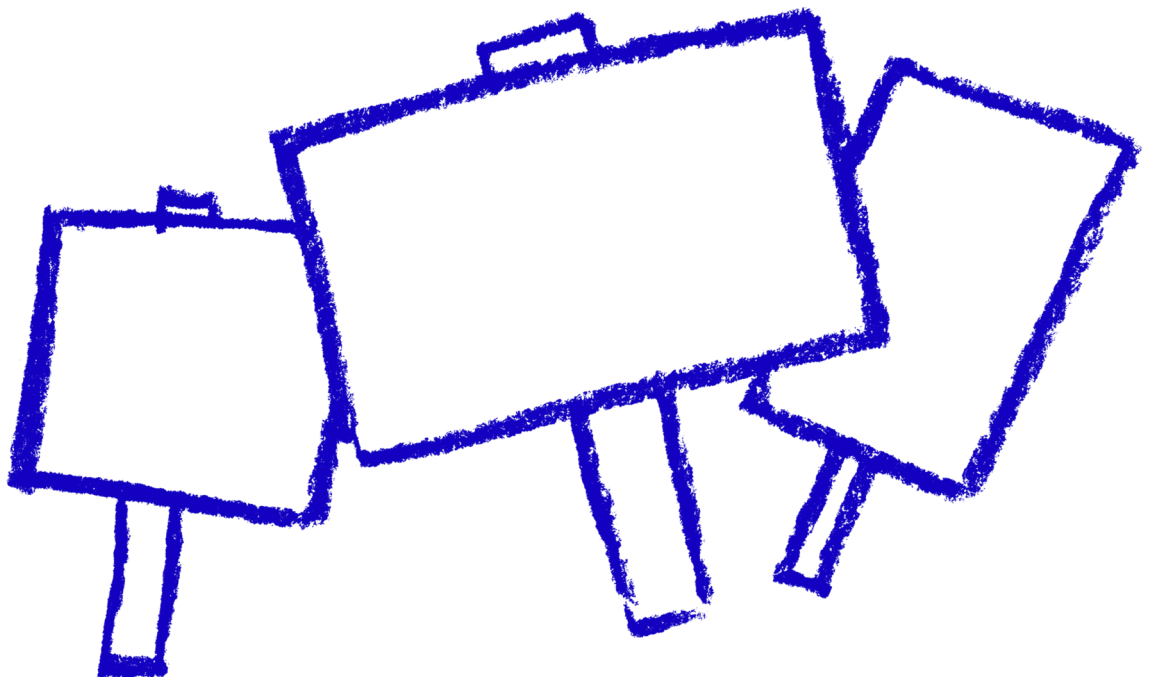
\*I am a UK Taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

# We want to help you

We want your fundraising event to be a huge success. Keep in touch, tell us what you are planning to do and we will be more than happy to help you.

We can:

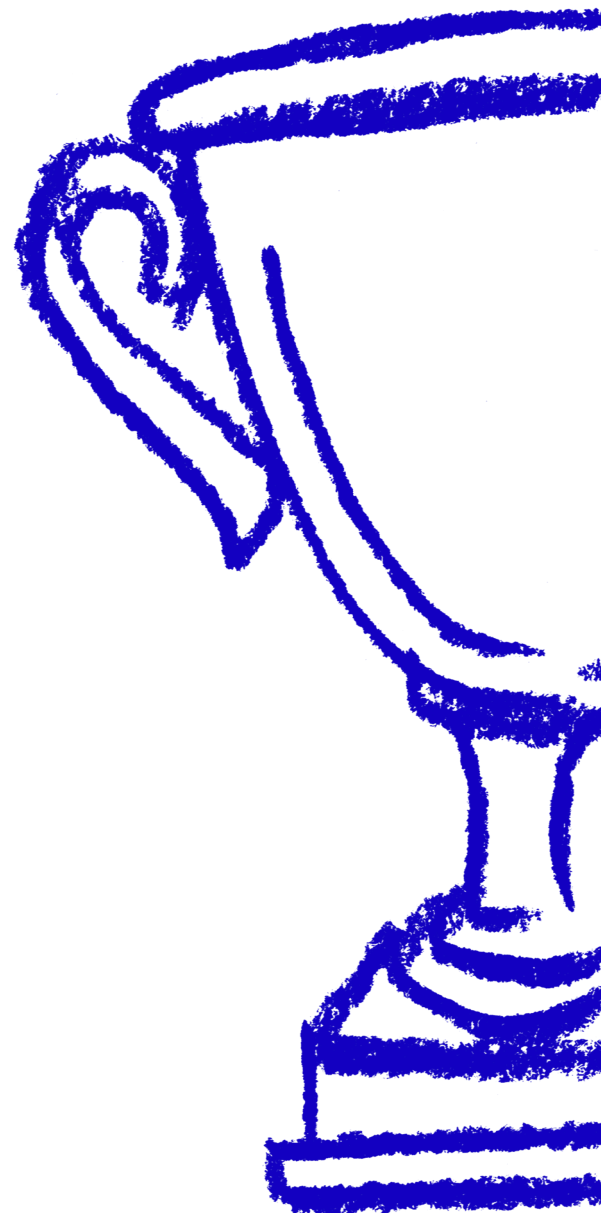
- ◇ Advertise your fundraising event on our social media and webpage;
- ◇ Advertise your event in our centre;
- ◇ Provide collection buckets and tins (see last pages for more info)
- ◇ vests and T-shirts available (see last pages for more info)
- ◇ Provide brochures/leaflets about Scunthorpe and District Mind or mental health;
- ◇ celebrate your success by publishing your achievements on Facebook page (if you don't mind we could put some pictures on to celebrate your success);





# Tips for successful campaign

- ◇ Set yourself challenging but achievable targets
- ◇ Start planning early—this will give you some time to prepare for unexpected events and reduce the stress
- ◇ Know about Scunthorpe and District Mind. If you need more information about us we would be more than happy to help you. A good source of information could be our Annual Report (please ask us to e-mail electronic form), our webpage or if you prefer you can always call us for a quick chat.
- ◇ Tell people what your target is and what would it mean for the charity
- ◇ Ask again. Remind people of what is it you are doing and what this would mean to you and the charity. Good practice is to update people on your progress and share information with them.
- ◇ Think about asking for support from clubs, social groups that you belong to or your family members belong to.
- ◇ Keep in touch with. We really want to support your efforts so give us a call and we can discuss other ways to achieve your targets.
- ◇ Thank your supporters. It goes without saying, but in the middle of preparation or fundraising it can be forgotten sometimes.



# Paying in the funds

Congratulations. You have done it!

Now there is one more thing to do before you can celebrate—paying in the funds.

There are number of ways you can do that.

## Bank transfer

Sort code 40-52-40

Account number 00022421

Name: **Scunthorpe and District Mind**

Please let us know if you are making a bank transfer so we can check and confirm that funds reached us

## Cheques

You can send cheques to:

**Scunthorpe and District**

**Mind**, Printer's yard, Fenton Street, Scunthorpe, DN15 6QX

Please make sure that cheques are payable to Scunthorpe and District Mind



## Cash

If you would rather bring cash to our office and hand it in person please give us a call on 01724 279500 to ensure that a member of staff is available

## My donate

You can transfer all raised funds securely through Just Giving (more information on next page)

# Other ways to donate

It's a little known fact that local Mind organisations are all independent charities and we have to source our own funding. In order to ensure that all your donations are spent in helping North Lincolnshire people please double check you're raising funds for Scunthorpe and District Mind.

There are few easy ways that you can help

**easyfundraising**  
.org.uk

<https://new.easyfundraising.org.uk/>

Sign up with Easy Fundraising and when you shop online with a huge range of retailers you can nominate us to receive a donation and it won't cost you a penny

# JustGiving

<https://donate.justgiving.com/northlincolnshiremind>

Just Giving enables you to make a donation securely online. You can also use this site if you are organising a fundraising event such a sponsored walk/run etc

For more information please contact us on 01724 279500 or

Email [support@sdmind.org.uk](mailto:support@sdmind.org.uk)

## STANDING ORDER

Setting up a standing order is easy. Your bank would help you in setting it up if you will tell them this information:

Scunthorpe and District Mind, Printers Yard, Fenton street , Scunthorpe, DN15 6QZ. CAF  
Bank Account number: 00022421, Sort Code: 40-52-40.

You could then choose how often you would like to donate.



# Other ways to support us

## BECOME A MEMBER

Becoming Scunthorpe and District Mind member is a good way to support us.

Membership fee is just £5 for the year. For more information please call us on 01724 279500.

## VOLUNTEERING

We are looking for enthusiastic people to get involved in our services so if you think that you would like to volunteer with us give us a call for a quick chat. We have variety of roles available but as a small charity we have limited number of volunteering places available.

## BECOME A TRUSTEE

We are looking for skilled, competent people to become trustees of Scunthorpe and District Mind. If you have experience in marketing, mental health, training, governance, fundraising or other areas that you think charity could benefit from and you want to make a difference in our community, please get in touch with us.

## RAISE AWARENESS

Approximately 1 in 4 people in the UK will experience a mental health problem each year. Probably you know someone who struggles with mental health issues right now. Therefore we always tell people that mental health problem affect EVERYONE. However, not many people choose to talk about it. We think everyone who is raising funds for mental health charities is already doing a fantastic job. But our job's not done until everyone experiencing mental health issues receives support and respect. That is why we rely on our supporters to raise awareness and challenge mental health stigma.



## North Lincolnshire Mind

Printers Yard  
Fenton Street  
Scunthorpe  
DN15 6QX

T: 01724 279 500

E: [support@sdmind.org.uk](mailto:support@sdmind.org.uk)



<http://www.nlmind.org>



<https://www.facebook.com/nlincsmind>



<https://twitter.com/nlincsmind>



Instagram

<https://www.instagram.com/nlincolnshiremind/>



# Some things to sign

We trust all our fundraisers and we want your campaign to be a success. There are many ways we can help you, but before we can do that we need to agree what promotional material we will use. This is for fraud prevention and to ensure that you are receiving adequate support from us. We will also send you our logo to use it on your posters and other printed materials. Please provide the e-mail address for us to be able to do that.

I \_\_\_\_\_ (full name)  
acknowledge I have received from Scunthorpe and District Mind:

- ◇ \_\_\_\_\_ collection buckets
- ◇ \_\_\_\_\_ collection tins
- ◇ \_\_\_\_\_ running vests

I understand that I will be raising money in aid of Scunthorpe and District Mind and that this charity is providing me with branded buckets/tins that will have to be returned. I guarantee that promotional material (buckets, vests, logo, etc.) from Scunthorpe and District Mind will be used only during agreed fundraising event and only for specific agreed activities and will not be used for any other purpose. I understand that Scunthorpe and District Mind can take no responsibility for my fundraising event and that it is organised in aid of this charity.

I agree that I will return promotional material within 10 working days from the fundraising event day.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Email address to e-mail logo:

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# Advertising preferences

We would love to tell everyone that you are raising funds in aid of Scunthorpe and District mind. Therefore we ask you to consent to information sharing. Please note that Scunthorpe and District mind leaves the right to choose what communication channels will be used for your special event.

Please tick the boxes and sign below to agree.

I give permission for Scunthorpe and District Mind:

☐

To advertise my fundraising event and the good outcome of the event on (please circle the ones you prefer us to use):

social media (Facebook, Twitter)

Scunthorpe and District Mind webpage

Newsletter

posters in Scunthorpe and District Mind;

other communication channels (specify .....)

☐

To use graphic images/posters/photos when advertising the event if they are available (photos taken by you or mind).

☐

Before and after the event to put my full name as an organiser of the fundraising event on communication channels.

Fundraising event and date of the event:

Your full Name:

Signature: