

Fundraising for Pets As Therapy

- Some Guidelines and Ideas

Fundraising is hard work, but can be very rewarding and is an excellent way for the Charity to obtain funds to continue our work in the community. There are lots of ways to raise funds, some of which are included in this factsheet. There are also some legal requirements that you need to be aware of if you are considering any type of fundraising activity or event.

Street collections

Collecting funds via our special plastic yellow collecting boxes can be very effective. However, once again you need to satisfy all legal requirements before holding public collections. These should be planned well in advance with plenty of collectors to help.

If you wish to organise a street collection, please contact your local licensing authority, e.g. District or Borough Council and ask for the appropriate application forms for street collections. You will be asked to submit accurate details of amounts raised etc.

Private collections

There are generally no legal restrictions on collections on private property e.g. supermarkets, pubs, pet shops etc. You do of course need the permission of the owner/manager of the property before holding the collection.

Public events

If you wish to collect funds at any public event, **by law** you will require a letter of authority from the Charity prior to the event. This letter gives you permission to collect funds on behalf of the Charity and **you could be asked to produce this authority while the collection/event is taking place**. If this is not adhered to the Charity could be in serious trouble should authorities discover that permission for a collection had not been sought. Please contact the Volunteer Support Officer Jennifer Dubois for permission letters.

Collecting boxes

The collecting boxes are allocated numbers by the Volunteer Support Team. Please ensure that all collecting boxes bear the correct and current Pets As Therapy information and new reference number. Again, this is a legal requirement that we must comply with.

We have a good supply of collecting boxes which are available for large collections/events etc. Please allow us enough time to get the boxes to you prior to an event. Once you have finished with the collecting box, please do return it to the support team at the Wendover office so that other volunteers can use it.

Collections in Supermarkets –Morrisons have provided Pets As Therapy with national permission for collections at their stores, subject to the relevant manager's permission. Other stores that regularly allow collections, subject once again to permission from the store's Manager include Tesco, Asda, and Pets At Home.

For Further details please contact the Volunteer Support Team.

Finance issues

If you raise any funds from an event, please send them by cheque made payable to Pets As Therapy to the *Registration Office* with an explanation of where and how the funds were raised so that you can be duly acknowledged and thanked. **Please do not take expenses out of funds raised** – this is against Charity Commission rules. An expenses claim form is available for this purpose from the Volunteer Support Team and once completed should be returned for authorisation. For all expenses claimed the Charity needs a valid receipt. Donations should also not be made to any other Charity - again the Charity Commission do not approve of this. **Please also do not keep cash in hand from a fundraising event.**

Leaflets and factsheets

If you'd like some of the Charity's leaflets or factsheets for an event, please contact us;

- For factsheets, please see the website.
- For leaflets, please contact the Volunteer Support Team.

Fundraising for Pets As Therapy

- Some Guidelines and Ideas

Fundraising Ideas – Please see page 3

These are just a few ideas, most of which have been tackled for Pets As Therapy at some time - some hard work, some really silly, however there is nothing to say that you cannot have fun while raising funds for the Charity. If you have any other fundraising ideas please let us know.

Please let us know which events work well for you and also those which don't. For help with organising events, please contact the Volunteer Support Officer Jennifer Dubois. Please remember that we can also advertise your local events on the Pets As Therapy website.

Insurance Issues When Fundraising

If you are unsure about insurance issues when fundraising, please contact *Pets As Therapy*.

Please note Pets As Therapy carry public liability insurance with an indemnity limit of £5,000,000.

Publicising The Charity

Please note that ALL publicity items for national press releases should be sent to the Executive Office, for the attention of our *Chief Executive* **PRIOR** to being sent to the relevant newspapers. Local publicity should be checked with the *Volunteer Support Team* prior to submission. By ensuring that this occurs, errors

and omissions can be avoided which may cause embarrassment to the Charity. This also applies to everyone within the Charity who produces an item for release, if you would like to do this please forward a copy to the *Volunteer Support Team* who can check this for you **before** you send it out.

Use of The Charity Logo

Only the official logo, which bears the Charity's registration mark and number should be used at any event where funds for the Charity are being raised. Again, this is a legal requirement which we must comply with. Please obtain permission to use the official Pets As Therapy logo (see below).

Talks

Pets As Therapy volunteers and supporters are often requested to give a talk to a group or organisation, who will make a donation to Pets As Therapy. Some of these groups/organisations will pay the cost of the speakers travel expenses but please check this with them in advance. If you are asked to give a talk please contact the Placement Officer, Dinah Baynton-Dibley for a copy of the Speakers Notes and a loan DVD.

Contacts

For Help with	Position	Name	Email / Telephone
Your fundraising activities; organising local events, local publicity; leaflets, collecting boxes and permission letters, recycling, 1p's in a pot.	Volunteer Support Team	Jennifer Dubois	jdubois@petsastherapy.org Tel: 01494 569130
Speakers Notes and loan DVD.	Placement Officer	Dinah Baynton-Dibley	ddibley@petsastherapy.org Tel: 0208 589 9258
Authorisation for use of logo.			Tel: 01494 569130

Fundraising for Pets As Therapy

- Some Guidelines and Ideas

Fundraising Ideas

Fancy dress at work; car-washing; darts competition; sponsored silences; Charity bingo evening; swearing fine box; "It's a Knockout;" Joke-a-thon; pancake race; bring & buy or jumble sales; "new-to-you-sale;" pet photo competition; Easter Egg Hunt; marathon quiz; fashion show; aerobics event; raffle; tombola; Yard of Ale competition; welly-throwing competition; Race Nights; yodelling competition; wine-tasting; coffee morning; treasure hunt; Halloween/Christmas Party; talent night; sponsored shave/haircut; Rounders tournament; sponsored slim; Karaoke night; odd job day; name the teddy/dog; Marathon, half marathon or Charity fun run.; Companion dog Show
(help provided by the Volunteer Support Team)

Pets As Therapy Head Office Tel: 01494 569130
Email reception@petsastherapy.org or visit www.petsastherapy.org