



Autism
Hampshire

Help us to create a better future for
people on the Autism Spectrum

Our guide to
Fundraising



Fundraising together to create a better future for all.

Contents

- 3** About Autism Hampshire
- 4** How your fundraising makes a difference
- 5-6** Fundraising ideas
- 7** Raising money
- 8** How to get your event noticed
- 9** Planning a successful event
- 10** Keeping it safe and legal
- 11** Thanking and banking

About Autism Hampshire



We are a registered charity covering Hampshire and the Isle of Wight. Autism Hampshire delivers high quality services to meet the diverse needs of people on the Autism Spectrum across Hampshire and the surrounding areas through;

- An information and advice service which supports thousands of families each year, helping children and adults, pre, during and post diagnosis.
- Support with transition into school and throughout education.
- Autism Awareness training to all and everyone.
- Residential, domiciliary care and support living housing.
- Student mentoring at at university.
- Assistance with work placements.
- Social groups in the community.

It is our VISION to create a better future for people on the autism spectrum.

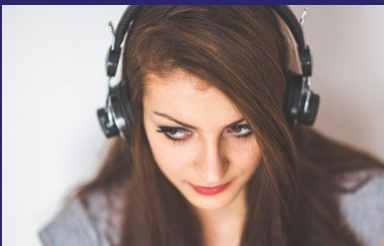
It is our MISSION to create opportunities, challenge perceptions, enhance choices and provide high quality services to meet the diverse needs of people on the autism spectrum.

Through our understanding of autism and its impact, we work with people to help develop skills and strategies to gain greater control over their lives.

How your fundraising makes a difference

£10

Will purchase specialist books on all aspects of autism for our information library.



£54

Will be able to purchase selection of items for our 'try before you buy library' which includes noise cancelling headphones and weighted blankets.

£100

Can provide an hours presentation / consultation from an Autism Specialist Trainer to raise awareness within a school, community setting or workplace.



£300

Will purchase a piece of furniture for one of the Supported living homes e.g wardrobe or TV.

Other ways you can support us

- Make a donation
- Become fundraising volunteer
- Leave a gift in your will
- Attend one of our events
- Become a member
- Take part in a local or overseas challenge event (see page 7)

Fundraising ideas

We've put together some examples of the types of fundraising activities and events you could hold! Please let us know what support you need to make this successful



Coffee & Cake Sale

Ask family and friends to come to your coffee and cake sale.



Charity Event

Name us as your chosen charity at your work event/dinner to help raise funds.



Raffle

Raffles are a great way to raise additional funds alongside another fundraising event. Link with local companies.



Quiz Night

You could have a theme and even include a raffle too.

If you don't have time to organise your own, ask a local venue to donate a percentage of their own ticket sales.



Come Dine with Me

Get together with a group of friends and host your very own 'come dine with me' style dinner party.



Donate a Day

Donate a day of your time to make a difference to Autism Hampshire. From gardening and painting to collecting donations for our shop



Fancy Dress Party

Hold a fancy dress party for your friends and family. You could charge for entry and refreshments and even include a raffle.



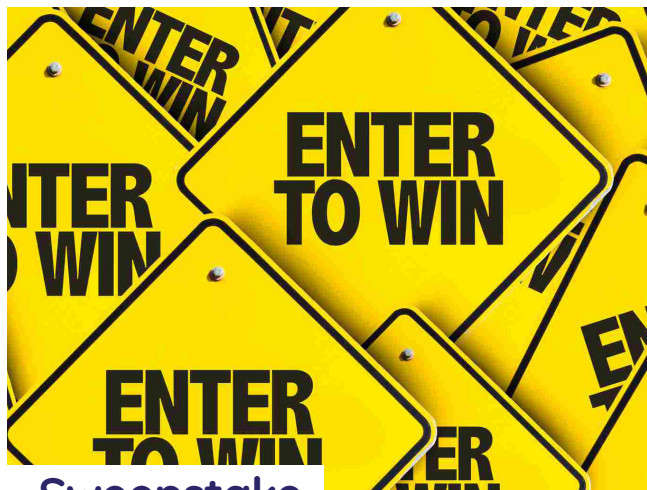
Non-uniform Day

Offer employees or school children the chance to wear non-uniform and then donate for the privilege.



Autism Hampshire Lottery

Every week you have the chance to win £25,000 unity jackpot through the Autism Hampshire lottery plus many other fantastic cash prizes. To enter please visit the charity website.



Sweepstake

A sweepstake is an easy way to fundraise around major events such as the Grand National, World Cup or other similar events.

You could give the winner 50% of the total income, with the other 50% being donated to Autism Hampshire.

You could watch the event with your friends and include some other fundraising at the same time.



Collection Tins

These can be placed in shops, offices or other workplaces for loose change. Can be used as bad habits box in your workplace or home, and each time someone breaks there promise they have to make a set donation.



Donate your Items

The charity shop in Fareham is open 6 days a week and would appreciate donations of any unwanted household items.



Challenge Events

We've put together some examples of the types of fundraising activities and events you could hold! Please let us know what support you need to make this successful



Running Events

If running is your thing, you can take part in numerous events which include London Marathon, Southampton 10km, Half-marathon or marathon, Great South run, Brighton Marathon.



Sky Dive

Ever thought about the thrill of jumping out of a plane at 7,000ft, 10,000ft or 15,000ft. If this is for you then raise money for Autism Hampshire at the same time.



Abseil

Imagine seeing the views from the top of the spinnaker tower, then complete the decline by abseiling down. Such an exhilarating challenge.



Tough Mudder

Complete the course as an individual or sign up your friends from work to have a team bonding day as well as raising sponsorship.



Cycling Events

Take part in different events like my ride London or complete a distance set by yourself.



Challenge Yourself

Ever thought about a specific challenge for yourself. Sign up and then raise money for Autism Hampshire at the same time.

Raising Sponsorships

In Person

We ask that you use the Autism Hampshire sponsorship forms to get cash sponsorships, which are available on request.

Virgin Money Giving

Create your very own fundraising page at virginmoneygiving.com. Simply click on 'create your page' select the type of event you are participating in. I.e 'personal challenge', enter the event details and then get fundraising. Make sure you select Autism Hampshire as the charity you are fundraising for. Share your page on social media and email to all your friends and family, they can follow the link and sponsor you directly online, making it quick and easy without the need for you to collect cash/cheques.

Gift Aid

For every £1 you raise, we can claim an extra 25p back from the government. Please don't forget to tick the gift aid box on your sponsor form or online to make sure the Gift Aid is added. This will need to be completed on all forms of sponsorship including sponsorship forms and online donations.

Hints & Tips to maximise sponsorship money

- Ask friends and family to spread the word and explain what you are raising money for.
- Also you can use social media to support your donations.
- Try and make sure your first sponsor is a big one. Hopefully others will follow suit.
- Aim high when asking your employer for a donation.
- Sometimes companies will match the sponsorship you raise, pound for pound. They can also get tax relief on what they give too.
- Try and get sponsors to make their donation in advance if they are giving a set amount, it will make life easier after the event.
- Set yourself a target and tell sponsors what it is, so they can see that they are helping you achieve it.
- Carry your sponsor form everywhere, so you can ask everyone.
- Last but not least but if you are doing a sponsored walk, then please think about holding an event alongside this to maximise the funds.

Don't be afraid to ask! The more people you ask, the more you're likely to raise.

How to get your event noticed

Get local media involved

If you're holding a big event then Autism Hampshire would be happy to communicate with the local newspapers and radio stations. This also helps us to raise awareness of Autism, therefore we would be happy to co-ordinate or join you with the marketing and publicising your event.



Use our logo

We would be happy to send our logo and brand guidelines so that you can advertise that your event is supporting Autism Hampshire. Get the advertising approved by our marketing and events officer

Use your contacts

You could also email your friends, family and colleagues about your fundraiser and ask them to forward the emails to all their contacts too

Create posters/flyers

Create posters and flyers to distribute around your local community, in businesses, schools and shops.



Promote your event



Facebook, Twitter and LinkedIn are a great ways to spread the word about your event to friends and the wider local audience. Don't forget to tag @autismhampshire in your posts.

We are happy to promote your event on our social media channels. Please get in contact with us at fundraising@autismhampshire.org.uk

Planning a successful event

We've put together some examples of the types of fundraising activities and events you could hold! Please let us know what support you need to make this successful

Plan ahead and think about the size of your event

The sooner you start planning, the less you have to worry about nearer the time. Think about the size of your event and give a fair time-scale to plan and get things done. Always ensure enough planning time is allocated to large scale events in order for things to run smoothly. Our team are happy to advise when planning big events.

Targets and budgets

Set yourself a realistic fundraising target and stick to a budget. You will need to review it regularly to make sure you are on track. Make sure when planning, any costs you may incur do not outweigh the income you are expecting.

Get things donated

Minimise costs by trying to get as many goods and services for free or at a discount. Let suppliers know you're running a charity event and ask local companies to donate prizes to auction or raffle. In return, offer them a mention at your activity and on any promotional material.

The guests

Consider who you are going to invite. Will there be a cost per person? When do you need to confirm numbers? Invite an Autism Hampshire member of staff or expert by experience to talk about their journey and the services we offer. Alternatively, have an Expert By Experience give a talk about their personal journey being on the autism spectrum.

When and where?

Check that your fundraising event won't clash with any major sporting event, social events or public holidays, unless your planning your activity around them. Choose a venue carefully. If it is going to be a big event then you might need to hire a venue, although remember to keep at a minimal cost as this will come out of your fundraising income.

Form a fundraising team

Get help and form a fundraising team-Remember we are here to help too.

Things you might want

We can supply promotional materials such as display boards and leaflets to help raise awareness of Autism Hampshire and services we provide. Please send us an email to request this.

Keeping it Safe and Legal

Health and safety

Make sure you follow the professional advice of equipment manufacturers and staff supervising any facilities. Autism Hampshire cannot accept liability for any loss, damage or injury suffered by you or anyone else as a result of taking part in a fundraising event. For useful information then please visit hse.gov.uk

Food hygiene and Licenses

Please take great care when handling food and work to basic rules for safe preparation, storage, display and cooking. For more information please visit food.gov.uk and eatwell.gov.uk/keepingfoodsafes.

Data protection

Make sure any paper or electronic record of anyone involved in a fundraising event complies with the data protection act. Never share information or data about someone without their permission and discard the data when you no longer need it.

Insurance

Autism Hampshire appreciates your support but cannot accept liability for any fundraising activity or event you undertake in. If you need insurance, you will need to take this out yourself.

Donations

Always make sure children are supervised and only collect donations from people you know and trust.

Collections

If you would like to collect money in the street or any other public place then you will require a licence from your local council. We can help you access this.

Raffles

You may wish to hold a raffle as part of your fundraising activity. This can be done but it must be drawn and announced on the same day as the tickets are sold. Please contact our team, who can offer advice on running a raffle, including registering with your local authority.

Thanking and Banking

We would love to hear how your event went

Paying in the money you've raised couldn't be simpler and can be done in four ways:

By Post - send us in a cheque, payable to Autism Hampshire to the following address:
Autism Hampshire, 1648 Parkway, Solent Business Park, Whiteley, Fareham, PO15 7AH

Over the phone - Call us on 01489 880 881, ask for fundraising team and pay with your credit/debit card.

By Bank transfer - If you would like to transfer the money through your bank account, please contact the fundraising team, who will provide you with more details.

Bring us the cash - You are welcome to bring the cash in or we can collect from you at your convenience

Please remember that it's important to:

- Keep accurate records of your sponsors and donations.
- Please don't send cash in the post
- Remember to send us your sponsorship form so we can claim gift aid. (This means we can claim an extra 25% on every donation at no extra cost to you or your sponsors).



Don't forget to thank those who have helped make your fundraiser successful. You could do this by phone, email or letter. Our marketing department can offer advice on how to draft letters and emails, and can also provide certificates of achievement/acknowledgment.

Please share your stories and photos with us via email at fundraising@autismhampshire.org.uk, alternatively tag us in your social posts @autismhampshire.

Please note: any photos you have consented to, using our consent form (see page 11), may be used for future promotional materials.

