

# Brighton & Hove Speak Out

Giving people with learning disabilities a voice



photo by mfisherphoto



## Fundraising Pack



# Thank you for choosing to fundraise for Speak Out and support people with a learning disability living in Brighton & Hove

We hope this pack provides you with some inspiration. Whether it's a marathon, a sponsored silence or a dress-down day at work, EVERYTHING you raise is used to give people with a learning disability a voice and support them to speak up and take action about the things that matter to them. Your fundraising helps us to achieve our vision:

**"A world where people with learning disabilities have the same rights, choice and control over their lives as everyone else."**



## We have included the following to help you:

- Information about us, what we do and the people we support
- How to stay legal and safe when you fundraise/organise an event
- How to get the money you've raised to us
- A fundraising A-Z
- A poster/flyer
- A sponsorship form

## The difference your donation makes

Our work gives a voice to one of the most marginalised and vulnerable groups in society, enabling them to express their views, have control over their lives and find solutions to problems and discrimination they face.

**£3**

could pay for tea and coffee for 20 people with a learning disability at one of our weekly Drop-in sessions

**£35**

could provide an hour of professional advocacy for a person with a learning disability

**£250**

could pay for the recruitment and training of a volunteer to support our work

**£534**

could pay for all of our services for a day

# Thank you

# What we do

Brighton & Hove Speak Out supports over 300 people with learning disabilities each year by providing a range of advocacy and community projects.

## We provide:

### One to one advocacy

Trained advocates support individuals to deal with specific problems they are facing, such as getting safe and appropriate housing, accessing essential medical treatment, staying safe and financial and debt related issues. Advocates ensure people understand their rights, options and can express their views in the situation.

### Self-advocacy groups

Self-advocacy groups meet regularly and support members to build their skills and confidence to speak up and take action about issues that are important to them. Some groups are themed, targeting young people (16-25 yrs), older people (60+) or people with learning disabilities from the LGBT community.

### Drop-in sessions

Weekly drop-in sessions are run at different locations in the city offering a space for people to meet others, make friends and have a cup of tea together. People can also access immediate advocacy support, information and signposting if they need it.

### Learning Disability Voices Network

This user-led project was set up in 2016 to develop a wide reaching network for people with learning disabilities across the city. The Voices Network gives local members a stronger collective voice to raise awareness about shared issues facing people with learning disabilities.



In 2016 Brighton & Hove Speak Out supported 300 people with learning disabilities



**138**

Drop-in sessions



**150**

Group advocacy sessions



**1250**

One-to-one advocacy sessions

# Who we help

We support a diverse group of people with learning disabilities. This includes people with complex needs who may not use speech to communicate and people with mild learning disabilities who live independently in the community but are often isolated and vulnerable.

## People with a learning disability are:

- › 3 times more likely to suffer poor mental health and are likely to be socially isolated
- › 2.5 times more likely to have poor physical health and die from avoidable deaths
- › 9 out of 10 people with a learning disability are victims of hate crime
- › 3 out of 10 people in the criminal justice system have a learning disability

Local learning disability services are now in the midst of unprecedented budget cuts. As a result many people are having specialist support services reduced or withdrawn.

Many people with learning disabilities are socially isolated and have little support to deal with the challenges and discrimination they face. For some

people Speak Out is their only support network, for others Speak Out provides support at a time of crisis when they are experiencing issues with housing, debt or health.

It costs £35 to provide an hour of advocacy to a person with a learning disability. **We can only keep providing essential services and supporting people with learning disabilities with YOUR help.**



## Bob's story

Bob contacted Speak Out to say that he needed an advocate because he was unhappy where he was living. He lived alone in a large block of flats and said he felt lonely and unsafe. **"People had lots of arguments. I wanted to get out of there."**

Bob felt isolated and sometimes scared to go out as he felt bullied by some other residents in the block. He felt trapped and his mental health started to suffer.

Speak Out introduced Bob to a volunteer advocate Paul. He helped Bob make contact with a social worker and arrange a care review meeting. Paul helped Bob plan what he wanted to say.

They also did some research together and found out that there were some newly built flats locally and arranged a visit. Bob liked the flats and Paul helped him get on the waiting list. Finally a flat became available and Paul helped Bob organise the move and settle in. **"I really like it here, I love my flat and people say hello."**

Paul has helped Bob build relationships with neighbours and feel connected to his local community. Bob is keen to get a voluntary job in the neighbourhood and Paul will help him with this.

**"I felt lost like I didn't know what was going on and so angry. My advocate helped me understand things and tell them what I wanted. I feel like I've got someone on my side now."**

# Fundraising for us

With increasing demand for our services and persistent cuts to local authority budgets, we fundraise year round so we can go on supporting people with a learning disability.

## Be proud and shout about your fundraising event!

Let us know about your event. We can make sure you are properly supported. For ideas see our A-Z of fundraising activities.

Use Facebook and Twitter to spread the word and share your online fundraising link with your friends, family and colleagues. Get creative by personalising your JustGiving page. Add photos and write about why you have chosen to support Speak Out. When you set up your page JustGiving will provide you with lots of useful fundraising tips.

If you would like to use the Speak Out logo on anything, you must let us see the materials first. Fundraising materials you produce should say: **In support of Brighton & Hove Speak Out. Registered charity in England and Wales 1076995.**

If you would like a copy of our logo to use on your fundraising materials please contact us on: **01273 421921** or: **info@bhspeakout.org.uk**



## How to get the money you've raised to us

Please include your name and address so that we can send you a thank you and keep in touch.



### Just Giving

If you set up a JustGiving page, the money donated comes directly to Speak Out  
[www.justgiving.com/brightonandhovespeakout](http://www.justgiving.com/brightonandhovespeakout)



### Cash

Pay cash into our account at any **Co-operative** branch.  
Account name:  
**Brighton and Hove Speak Out**  
Sort Code: **40-52-40**  
Account number: **00006564**



### Cheque

Bank the cash yourself and send us a cheque, made out to **Brighton & Hove Speak Out**, to our address: **Westwerks, 41-43 Portland Road Hove, East Sussex, BN3 5DQ**

## Don't forget!

Like our Facebook page  
 **Brighton and Hove Speak Out**

Follow us on Twitter  
**@bhspeakout**

Sign up to our newsletter at  
[www.bhspeakout.org.uk](http://www.bhspeakout.org.uk)

## And finally...

Why not ask your employer if they would match fund you (eg match £ to £ everything you raise). It's always worth a try! You can also get involved by volunteering! Visit our website for more information.

## Gift Aid

If you're a tax payer, don't forget to download and return a **Gift Aid form** from our website. We can claim 25p for every £1 donated.



Speak Out is part-funded by Brighton & Hove City Council. We are very grateful to all our supporters and donors. Your generosity and commitment means people with a learning disability have a voice.

# Be legal and safe



## Raffles

Depending on the type of raffle, you may need a licence. For small raffles that are part of a bigger event, you do not need a licence as long as you sell tickets at the event and also hand out the prizes at the event (no cash prizes though). The same applies to private raffles where you're only selling tickets to members of a club. The rules and regulations can change so for the latest information see [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)



## Collections

If you plan to hold a collection on private property, such as a pub or shopping centre, you need to gain permission from the owner or manager. If you collect on the street you must get a permit from the local authority for the area you wish to collect in. Make sure you leave plenty of time to obtain the permit. Please don't collect money door to door as this is illegal without a licence. If you wish to collect you must use a Speak Out sealed collecting tin and carry an ID card, call us on **01273 421921** for a tin and ID card.



## Other points to remember

If you are selling alcohol at an event you need a liquor licence, which you can apply for from your local magistrates' court. For longer events that run over a number of days, where you will be selling food each day, you need to register with your local authority. Entertainment such as singing, music or dancing at your event requires a licence. So if your venue does not already have a Public Entertainment Licence, you need to obtain one from your local authority.

## Health and safety

Safety advice varies depending on the event you are planning and where it will be held. Here are some points you need to consider to ensure your event, and everyone attending it, is safe. Think about potential risks involved and how to prevent problems arising. If you hold your event in a venue such as a community hall or a pub, it will be governed by its own health and safety guidelines – you should adhere to these.



**First aid** – Ensure you have adequate provision for your event. Do you need a qualified First Aider present or is it enough just to have a first aid box? St John Ambulance may be able to help.



**Venue** – Do not exceed the capacity limit and ensure there is good access. Is there adequate car parking, toilet facilities, disabled access?



**Food** – Ensure food is stored and handled correctly and safely following hygiene rules. Foods that contain nuts or other ingredients such as gluten or egg that people may be allergic to must be clearly labelled.



**Helpers** – Provide them with the necessary information about health and safety and make sure they know what's expected from them in an emergency. At a one-off event, you don't need a licence to sell food, but you should follow Food Hygiene Regulations which can be found at [www.food.gov.uk](http://www.food.gov.uk)



**Money** – Make sure you have a lockable box to keep money in..



**Children** – Ensure that children are safe and adequately supervised. Children under 16 should not be allowed to collect money without being accompanied by an adult.

Brighton and Hove Speak Out cannot accept responsibility for injury, accident, damage or loss as a result of your event. It is essential that you ensure your event is safe for all concerned.

We are registered with the Fundraising Regulator. We are committed to high standards and we adhere to the Fundraising Code of Practice. We agree to ensure our fundraising is legal, open, honest, fair and respectful.

# A-Z of fundraising

---

## A

Abseiling  
Aerobic Events  
Antiques Fair  
Art Exhibition  
Assault Course  
Athletic Races  
Auction  
Arts & Crafts Day

## B

Black Tie Dinner  
Badminton Competition  
Ballet Class Show for Parents  
Balloon Race  
Barn Dance  
Baby Picture Quiz  
Bike Race  
Bingo  
Book Sale  
Bring & Buy Sale  
Bridge Evening  
Brighton Marathon!

## C

Car Boot Sale  
Carol Concert  
Cycle Ride  
Charity T-Shirt Day  
Children's Party  
Christmas Card Sales  
Coffee Morning  
Cooking Competition  
Craft Show

## D

Darts Evening  
Dinner/Dance  
Dog Show  
Dance Marathon  
Disco in Your Local Pub  
Dress-Up/Down Day  
Dog Walking  
Drawing Competition

## E

Easter Egg Hunt/Raffle  
Exhibition  
Expedition

Exercise Bike Race  
Egg & Spoon Race

## F

Football Match  
Fancy Dress Party  
Fashion Show  
Fete  
Five-A-Side Competition  
Forum/Debate

## G

Garden Party  
Go-Carting  
Golf Tournament  
Graduation Party  
Guess the Weight of your Head Teacher!  
Gymnastics Display  
Gym Challenge

## H

Halloween Party  
Horse Show  
Sponsored Silence  
A Wheelchair Race Round The Hebrides!

## I

Indoor Games  
International Night;  
Eurovision Party, Country Themed Party  
It's A Knockout  
Irish Themed Pub Night  
Ice-Cream, Popcorn & Cinema Night

## J

Jam Making  
Juggling Competition  
Jumble Sale

## K

Karaoke  
Kite Flying Competition  
Knitting Competition  
Knobbly Knees Competition  
Kayak Across The Channel

## L

Lawn Mowing Competition  
Log Throwing  
'Ladies Who Lunch' Day  
Land's End to John O' Groats  
Line Dance  
Loose Change

## M

Mastermind Event  
Motorcycle Around The UK Coast  
Mini Marathon  
Midsummer Party  
Madhatters' Tea Party

## N

Nice to your Neighbour Day  
Non-Uniform Day  
Night-Time Walk  
'No Accounting For Taste!' - Bad Taste Day

## O

Old Time Music Hall Evening  
Office Swear Box  
Opera Evening  
Olympic Challenge  
Online Auction

## P

Pantomime  
Pool Party  
Pet Show  
Pub Quiz  
Penny Race  
Pub Crawl

## Q

Quiz Night  
Quit Something in Return for Sponsorship

## R

Racing Night  
Raffle  
Rag Week  
Riding Competition  
Rowing Competition

Running Competition

## S

Sponsored Skydive  
Squash Tournament  
Swim-A-Thon  
Stars in Their Eyes Competition  
Salsa evening  
Selling Refreshments  
Selling Charity Merchandise  
School Play/Musical  
Super Heroes Day

## T

Tennis Competition  
Treasure Hunt  
Tombola  
Tea Dance  
Teddy Bear Raffle  
Talent Competition  
Tug of War

## U

Underwear Party  
'University Challenge'  
Style Competition

## V

Volley Ball Competition  
Vintage Car Day  
Vintage Wine Tasting

## W

Window Cleaning  
Washing Cars  
Waxing Event - Wax Your Hairy Chest!

## X

Xmas Disco  
X-Factor Themed Talent Show

## Y

Youth Club Disco  
Yoga-Thon

## Z

Zoo-Themed Treasure Hunt  
Zany Clothing Day



**I am fundraising to give people  
with a learning disability a voice**

**What**

---

**When**

---

**Where**

---

**Who**

---



Brighton & Hove Speak Out is a local charity supporting people with learning disabilities

**f Brighton and Hove Speak Out** **t @bhspeakout** **globe www.bhspeakout.org.uk**

Registered charity No. 1076995, Registered company No. 3807112





# Please sponsor me and help Speak Out give people with learning disabilities in Brighton & Hove a voice

## The difference your donation makes

With your support we can continue our vital work with people with learning difficulties in Brighton & Hove.

**£3**

could pay for tea and coffee for 20 people with a learning disability at one of our weekly Drop-in sessions

**£35**

could provide an hour of professional advocacy for a person with a learning disability

**£250**

could pay for the recruitment and training of a volunteer to support our work

**£534**

could pay for all of our services for a day

Name

Event

Online giving page

Date of event

## How to get the money to us

Please include your name and address so that we can send you a thank you and keep in touch.



**Just Giving** If you set up a JustGiving page, the money donated comes directly to Speak Out [www.justgiving.com/brightonandhovespeakout](http://www.justgiving.com/brightonandhovespeakout)



**Cash** Pay cash into our account at any **Co-operative** branch.

Account name: **Brighton and Hove Speak Out**  
Sort Code: **40-52-40**  
Account number: **00006564**



**Cheque** Bank the cash yourself and send us a cheque, made out to: **Brighton & Hove Speak Out**, to our address: **Westwerks, 41-43 Portland Road Hove, East Sussex, BN3 5DQ**



**Gift Aid** Don't forget to ask your sponsors to Gift Aid their donations. For every £1 you give us we can claim an extra 25p from the Inland Revenue at no additional cost to you. Just imagine the difference this will make!



**Brighton and Hove Speak Out**  
**@bhspeakout**  
**www.bhspeakout.org.uk**

