

Fundraising Pack

Did you know that each week Cotswold RDA provides horse-based therapy to over 200 riders with a physical or learning disability? We need to raise around £225,000 a year to cover our costs, including looking after our herd of special ponies. We are so grateful for anything you can do to help! This pack is a guide to planning a great fundraiser. It has ideas on the types of event you could organise, how to collect and send in the money raised, and importantly how to make sure everyone has fun!



Why Cotswold RDA?

All our riders have a disability whether physical, or a learning difficulty, and we are here to help them achieve the very best they can whatever the disability or the age. We know our work has a huge impact on our riders' physical ability and horsemanship but we also see benefits in other areas of their lives such as their ability to communicate, to build relationships and engage with education. Your fundraising activity will support the costs of delivering our sessions.





Pamper Evening with
your family and
friends



Coffee & Cake
Morning

Everyone enjoys a slice of
delicious cake



Film Night

Classic Film anyone? Enjoy a
great night with a movie, popcorn
and a hotdog



Garden Talk

Making your garden grow

HINTS & TIPS

PICK YOUR ACTIVITY

We've got a few ideas that we've included in this pack but the list is endless, so it's entirely up to you. If you have any suggestions to add, please let us know.

1. **Choose your Activity** - We've created a few posters of fundraising ideas for you in this pack, but if you want to do something completely different, no problem. We can help you with a poster to promote your event. Just contact us.
2. **Set a Target** - think about how much money you can realistically raise. Setting a target is a great way to motivate not just you but everyone who helps you.
3. **Set a date** - invite your friends and family, but make sure you give plenty of notice, particularly if you are asking people to come in and provide a free service, e.g. a manicure.
4. **Promote It** - use Facebook, Twitter and other social media to let friends, family and neighbours know what's going on, then keep them updated about event information, fundraising targets, and your achievements. We can help to promote your events on our social media accounts, so let us know about it too!"

SOME MORE IDEAS ..

Car wash - gather your friends together and wash some cars.

Picnic - perfect when the sun is shining, organise a picnic with friends and family and help raise funds for us too.

BBQ - everyone loves a barbecue! What better way to enjoy great food and great company whilst helping us at the same time.

Dog Walking - providing this service is a great way to raise funds and get some exercise too!

Wear your wellies to school - wear your wellies to school - ask your local school if they will have a 'wear your wellies to school day', or use their sports day or similar event as a fundraiser."

HINTS & TIPS

KEEPING IT LEGAL

Publicity Materials

If you choose to create your own publicity materials then we ask you to please use an official Cotswold RDA logo and the phrase "A registered charity in England & Wales 1160676". Please email us at info@cotswoldrda.org.uk and we will send you a logo. We can also help design a poster for you using our "house design".

Raffles

If you are organising a raffle or tombola, be aware that it must be drawn on the day at the place of the event or you may need a licence. For further details, refer to the Gambling Commission's website at www.gamblingcommission.gov.uk

Insurance

If you're hosting a fundraising event, it is your responsibility to ensure that risks are taken into account; you may need to take out one-off insurance for your event. Cotswold RDA insurance does not cover you for anyone else involved for any loss or injury as a result of your fundraising.

Other things to think about

First Aid - have a first aid box handy, just in case

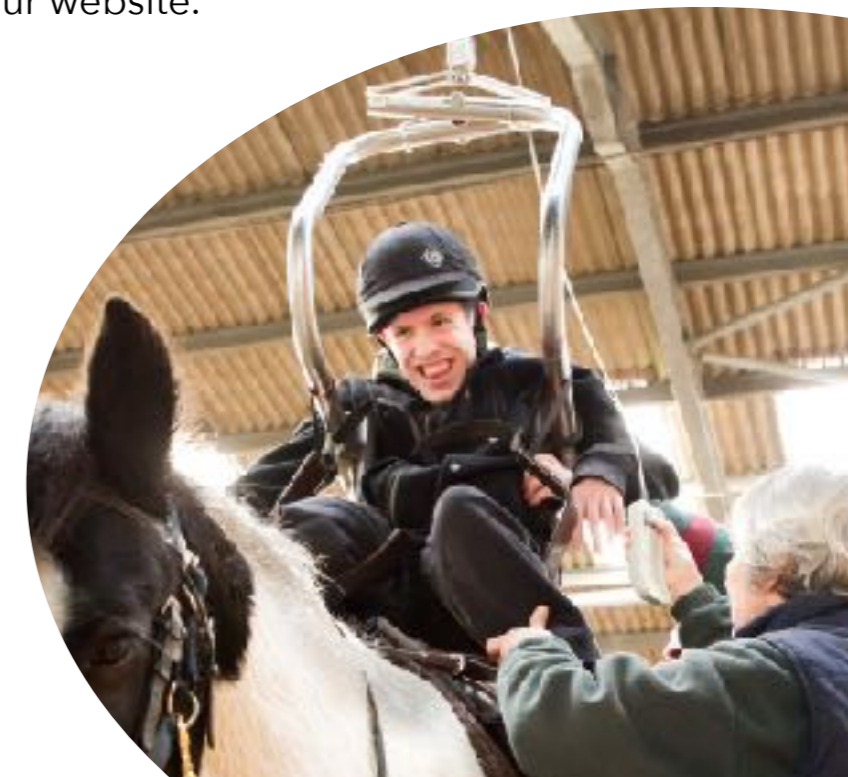
Food Safety - label any food clearly and invite your guests to let you know about any allergies. Observe good food hygiene practices

Please do ask Jane or Claire if you need any help with this.

Other ways to support

Give as you Live - it's so simple and raises money for us whilst you shop online from; Amazon, John Lewis and many more.

Amazon Smile and **Amazon Wish List**- our wish list is full of items that we need every day, it's a different way to donate. Full details on our website.



HINTS & TIPS

DEALING WITH THE MONEY YOU HAVE RAISED.

1. Ask your guests to add their name, address and amount donated to your donation form. Gift Aid increases the value of donations to charity by 25%, so please encourage UK taxpayers to complete the Gift Aid declaration too.
2. Cotswold RDA can provide you with one of our sealed collection buckets. You can return it to the school with the completed donation form or call 01242 584420 to arrange collection.
3. Collect your donations from your donors and send us a cheque made payable to Cotswold Riding for the Disabled (please do not send cash) along with the donation form to: Cotswold RDA, Cheltenham Racecourse, Prestbury Park Racecourse, Cheltenham, GL50 4SH
4. Please do take a few photos of your event as we would love to celebrate it. Check with your guests that they are happy for us to use any images.



Don't forget to keep in touch!

Keep us updated with your progress; we'd love to see what you're up to.

Send us photos of your event, tag us on Facebook, Instagram and Twitter.

We're always ready to do whatever we can to help you promote your event, and shout about your successes.

CONTACT US

Cotswold Riding for the Disabled, Cheltenham
Racecourse, Prestbury Park, Cheltenham,
Gloucestershire GL50 4SH

Email: info@cotswoldrda.org.uk

Telephone: 01242 584420

Website: www.cotswoldrda.org.uk



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