

Be safe!

- Ensure there are no trip hazards
- Take care when lifting heavy objects.
- Make sure there is suitable access for emergency vehicles.
- Make sure there is a first aid box and someone who knows how to use it.
- Make sure there is a telephone available.
- Consider whether you will need to bring in outside first aid cover, e.g. St Johns Ambulance, depending on numbers attending the event.
- Child-care facilities need specific organising. Be absolutely sure you meet all the new requirements safe equipment and resources together with CRB compliance.

Finally...

By having a small group that works closely together on the planning and running of your event, everyone SHOULD know what's happening however it is always better to have a PLAN B, especially if it's an outdoor event.

Websites

If you need more advice

www.institute-of-fundraising.org.uk www.how2fundraise.org



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The Scargill Movement has seen much progress since it purchased the house in March 2009. There is, however, so much still to do to fund the work needed on our buildings as well as the repayment of the loan for the purchase of the house. In order to do so it is hoped that further funds can be raised by way of fundraising events. Please consult our fundraising booklet for various ideas or develop your own idea!

The Scargill Movement wants you to have a great time as you fundraise, BUT there are some pit-falls that you MUST be aware of... however should you have any further questions not covered within the booklet please contact the Office.

We hope this Fundraising Pack will make it easy for others to fundraise for the Scargill Movement.

As with all fundraising, organising and carrying out fundraising events and activities should be planned strategically... they should be smarter!

Specific Measurable Achievable Realistic Timebound Evaluated Reviewed.

Whether you run a quiz night, or a jumble sale, a concert, dinner, coffee morning or fun-day, you are providing a community service in a way. People come together to socialise and some events become part of the traditional calendar of local events. (eg. Kettlewell's Scarecrow Festival.)

Some fundraising events may seem to require a lot of effort for little return however, these events may offer a wider range of benefits: by creating healthy happy communities encouraging local people to volunteer, come together to socialize and promote the Scargill Movement at the same time.

SCARGILL AMBASSADORS may be available to support your event and speak on behalf of the Scargill Movement. Please let us know if we can help in this way.



Getting Started

Step One: What Where and When

- Decide what kind of event you want to hold e.g. coffee morning, golf day, gala ball, dinner party, cycle ride, fashion show, open garden.
- Consider your skills and interests and what resources you have available - be realistic.
- What is involved in organising your event and what will you need to make it successful? How many volunteers and helpers will you need on the day or evening? What equipment is needed? Will you be working to a budget?
- Do you need to carry out a Risk Assessment?
- Tickets, posters, flyers, programmes, brochures. The Scargill Movement may be able to help you with these; we can provide you with leaflets and other promotional items.
- Decide on a date to ensure you have enough time to prepare for your event.
- Register your event with Penny Cannon at Scargill House so that it does not clash with a similar event in the area. Set yourself a timetable to ensure all tasks are completed in time.

Step Two: Venue - things to think about

- Choose your venue : is it appropriate? Is it safe?
- Be sure to ask if the venue is available free of charge or at a reduced rate for a charity event.
- Is there disabled access?
- Are there sufficient lighting and toilet facilities?
- Is there adequate parking and will you need car parking stewards?
- Is there a safety capacity at the venue? If so do not exceed it.
- Ensure the venue is vacated at the agreed time and any residents nearby are not disturbed.

Step Three: Publicise your event

- We recommend you use a number of different methods to publicise your event, for example, posters, leaflets, emails, church magazines, word of mouth, and if it's a really big event use the local 'what's on' websites, mailings, local radio stations and press releases.
- It may seem obvious but make sure people know **WHERE** the event is taking place with directions and ticket details (prices and where to get tickets) **WHEN** is it taking place, including **date** and **time** and include the **Scargill Movement logo** and registered charity number.

Step Four: On the day

- Make sure you have enough help on the day. You need to get parental permission if any children help. For big events you might approach local organisations to help e.g. local Rotary or Lions clubs - they have experience of events that are 'crowd pullers'.
- Take photos! We can then publicise a news item about your event on our Scargill website.

Step Five: After the event

- Thank all helpers involved.
- Send money to The Scargill Movement as soon as possible after the event. If large amounts of cash are received before an event, try not to hold the money at home...Can you bank it? Scargill will thank you, the organiser, by letter or email.

Keep it Legal!

Risk Assessment

It is important that a risk assessment form is completed for all events; The Scargill Movement can provide you with one. It will take you through important safety checks, for example, fire exits, trip hazards, insurance etc. Please send the completed form back to the office for our records.

Licences

For some events it may be necessary to organise a licence or Temporary Event Notice: e.g. When selling alcohol or for some types of raffles.

Insurance

Make sure you have adequate insurance in place before holding your event. You may like to check that your household insurance covers you and your guests. If in doubt, get in touch with your insurance broker. For church-sponsored events check with your churchwardens or treasurer.

Other legalities

- Remember to get parental permission for children under the age of 16 yrs to help.
- If your event is being held on private property, make sure you have permission from the owner/manager. If the event is to take place on Council owned land then a permit must be applied for at the Local Authority.
- Any fundraising material should state 'In aid of The Scargill Movement, Registered Charity Number: 1127838'