Fundraising Pack

Whether you prefer to keep your fundraising simple, or have a little more time to organise something extra special, here are a few ideas to get you started.
Thank you for choosing to support the Children’s Brain Tumour Research Centre

Researchers and clinicians at the CBTRC work tirelessly to stop brain tumours from shattering the lives of children and their families.

20 years ago, it took 14 weeks to diagnose a child in the UK with a brain tumour – it now takes less than 7 weeks.

“We have treated many children in the last 20 years, their stories are never the same but we remember each one.”

Our goal, as we look forward to the next 20 years, is that every child with a brain tumour is diagnosed quickly and the treatment they receive enables them to fulfil their potential, free from the disabilities that two-thirds of children who survive treatment experience.

Since 1997, the generosity of donors has helped create a brighter future for children with brain tumours.

Professor David Walker and Professor Richard Grundy
Co-Directors of the CBTRC
How to start

Get planning
Put some time into the planning and you’ll reap the rewards. Choose a date that works for you and for those you want to get involved (friends, family, colleagues) – making sure it doesn’t clash with other events. Choose a venue that has all the facilities you need – from enough space inside to parking outside. You’ll also need to check the venue’s public liability insurance to make sure it covers the owners’ liability risks. Please check if you need any licences – for raffles or alcohol sales, for example.

Set your budget
If you are holding an event, prepare a simple budget which includes the costs you expect to incur (promotion, venue, materials) and estimate how much money will come in (tickets, sponsorship etc). Don’t be afraid to ask suppliers for support – they may offer a discount or donate goods or time. Local companies might also be willing to sponsor your event or provide a raffle prizes.

Spread the word
Tell people about your activity. Ask friends, family and colleagues to help you. Get the word out through social media or by putting up posters or leaflets. And don’t forget to tell us too – we can help you drum up interest.

Enjoy your event!
After all the hard work is done and the day is finally here, make sure you time to have some fun too.
You’ve done something fantastic – enjoy it!

Pay in your money
It’s easy to send us the funds you have raised. You can send a cheque payable to The University of Nottingham to:
Community Fundraising Manager, The University of Nottingham, Campaign and Alumni Relations Office, Ground Floor Pope Building, University Park, Nottingham, NG7 2RD
Or email dawn.broomfield@nottingham.ac.uk for our bank details.
Pat yourself on the back

You’ve done it! All your efforts and energy are helping fund life-changing research at Nottingham. Thank you for everything you’ve done.

Tell us what you did:

We’d love to hear what you’ve been up to! Please email dawn.broomfield@nottingham.ac.uk with the details of your event and maybe a photo or two – you might even be featured on our Facebook page!
How can you collect money?

**Set up a JustGiving page**

Visit [https://www.justgiving.com/universityofnottingham](https://www.justgiving.com/universityofnottingham) and click on ‘fundraise for us’ to set up your page.

To maximise your online fundraising page:

- Get a good picture and description—say why you’re raising money and what you’re doing
- Share your page with your friends, family and colleagues.
- Social media is your friend - JustGiving say that a share on Facebook is worth an average of £10, so ask your friends to help you out
- Say thank you when people donate!
- Do regular updates to make people understand the lengths you’re going to for the cause
- If you collect cash as well, either pay it onto your page or send it to us and record it in your ‘offline total’

**Collecting cash**

- Print off a sponsor form
- Ask people to sponsor you and remember to collect it at the end!
- Get in contact with Dawn if you want collection tins - they are useful for events or if you know people who will be able to put them out on a bar or in a shop
- Just note that you are responsible for making sure the money comes safely to the charity

**Paying in cash**

Send us a cheque or come and say hi!

- Cheques made payable to The University of Nottingham can be posted to the Community Fundraising Manager, CARO, Pope Building, University Park, Nottingham, NG7 2RD. Don’t forget to let us know what you have done for us and please include your contact details.

- The Campaign and Alumni Relations Office (CARO) is located on the ground floor of the Pope Building, University Park and is open Monday – Friday, 9am -5pm.
Fundraising ideas

Keen to start raising money but struggling to think of ideas? Have a look at our handy A-Z of fundraising ideas for some inspiration!

**Auction of Promises**

**Bingo Night**

**Car Wash**

**Dress Down Day**
Or dress up day! How many of your colleagues can you get involved?

**Eighties Night**

**Fashion Show**
Companies like [www.charityfashionshows.co.uk](http://www.charityfashionshows.co.uk) will organise a show for you. All you need to do is sort out a venue and sell the tickets!

**Give it up**
Always on your phone? Spending too much money on your morning latte? Get sponsored to give it up for a week or more or donate any money you might have spent to CBTRC!

**Head Shave**

**It’s a Knockout**

**Jumble Sale**
Clearing out your clutter? Getting rid of unwanted items is a great way to raise money!

**Karaoke Night**

**Limbo Competition**
How low can you go? Challenge friends and charge for entry into the contest.

**Marathon**
Taking part in a 10k, half marathon or other running event? We can support you with your fundraising and supply you with your own CBTRC running vest.
Night In
Host your own party instead of going out! Charge for entry and maybe have a go at mixing your own cocktails to sell to your guests.

Odd Job Day

Poker Night

Quiz Night

Raffle
Ask local companies if they will donate a prize. Contact us for an authorisation letter if you will be approaching several places. We can also give advice about any licences needed.

Skydive
Experience the thrill of a tandem skydive! Contact us for more information about our jumps from Langar Airfield.

Take Me Out
Fancy yourself as the next Paddy McGuiness? Host your own version of the show and raise money by charging your audience an entry fee.

University Challenge

Variety Show
Who do you know with an unusual talent? A show that’s different and entertaining is a guaranteed crowd-pleaser!

Walk
Organise a sponsored walk and invite others to join you. Please contact us for some local routes.

Xmas Fancy Dress
Get sponsored to dress as an elf, reindeer or Santa for the whole of December (or maybe just for a night out!) or get your friends or colleagues involved for a nativity themed joint effort!

Your Sport
Plan an event with your sports team – you could organise a tournament that other people could join in with or arrange a bucket collection at your next fixture.

Zumbathon
Fundraising Events 2018

Check out our exciting challenge event opportunities and contact 
[dawn.broomfield@nottingham.ac.uk](mailto:dawn.broomfield@nottingham.ac.uk) to find out more or sign up!

16th May: Nottingham 5k Series

This Wednesday night summer series is growing in popularity, welcoming runners of all standards, including beginners. Part of a four-race series, there will be a medal and finish line goodies to all finishers at each event.

23rd June: Summer Solstice Skydive

Experience the ultimate thrill by taking part in a [tandem skydive](#) at Langar Airfield in Nottingham. Raise £395 and you jump for free! Other dates are also available. Contact us for more options.

24th June: Great Notts Bike Ride

Taking part in the Great Notts Bike Ride this year? Why not raise money for the Children’s Brain Tumour Research Centre at the same time?

30th September: Run the Robin Hood Half Marathon

Fancy trying a half marathon or marathon? Join our team of runners and raise money for a great cause.
Thank you for your support!