

FUNDRAISING TIPS

Our top tips to help you make the most of whatever you're planning.

ONE	Choose a date and venue. Will you hold your activity at home, at the office, in the garden or somewhere a little different? Think about what time of the year is best and find out what else is going on in the local area.
TWO	Plan your theme why not plan a Bike Ride , a Stop for Tea party or something completely original!
THREE	Set your fundraising target Set your donation or entry fee for the event and plan some fundraising activities such as a tombolas, raffles and auctions to raise even more money. Think about any costs you may incur and make sure you stick to your budget!
FOUR	Invite your guests The more guests you have, the more you can raise! Email, phone and send out the details of your event to all your friends, family and colleagues.
FIVE	Promote your event Put up posters in your local area or contact local papers for coverage if you want even more people to join you.
SIX	Get some help Contact your local shops, pubs and restaurants to donate items, prizes or display posters. Ask friends, family and colleagues to help out, donate and get their ideas.
SEVEN	Collect donations from your guests Ask your guests to complete a Gift Aid form for all donations they make to The Victoria Foundation. This will enable us to claim an extra 28 percent on every pound raised at no extra cost to you or the person making the donation. Set up your own fundraising page and make it easy for your friends and family to make a donation.
EIGHT	Have fun and make it safe The key to a great event, and successful fundraising, is to enjoy yourself. The more fun you have, the more your guests are likely to give! As well as having fun it is vital that in holding any event you protect yourself and others. See our guidance on keeping it safe and keeping it legal .
NINE	Thank your guests Everyone who comes to your event will be making a difference, so let them know how much they have helped to raise.
TEN	Send in your money Send cheques made payable to The Victoria Foundation, with your name and address so we can say thank you.

If you need any further advice on how to fundraising please call 020 8332 1792, alternatively you can email: [TVF Fundraising Tips](#)