

Get Involved

Do Something Amazing for RNC



**The Royal National
College for the Blind**

Education, employment and empowerment

Royal National College for the Blind

Venns Lane, Hereford HR1 1DT

www.rnc.ac.uk

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It's estimated that around two million people in the UK have significant sight loss and that every day another 100 people start to lose their sight.

The Royal National College for the Blind provides training and support to people with sight loss, enabling them to find employment, retrain for work or progress into higher education. Most importantly, our students gain the academic, vocational and living skills they need to gain independence.

People who come to the college may have been blind from birth, some may have lost their sight due to an accident or through illness and some have additional disabilities or learning difficulties. As the country's leading college for people with sight loss, the Royal National College for the Blind provides highly specialised training tailored to meet individual needs.



Step by Step Guide

To start you off and help steer you to success we've put together this step-by-step guide to organising a successful fundraising activity.

Be inspired.....

Sponsorship

Get yourself sponsored – be it a bike ride, hop, walk or head shave it's one of the best and most fun ways to raise money.

Go mad and do something crazy!

Maybe do a parachute jump (static or freefall).

Run a marathon, 10K, or cycle from Lands End to John O'Groats.

Events

Raise funds at an existing event - a school sports day or disco, your village fete or local fun run, or ask your local pub to hold a quiz or



Step 1 -The activity

Think about what your activity will be. Big or small, whatever you do will make a real difference. Try to think of something that will be fun for everyone to take part in or watch and something that you will enjoy doing.



Step 2 -The location

Consider how much space you'll need and which place would attract most interest – home, school, church, or will you need to hire a venue?

Will it be indoors or outdoors?
Plan for any weather.



Step 3 - The date

Avoid clashes with public holidays, sporting events and other charity days.

Think about who you'd like to attend and what time of the week/day will suit them best.

When you have an idea of what you want to do, register your idea with us so we can support our event.

Step 4 - Guests and publicity

Is your event for family and friends or is it a work event? If for work you could invite customers, colleagues and suppliers, and ask your employer to match the sponsorship you raise.

Is it a larger event that would benefit from publicity? If so, contact us on 01432 376371 for advice.

Recruit some volunteers to help you plan, publicise and carry out the event.

Use our poster template to help publicise your event.



Step 5 - Reaching your goal

It's a good idea to set a fundraising target. Tell friends and family how much you aim to raise so they can help you achieve it.

If you need gifts for raffle prizes you could approach businesses or companies for prizes or auction items.

If you're being sponsored, why not set up your own online sponsorship page? It's really simple, fast and secure. By setting up a MyDonate web page, you can circulate it to everyone you know and the money will go direct to the Royal National College for the Blind.

Step 6

Gift Aid is a great way to increase the funds you raise, courtesy of the taxman. If your sponsor is a UK tax payer we can increase their donation by 25% at no extra cost to them. Print out our sponsor form for the information required

Simple, easy and effective.

and finally.... Online web pages

Online web pages are ideal for fundraising. You can use MySpace, Facebook or YouTube to help flag up your event and afterwards give feedback. Add photographs and short homemade films. You can post links in emails or on your MyDonate sponsorship page. Visit www.facebook.com, www.youtube.com.

giftaid it

Advice

Be safe. Be legal.

Whilst we are extremely grateful to everyone who endeavours to raise money for us, the Royal National College for the Blind cannot accept liability for any activities which you undertake. We therefore urge you to consider health and safety for your event (you may need to do a risk assessment) and to read the advice here. If you are unsure about anything, then please get in touch for further information.

Raffles can raise a great deal of money but they are classed as a type of gambling and are therefore subject to legislation. Raffles which take place on one day (ie during one event) or are only open to a closed group of people (eg staff within a work place) can use “cloakroom” style tickets.

Any other type of raffle will need a licence from the district council and properly printed tickets, so is often not cost effective. Please

Collections If you wish to hold a collection in a public place (eg a town centre) you must apply to the council for a permit to do so. This is free but can take a while to sort out and you may find they are booked up with other charities, so do get in touch with them well in advance.

If you wish to collect in a privately owned space (such as inside a shop, train station etc) you must get permission from the company that owns the building. The process for this will vary so it is best to start with a phone call. It is advisable to get a letter confirming you have permission so that you have something to show any inquisitive

Printed publications Please publicise your events as “in aid of the Royal National College for the Blind”. It is the law that any printed publication which bears our name and/or logo must have our registered charity number clearly displayed somewhere on it: “Registered charity number 1000388” must be on all materials.

Selling goods We are not registered to trade (as there are VAT implications with this) therefore when you have a stall, or similar, you cannot put fixed prices on things: You must list prices for things as “suggested donation”.

Insurance Please consider whether or not you need to take out one-off public liability insurance for an event. If you are fundraising as part of a group or company your fundraising may be covered by their insurance or by the venue where the event is held. You must check this and take out insurance if you are not covered by an existing policy.

First aid If you have members of the public at your event you may need first aid cover. Speak to your local St John’s Ambulance about any first aid requirements.

Keep in Touch

Don't forget to register your idea with us. After your event, please send us details of how it went along with any photos. Your fundraising efforts are very much appreciated by us and hugely inspiring to others. We would like to feature your activity on our website, so don't hold back in shouting about what could be front page news!

Please email: fundraising@rnc.ac.uk

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Charity Registration No. 1000388



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