

You are about to do  
**SOMETHING  
INCREDIBLE**



the  
**Howarth** foundation  
business building futures

**2022/23**  
**Fundraising Pack**

# You don't need any special talents or skills to fundraise, only a desire to make a difference, so a huge thank you for getting involved!

Chances are if you've got this far, you already have an idea of what you are going to do to raise money for The Howarth Foundation. Here we will provide you with some advice and guidance to make the most out of your fundraising challenge.

## Getting started

- Keep your idea's simple
- Set yourself a goal
- Work out if there are any costs to you, try and aim to raise a minimum of £3 for every £1 you are spending
- Let us know your plans so we can provide any support and advice
- Set up an online giving page: (JustGiving, GoFundMe etc.)
- Publicise your event, create posters and use social media
- Enjoy it!

If you are stuck for an idea or want to chat through your plans then please get in touch with us, we love hearing about your ideas and will be happy to provide you with advice and support.

## Visit our website to find downloadable tools to help with your fundraising, including:

- Sponsor Forms
- The Howarth Foundation Logo
- Poster Templates
- A Registration Form so that you can let us know what you are doing and request items such as collection tubs, buckets, t-shirts and banners.

# How to pay in any money you have raised...

## Online

[howarthfoundation.org.uk](http://howarthfoundation.org.uk)

If you've set up an online giving page (e.g JustGiving) you can organise for the donations to be sent to us, including any eligible Gift Aid.

## By Cheque

Please make sure they are made out to 'The Howarth Foundation' and either drop them off at our offices or send them by post to:

Fundraising, The Howarth Foundation,  
Newbury Court, Brooke Street,  
Cleckheaton, BD19 3RR.

## Cash

You are welcome to drop cash off at our reception where you will be given a receipt.

## Bank Transfer

You can transfer donations directly to us via online banking, please email [rachael@thehowarthfoundation.org.uk](mailto:rachael@thehowarthfoundation.org.uk) for our account details, please remember to use your name and event as a reference so that we know the donation is from you.



# Remember!

Please return any paper sponsorship forms so that we can claim any applicable Gift Aid.

# Fundraising

## Ideas of events that you could run:

- Quiz nights
- Annual coffee morning
- Skydive
- Set up your own fantasy sports league
- Karaoke singing competition
- Cooking competition
- Guessing games – guess the amount of objects in the jar
- Bring & buy sale
- Carboot sale
- Exercise competition such as exercise bike challenge, sit ups
- Give up something up for a month – sugar, alcohol
- Virtual competitions between colleagues
- Evening ball
- Ladies race day
- [Smile.amazon.co.uk](https://www.smile.amazon.co.uk) – choose **The Howarth Foundation**



# EVENTS

## YOU CAN ATTEND

**May 2023**

**Run for All – Leeds Half marathon**

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**May 2023**

**Great Manchester Run – Half marathon**

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**June 2023**

**Great outdoor month**

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**21st June 2023**

**National selfie day**

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**July 2023**

**Skipton Tough Mudder – 5k – 15k races**

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**July 2023**

**Total warrior 3k-12k races**

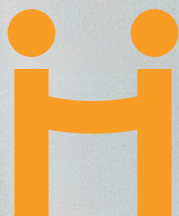
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**September 2023**

**Yorkshire 3 peaks**

# HELP SPONSOR US!

Be part of The Howarth Foundation Events by:



Sponsor Type	Date	Event
Sponsor	TBA	Business Building Future Leeds United network event
Headline sponsor & buy a table	8th December 2022	Howarth Music Extravaganza
Headline sponsor & Fundraise	TBA 2022	Sleep Out
Sponsor	April 2023	Business Building Future John Smith networking session
Headline sponsor & buy a team for 2023	19th June 2023	The Howarth Foundation Heckmondwike Golf Day
Headline sponsor & buy a table	TBA	Casino Event
Headline sponsor & buy a table	TBA	Ladies Day

**BE OUR CHOSEN CHARITY OF THE YEAR!**

# Keeping it safe and legal

We are always humbled when people choose to fundraise for The Howarth Foundation, and as such, the safety and wellbeing of everyone involved are paramount. We also need to ensure that all money donated by the general public reaches its intended destination. Please refer to the guidelines below and get in touch if there is anything you are unsure about.

- Ensure that your event or challenge is organised safely and efficiently. You can refer to The Health and Safety Executive for more information on event safety - [www.hse.gov.uk](http://www.hse.gov.uk). Contact the Environmental Health Department for advice if you are selling food. Ensure you have enough help and adequate adult supervision if children are involved.
- Consider what insurance you will need for your event. Will you require public liability insurance? The Howarth Foundation cannot accept any liability for any occasions, challenges or fundraising activities undertaken in aid of the charity.
- Check with your local council whether you need special licences or permissions. You will need a Street Collection Licence to collect donations in a public place. Depending on your event, you may also need an Events Licence, Entertainment Licence, Alcohol Licence, PRS Licence or others.
- Always look after your money. Aim to have two people present if you are counting any money raised. Any charity buckets, tubs or envelopes should remain sealed and returned to us to be opened and counted.
- There are strict laws relating to raffles and lotteries. Complete guidelines are available from your local council or the Gambling Commission, which must be adhered to. For more information, visit [gamblingcommission.gov.uk](http://gamblingcommission.gov.uk).