

# There's a **TIME** and **PACE** to help your Hospital



**Poole** Hospital  
Charity

Your guide to sponsorship for Poole Festival of Running 2018

**e:** [fundraising@poole.nhs.uk](mailto:fundraising@poole.nhs.uk)

**t:** 01202 448449

# Welcome and thank you for choosing to help Poole Hospital fight cancer

**Poole Hospital Charity** funds equipment and care above that provided by the NHS. The charity – formerly known as The Wish List – supports wards and departments across the Hospital. Thanks to the generosity and support of the local community, we have made a huge difference to the experience of thousands of patients.



This year we are asking you to help us fight cancer by getting sponsored for your race in Poole Festival of Running.

The Dorset Cancer Centre is based at Poole Hospital and is the major specialist cancer treatment centre for adults in the county. It provides a wide range of treatments including radiotherapy and chemotherapy for both common and rare cancers. Within the centre is the Dorset Breast Screening Unit which is responsible for screening approximately 96,000 women in the county as part of the NHS Breast Screening Programme. Whilst the Radiotherapy team sees nearly 34,000 attendances each year as they fight to treat patients diagnosed with cancer.

We are in need of **£25,000** for equipment to improve diagnosis and the delivery of treatment. This will mean more accurate results and less stress for the patient. The items we would like are:

- **A lateral arm attachment** for the biopsy machine in the Dorset Breast Screening Unit. £10,000 –To help the biopsy team reach trickier areas of the breast with ease.
- **Immobilisation devices** for Radiotherapy. £15,000- Physical supports for specific areas of the body which help keep patients still in a certain position allowing the treatment rays to enter the body at very precise points to destroy cancer cells whilst avoiding unnecessary radiation to the nearby healthy cells.

As a thank you, all runners who raise at least £50 for Poole Hospital Charity will receive a complimentary charity t-shirt, or raise over £100 to receive an official Poole Hospital Charity running vest – make sure you send the fundraising deed at the end of this pack back to us so we have your details!

# Getting Started

There are many ways you can reach your sponsorship target. Start by setting up a personalised **JustGiving** page. It is quick and easy, and once set up you can share the link by texting/ emailing it to friends and family or share it on your social media profiles. Sign up to Just Giving then simply search for 'Poole Hospital Charity' and hit the 'Fundraise for us' button.

## Match funding

This is a great way of boosting your pot so double check if your employer will match what you raise.

## Sponsorship forms

Just Giving takes out the run around of signing people up and collecting cash, but we've attached a sponsorship form because nothing beats describing your undertaking face to face.

## Think outside the box

It isn't always easy to ask for sponsorship so why not organise something other people can get involved in? You could host a cake sale, a dress down day at work or get your friends together for a fundraising sports match.

## Gift Aid

Donations by a UK tax payer may be eligible for Gift Aid. This is a government scheme that enables us to reclaim 25p for every £1 donated. Donors will need to give their address on the sponsor form/ on Just Giving.

## Social Media

Make sure you have liked our Facebook page and are following us on Twitter and Instagram. You can keep up to date with our news and we can help promote your fundraising efforts this way. Love it or hate it, social media will help you reach more people and they'll engage with your challenge if you bring them on the journey – don't forget to include your Just Giving page link!

## Your image

Remember that people will see you as an extension of the hospital so try to consider if your activity/ event is appropriate for the promotion of healthcare.

# Important Information

## **Fundraising Deed**

Found at the end of this pack, the Fundraising Deed is an official document which once completed can be used to prove that you are fundraising for Poole Hospital Charity. Just read it, sign it and send it to us then we'll sign it too and return it to you. You may also use this form to order any fundraising materials.

**Legalities of Fundraising.** Please be aware that there are certain procedures that must be followed when fundraising. These are laid down by central and local government in order to protect you—the fundraiser— and your donors. If you are unsure about any aspect of fundraising legalities, please do not hesitate to contact us and we will be happy to help.

**Public collections.** To conduct any street collection you must have a permit from the local council. We kindly ask you not to run door-to-door collections.

**Your image.** Please remember that people will see you as an extension of Poole Hospital so try to avoid any activities which may not be appropriate for the promotion of healthcare.

**Banking.** We strongly advise against the use of personal bank accounts for the collection of charitable donations. This is to protect you. Online giving such as Just Giving are excellent as the donor pays online and the money is sent to the charity directly. Please do not send cash through the post. Our Office is open 10am-4pm weekdays should you wish to bring cash donation to us. We also accept cheques—please make them payable to Poole Hospital Charity

## **Liability**

Poole Hospital Charity cannot accept any responsibility for your fundraising efforts.

## **Raffles/ Lotteries**

There are laws and regulations pertaining to raffles and lotteries. These must be fully complied with and you can find out more at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

# Poole Hospital Charity

Registered Charity No 1058808

## FUNDRAISING DEED

Please complete and return to:

Sophie Lawson  
Fundraising Office  
Poole Hospital  
Longfleet Road  
Poole  
BH15 2JB



t: 01202 448449  
e: [sophie.lawson@poole.nhs.uk](mailto:sophie.lawson@poole.nhs.uk)

**FUNDRAISING AUTHORISATION**

This document authorises the person named below (“the Fundraiser”) to carry out fundraising activities on behalf of Poole Hospital NHS Foundation Trust, Poole Hospital Charity (charitable fund) of Longfleet Road, Poole, BH15 2JB (“the Charity”). The Trust’s registered charity number is 1058808.

1. This authorisation will remain in force until the fundraising activity has been completed and all the funds raised have been fully accounted to the Charity.
2. Any receipts and other communications given by the Fundraiser to the public will record that the Fundraiser is raising money on behalf of the Charity.
3. The Fundraiser will notify the Charity if any events other than those scheduled are planned. The Charity has the right not to recognise any fundraising activities which it believes are not in the interest of the Charity.
4. The Fundraiser will keep accurate accounting records for all the monies raised on behalf of the Charity and these records will be open for inspection.
5. The Fundraiser will account to the Charity preferably within 28 days of the monies being raised without making any deductions.
6. The Fundraiser is entitled to be reimbursed for any reasonable out of pocket expenses incurred during fundraising activities provided that a valid receipt is produced to the Charity.
7. This authorisation represents the entire agreement between the Fundraiser and the Charity. The Fundraiser is not permitted to represent the Charity for any other purpose.

Date of Activity: 2<sup>nd</sup> & 3<sup>rd</sup> June 2018

Please Describe Fundraising Activity: Poole Festival of Running

Company:.....

Name:.....

Address:.....

Phone number:..... Email : .....

**SIGNED**

Fundraising authorisation signed on behalf of Poole Hospital Charity:

<p><b>Office Use only</b></p> <p>-</p> <p>Name _____</p> <p>Job role _____</p>	<div style="border: 1px solid black; width: 80%; margin: 0 auto; padding: 10px;"> <p><b>PHC Authorisation Signature</b></p> </div>
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**Charity Fundraising Material Order Form**

If you require any items for your event, please call the Charity Team on 01202 448449 to arrange a date and time for collection.

<b>Name</b>		<b>Date</b>	
<b>Address</b>		<b>Postcode</b>	
<b>Tel no or email</b>			
<b>Event</b>		<b>Event Date</b>	
<b>Item</b>		<b>Quantity</b>	<b>Item Number(s)</b> (Office use only)
PHC Collection Tin			
PHC Collection Bucket			
PHC Banner			
PHC Display Boards			
PHC Balloons			
PHC Pens			
PHC Newsletters & leaflets			
PHC Memory Sticks			
<b>PHC Clothing – Our clothing range is chargeable</b>			
PHC T-shirt - <b>£6</b> (free when £50 is raised)			
PHC Running Vest - <b>£20</b> (free when £100 is raised)			
PHC Cycling Jersey - <b>£30</b> (free when £200 is raised)			

Please ensure any unsold items and any other charity materials are returned to the Charity office after your event.

**Date items collected:** \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Team initial:** \_\_\_\_\_

**Date items returned:** \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Team initial:** \_\_\_\_\_

**SPONSORSHIP FORM**

<b>Event:</b>	<b>Amount raised:</b>
<b>Name:</b>	<b>Date paid in:</b>
<b>Address:</b>	Office use only:
<b>Postcode:</b>	Chq £                      Cash £
<b>Telephone No:</b>	Via Justgiving £
<b>Email:</b>	Total gift aid claimed: £



**Making your sponsorship money go further...**

Giftaid is a Government scheme which allows us to claim 25p for each £1 donated, where eligible. To giftaid your donation please read the following and then sign in the red box:  
*I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.*

<i>giftaid it</i>	<b>Initial &amp; Surname</b>	£
<b>Initials</b>	<b>First Line of Address</b>	<b>Postcode</b>
A N O	123 Your Street	A1 2YR

If you would like to receive further information from the charity, tick here [ ]

<i>giftaid it</i>	<b>Initial &amp; Surname</b>	£
	<b>First Line of Address</b>	<b>Postcode</b>

If you would like to receive further information from the charity, tick here [ ]

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	<b>First Line of Address</b>	<b>Postcode</b>

Please return to the Fundraising Team, Poole Hospital Charity, Poole Hospital, Longfleet Road, Poole, Dorset BH15 2JB. Your details will only be used in connection with our charitable activities and will not be disclosed to any third party. Charity number: 1058808