



Fundraising Support Guide



*Supporting anyone affected by any cancer in the
Axminster and Lyme area.*

Registered Charity in the UK: 1182035

About Us

Axminster and Lyme Cancer Support aims to provide support for everyone living with and beyond cancer. We offer regular friendly meetings both in Axminster and Lyme Regis so support and information can be accessed locally.

In November 2023 we opened our own premises at Cross Keys House, Chard Street, Axminster.

ALCS is a small independent local charity supporting anyone affected by any cancer, all the support we offer is free of charge.



We are grateful for your fundraising – no matter how large or small. Every penny you raise will go to support our local clients and enable us to provide the support they need.

Thank you!

Its great news that you have decided to give up your time to raise funds for Axminster and Lyme Cancer Support.

We have been supporting local people affected by cancer since 2018.

The continued work of ALCS relies on **community fundraisers, donations and legacies** along with **grant applications**.

Without your support we would not be able to offer the variety of different services to those who are going through treatment or impacted by cancer.

Whether you have decided to run, walk, swim, dance, bake or donate – have fun and enjoy it remembering you are making a BIG difference to so many peoples lives.

GOOD LUCK from **The ALCS Team**



How your fundraising supports us

£10

gives a client a restorative day at our beach hut

£50

Pays for a clients' drop-in session and refreshments

£400

Allows a client to have 10 sessions of professional counselling

Where your funds go

Every penny you raise helps us to continue to deliver the support our clients need most. If you would like it specifically allocated to one of the categories, please let us know.

- Professional Partner fees (towards counselling, massage, nutrition, reflexology, acupuncture)
- Creative workshops
- Physical activities/classes
- Library (books/puzzles)

Have FUN whilst Fundraising

Here are some examples to help you on your way. Whatever you decide - have some fun too!

Auction of Promises, Head shave, Cake Sale, Sky Dive, Wing Walking, Paddle Boat, Swim, Marathon, Walk, Disco, Jumble Sale, Coffee Morning, Cream Tea, Tractor Trundle, Dance, Bingo, Quiz, Bike Ride, Open Gardens, Jazz Afternoon, Bike Night.



Fundraising Tips



- Be clear about who you are fundraising for and why – use our logo and registered charity number
- Simple Ideas are often the best
- Make it Fun! – Enjoy what you do
- Spread the word – advertise with posters, flyers, Facebook & friends.
- Raise Money Online – Localgiving/Just giving/Facebook fundraisers.
- Think about who you know and what they do – i.e. people you can ask to donate raffle prizes
- Tell your story – consider a blog and share it via social media to get further support from family, friends or even strangers.
- Involve your family, colleagues, neighbours or pets
- Thank your sponsors so they know what a difference they have made.

Things to consider when putting on an event

- Setting a target
- Who's coming and what will appeal to them
- Check to see if your event clashes with other local events
- Is it easily accessible with parking, public transport, enough space and the weather.
- Catering Policies at venues or can you do what you wish?
- Keep expenses to a minimum ask for donations and say you are raising money for ALCS. Ask local businesses to sponsor you and advertise that on your event.
- Where is the money coming from – entrance fee, raffle, sponsorship, donations. Check this will cover any costs and raise funds too.
- Who can you ask for support. Get a date in the diary and commitment to help and keep them involved. Advise ALCS if you wish for us to be at your event.
- What resources you might need before, during and after. People, signage, money for floats, raffle prizes, advertising, gazebos, decoration, fundraising t-shirt, literature etc.



Make Sure it is Safe & Legal

Licences – Public Liability

Insurance – Third party venue check their insurance documents to check you are covered or purchase insurance to cover yourself.

Public Entertainment Licence –

If you wish to play music at your event you may need a PRS licence www.prsformusic.com

Sale of Alcohol Licence – If you wish to sell alcohol at a venue not already licenced you will need to obtain one from your local authority.

Collection Licence – Needed for collecting on the streets or public places, again contact your local authority.

Data Protection – Make sure any electronic or paper records you keep about people involved in fundraising event comply with the Data Projection ACT. Don't keep information about people any longer than required and do not share information or data with someone else without permission.

Raffles and Draws – A Draw allows you to sell printed tickets in advance of an event, listing some of the prizes and costs of the ticket. It **must** be drawn at a specific date and time. You **must** have a licence for this.

Tickets for a Raffle can be sold without a licence if the prizes are given out on the same day. You cannot pre-sell raffle tickets. Check your local authority for full guidance. Some venues may not allow raffles and draws so please check with them also.





Health & Safety

To ensure your event is safe and enjoyable for everyone (including children) please consider:

- Conducting a Risk Assessment.
- Having adequate insurance cover.
- Having suitable first aid provision i.e. First Aid Box, Certified named First Aider or the presence of St John Ambulance/British Red Cross. Check the requirements depending on your event.
- Providing proper adult supervision when children are involved.
- Have at least 2 people present to count any money raised.

Food Hygiene



Take care when handling food and follow some elementary rules for safe preparation, storage, display and cooking. For more information, please visit

www.food.gov.uk



PR & Social Media

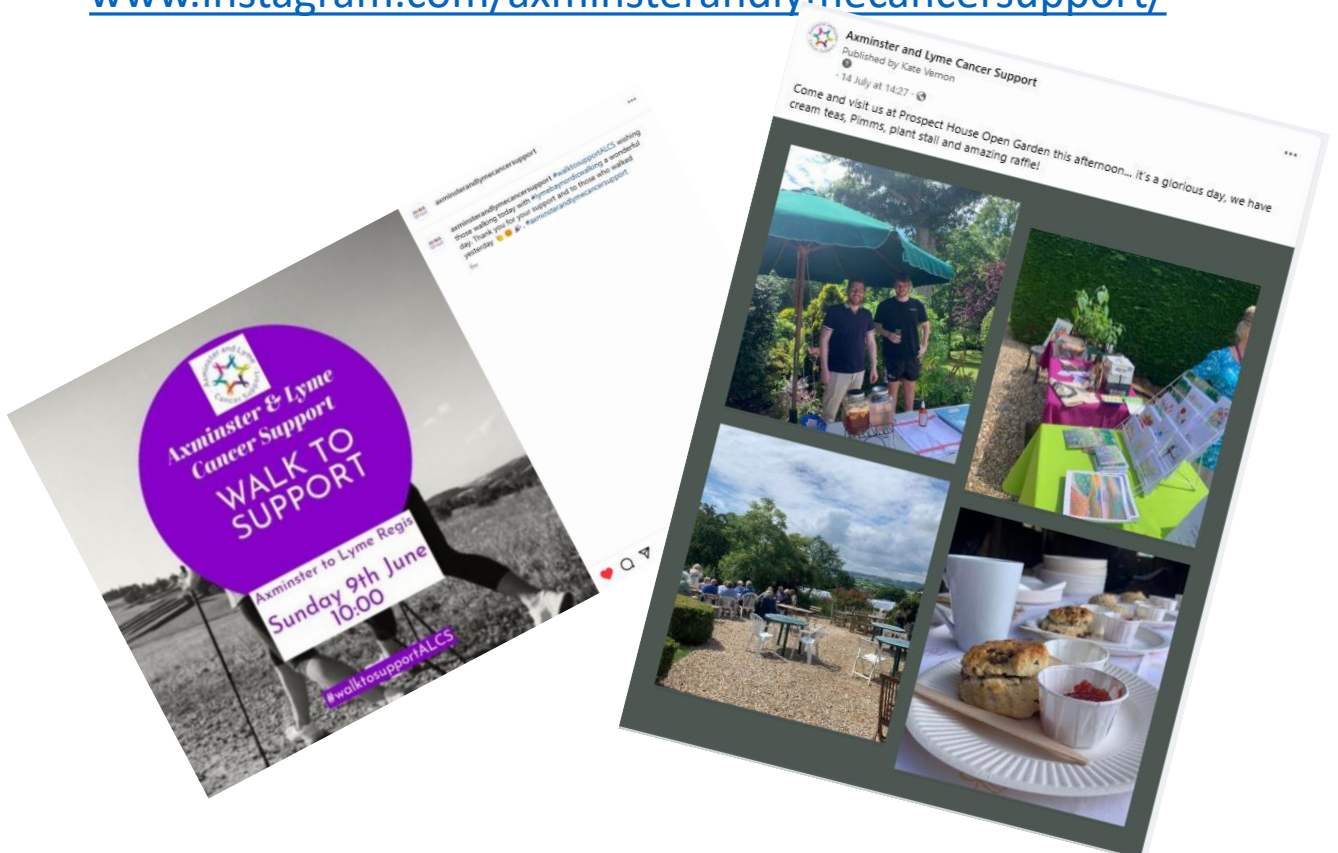


Facebook and Instagram are great online tools to help get your message across. You can share your Local giving/Just Giving page link, tell friends and colleagues what you are doing easily and quickly.

Social media platforms are also a great way to get your message shared. Include images and video can also help. Remember to tag us in your posts and we will share too!

www.facebook.com/axminsterandlymecancersupport.co.uk

www.instagram.com/axminsterandlymecancersupport/



Online Fundraising

ALCS is present on Localgiving & JustGiving online fundraising platforms to enable supporters to manage sponsorship in just one place. With a few words and a picture, you'll soon be up and running. Our Localgiving set up guide can be found on our website under – About Us - Policies & Documents.

You can link your personal online sponsorship account to your email, Facebook, Instagram or X with a few clicks.



<https://localgiving.org/charity/axminster-and-lyme-cancer-support>



<https://www.justgiving.com/a-l-c-s>

Running Around & Around!

Andy Killworth
Physical Challenge



Donate now

Share

Event Details

Devon & Cornwall Backyard Ultra

Sat 31 Aug 2024

4.167 miles every hour, on the hour

JustGiving Menu Start Fundraising



Carly Dare

Carly's fundraiser for Axminster and Lyme Cancer Support

Fundraising for Axminster and Lyme Cancer Support

Event: Great West Run 2024, on 26 May 2024

ALCS Support

We are here to support your fundraising plans and can offer the following:

- Social media tile/poster design
- Axminster and Lyme Cancer Support logo
- Provide you with a collection pot to securely collect donations. Note – these should be returned to us unopened with the seal intact. Don't worry, we will let you know how much you raised.
- A running vest or T shirt with our logo and your name
- Give us a call to discuss





Please get in touch



info@axminsterandlymecancersupport.co.uk



07512 279663



Axminster and Lyme Cancer Support



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