UNITED LINCOLNSHIRE HOSPITALS Charity

Registered Charity 1058065

Upon a star

fundraising pack

Look up and reflect upon a star

Across Lincolnshire we want our Hospitals to become beacons of hope, shining bright for all to see.

There will be families, friends and members of staff who will be in Hospital over the festive time. Help us to keep the Christmas spirit alive for our patients, our staff and the communities that our hospitals serve.

We want to spread as much Christmas joy that we can, get involved, get festive and raise funds for the United Lincolnshire Hospitals Charity.

Registered with FUNDRAISING REGULATOR

Here are some Festive Fundraising Ideas to get you started

Christmas Jumper Day

It's Christmastime. Dig out that festive favourite, make a donation, wear it to work and spread Christmas cheer. It doesn't need to be a jumper either, Christmas socks, hats, shirts, ties if you've got it, wear it!

Wrapping Party

Not the musical type but it's either a task you love or hate. If you're a person that loves it. In exchange of a small fee why not offer up your services to wrap presents for others.

If you're a group that enjoys wrapping, get together put on a Christmas movie and wrap together.

Last hour's pay

If you know your colleagues are not going to wear a Christmas jumper or get involved with another virtual quiz, you could ask them to donate their last hour of pay for the year – This may seem like a small donation, but can actually make a big difference. Simply pop a donation over to the charity for the amount.

Christmas Decorations

Everyone loves to see a house that has gone the extra mile to spread Christmas cheer. If that's your house, then why not take donations for your favourite charity from passers-by.

Boxing Day Dip

Beat the lethargy of Boxing Day. Before the point comes where nobody knows what day it is. Get the body going, head out to the sea and take a quick dip!

Sounding tough? Some people do this for fun! Ask for a minimum sponsorship to help pluck up the courage.

Unwanted Christmas Gifts

It's not nice to think about but it does happen. If you get items that you're not keen on, sell the gifts and make a donation to the United Lincolnshire Hospitals Charity.

Keeping fundraising fun and legal!

Get permission if you want to host a collection.

Get in touch with us (charities.team@ulh.nhs.uk) if you'd like to hold a collection, there are some criteria that we will need to help you with all the guidelines for your collection tin.

If you're planning on holding a public collection, you'll need a license. For example, if you're collecting in the street you'll need to get in touch with your local council.

If you're collecting on or outside private property, such as a supermarket, you'll need to ask the manager and get the relevant materials from us.

Keep Safe

If your plan is to organise something in person, make sure that you continue to respect social distancing and wear face masks if possible. If you are unsure on anything, please do email us at charities.team@ulh.nhs.uk.

Auctions and Raffles

There are extremely strict laws relating to all lotteries and raffles so be sure that you are familiar with these and operate your auction or raffle accordingly. There may be circumstances when a license may be required. For information, please take a look at the Fundraising Regulator's web¬site. You can also visit gamblingcommission.gov.uk for information.

Food and drink

If you plan to have food available or will be serving food at your fundraising activity, then you'll need to ensure it's safe. Check out the Food Standards Agency for guidelines on handling, preparing and storing food.

Handling money

Here are some tips for handling money:

- Be cautious when carrying money around.
- Make sure at least two people are around when money is being handled and counted.
- Collect cash using a secure container (provided by the charity).
- Get funds through to the charity as soon as possible.

The Charity Team are here to support you any way we can, if you have a question please do not hesitate to get in touch via email charities.team@ulh.nhs.uk.

Donation Form

I would like to give a donation of £_____

Cash ☐ Cheque ☐

Please make cheques payable to: ULH Charitable Funds

Registered Charity Number: 1058065

Bank Transfer

If you would like to pay by bank transfer, please contact us via email: charities.team@ulh.nhs.uk

My Details and Gift Aid

Title: ____ First name: _____ Surname: _____

Full Home Address: _____

_____

_____ Postcode: _____

Email: _____ Contact Number:_____

Date _____

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In order to Gift Aid your donation you must tick the box below:

☐ I want to Gift Aid my donation of £_____ to the Charity above

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.

Please notify the charity if you:

l want to cancel this declaration l change your name or home address

l no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self- Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

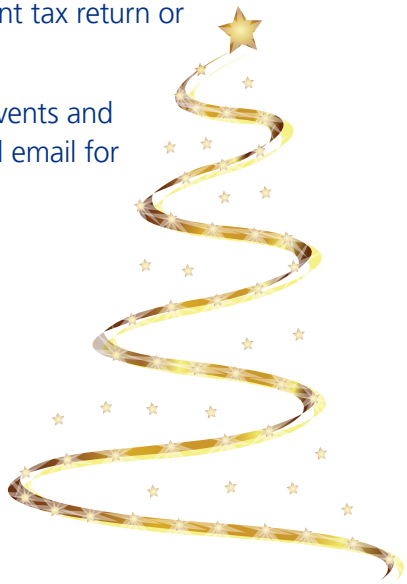
We thank you for your support and would like to keep you informed of news, events and opportunities in the future. Please tick if you wish for us to use your address and email for this purpose:

Post ☐ Phone ☐ Email ☐ SMS ☐

Post your donation to us at:

United Lincolnshire Hospitals Charity, Lincoln County Hospital, Greetwell Road, Lincoln, LN2 5QY

For further information please contact The Charity Team on 01522 572 221 or email: charities.team@ulh.nhs.ukhere as well.



Sponsorship Form

Event Name: _____

Event Date: _____

Your Name: _____

Email: _____

Address: _____

_____

_____

Telephone: _____

Please tick below if you would like the United Lincolnshire Hospitals Charity to reclaim the tax you've paid on this donation Please read the details and declaration at the bottom of the page.

Remember: you must provide your full name, home address, postcode and tick the 'Gift Aid' box for us to claim tax back on your donation.

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Name	Home address	Postcode	Donation amount	Gift Aid (please tick)	Date paid

Call us on 01522 572 221 or email charities.team@ulh.nhs.uk

Registered Charity Number: 1058065

Total:

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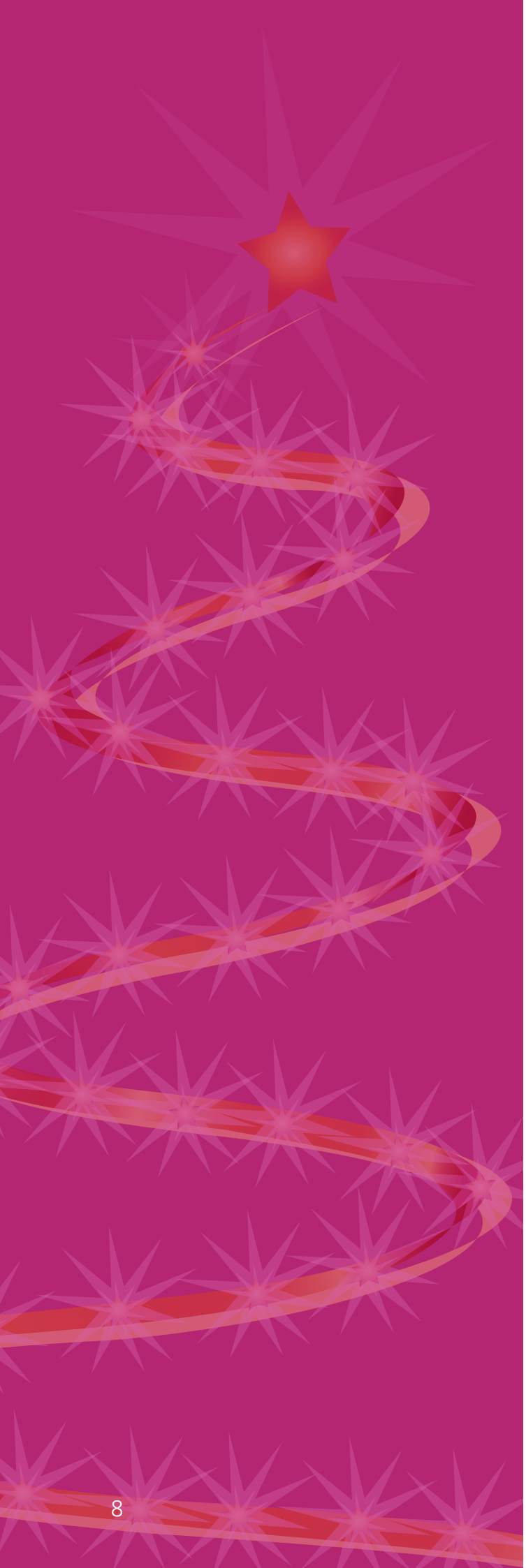

Contact details

General Enquires: 01522 572 221
or charities.team@ulh.nhs.uk

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LN2 5QY