

# Fundraising

## Six Simple Steps to Support Royal Manchester Children's Hospital Charity

Follow these six simple steps to ensure you enjoy a smooth-running event...

### 1. Choose an event to hold or get involved in

Our A-Z of fundraising is full of ideas that individuals and groups can organise. For more ideas take a look at our website and our newsletter 'Thank You' to see what everyone else has been doing to support us.

If you don't want to plan your event, you can join in with any of the Charity's existing events such as our Teddy Toddle, Big Tea Break, parachute jumps, white water rafting, Urban Espionage Challenge or even an overseas adventure of a lifetime!

### 2. Fill in a registration form

We have enclosed a fundraising registration form for you to complete and return so we know how best we can help you. Once you are a registered fundraiser we can provide merchandise and advice.

### 3. Let us know what you need

Included in your fundraising pack is merchandise and loan materials order form for items such as posters, T-shirts, banners and stickers. If you need anything else such as advice on how to make the most of your event, including how to run a raffle or auction, then please contact the Charity team as we have lots of fact sheets available to help you. Our PR Officer can also help promote your event by writing a press release about your fundraising for local media.

### 4. Let us know how it went

After all the hard work is over and your event has been a success send us any stories and photos. Your support means a lot to us and we'd love to feature you in our newsletter or on our website.

### 5. Let us have the money you raised

Please send in the money you have raised as soon as possible and don't forget UK taxpayers can increase their support by 28p for every £1 donated just by ticking the Gift Aid column on a sponsor form or completing a Gift Aid declaration form. We can accept donations by cheque, charity voucher, cash or card. Please note though that cash can only be accepted in person. We can even arrange for a cheque presentation photo to be taken for you.

### 6. Keep in touch

Let us add your name to our mailing list so we can keep you up to date with details of our fundraising and activities or simply start all over again and become one of our regular fundraisers!



royal manchester  
children's hospital **charity**  
supporting excellence in treatment, care and research

Royal Manchester Children's Hospital Charity is part of Central Manchester University Hospitals NHS Foundation Trust Charity. Registered charity 1049274.

