

**CHARITY
FOR CIVIL
SERVANTS**

WELCOME TO YOUR FUNDRAISING TOOLKIT



WELL HELLO! IT'S GREAT TO HEAR FROM YOU

A great relationship begins with an introduction... we are the Charity for Civil Servants (or CFCS if you like an acronym!).

We've been around for a long time (since 1886 to be exact), and we support current, former and retired civil servants when they face tough times. From mental health struggles and financial assistance, to relationship issues, getting through grief, and coping with disability - **we're there to help people stay strong, whatever life brings.**

But we can only be there if you're there too. With your support, we help people thrive through big life events and small daily stresses. We're on a mission to support civil servants. By fundraising, you will make a life-changing difference to someone when they most need it.

We are always here if you want to talk about any aspect of your fundraising.

Email fundraise@cfcs.org.uk
or call **0800 056 2424**.

Tell us about your fundraising by visiting cfcs.org.uk/fundraising



“AFTER MY HUSBAND HAD A STROKE, I WANTED SOME NORMALITY BACK FOR OUR FAMILY... FROM THE MOMENT I CONTACTED THE CHARITY FOR CIVIL SERVANTS, I FELT LIKE THEY UNDERSTOOD THAT - I WAS AMAZED BY THEIR GENEROSITY AND FELT SUPPORTED EVERY STEP OF THE WAY...

THIS IS A FANTASTIC CHARITY, AND I CAN'T THANK YOU ENOUGH.”

OLIVIA



*Some elements of this story have been anonymised or changed to protect the person's identity.

FUNDRAISING IDEAS AND INSPIRATION

Below are a few fundraising ideas, or you may have your own. Civil servants up and down the country have gone above and beyond raising money to support fellow colleagues when life gets tough.



Sports Day



Bake Sale



Skydive



Bike Ride



Coffee Morning



Quiz

THE IMPACT YOU'LL HAVE

As a civil servant you know you're part of something much bigger. A community of people who care about each other and support each other when times get tough.

£75



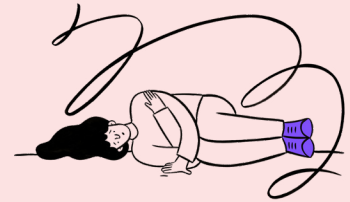
Could pay for the extra travel costs of visiting a partner or child in hospital

£100



Could fund a couple's counselling session when they feel there are no more options

£250



Could help someone who has fled domestic abuse with the basics to start up again

“THE SUPPORT FROM CHARITY FOR CIVIL SERVANTS HAS BEEN INVALUABLE TO ME. IT REALLY HAS HAD A MASSIVE IMPACT ON MY QUALITY OF LIFE... AT A TIME WHEN I WAS STARTING FROM ZERO, I FELT LIKE THE CHARITY KEPT ME GOING.”

STEPHEN



STEP-BY-STEP GUIDE TO GETTING STARTED

It's time to make an action plan and our fundraising team are here to guide you on your journey to success. We've created a step-by-step guide to help the planning process.



STEP 1 - IDEA TIME!

It's time to decide what you want to do, and when you want to do it. Think about what you enjoy... do you like to bake, walk? Do you want to challenge yourself physically, or test your willpower? Whatever you decide to do, make sure you have fun!



STEP 2 - SET A TARGET

Set your fundraising target! Don't be afraid to aim high but don't put too much pressure on yourself - every penny really does count. Think about the difference you could make.



STEP 3 - SET UP YOUR FUNDRAISING PAGE

Set up your own personal fundraising page by visiting cfcs.org.uk/fundraising and following the simple steps. You can personalise this page as much as you'd like, add photos and latest news to keep your supporters updated. Any donations you raise on this page will come directly to us! Easy!



STEP 4 - PLAN, PLAN, PLAN

It's time to think about what you might need to make your fundraiser a success! Do you need a venue or permission from anyone? How will you promote your fundraising in order to raise as much as possible, and who else might be able to support you? How will you maximise the amount you raise?



STEP 5 - PROMOTION

Shout about it from the rooftops! It's time to get your fundraiser out there. Let your manager, colleagues, friends and family know, post about it on social media and your workplace internal comms team will become your best friend. Put simply, the more people who know about your fundraising, and more importantly, why you are fundraising, the more money you will raise.



STEP 6 - AND RELAX! TIME TO CELEBRATE AND THANK EVERYONE

You did it! And we think you're amazing. Make sure you take time to thank everyone who supported you. It really does make people feel great (and more likely to help if you decide to do it again one day).

If you've raised money on your online fundraising page, that will come directly to us.

If you've raised money offline, you'll need to pay in your donation so we can put it to work helping people. You can pay in donations on our website, over the phone, or through the post (see the back page for full details).

KEEPING YOUR FUNDRAISING SAFE AND LEGAL



Take some time to consider any risks that your fundraising might present, and also any regulations you should be aware of. Our quick guide highlights some of the areas you'll need to consider, although we always recommend checking with your employer and local council to ensure you have everything covered.

FOOD HYGIENE

Food safety laws apply when food is available, whether it is for sale or not. Ensure you follow food hygiene procedures. Contact your local council for food hygiene regulations at events or see the **Food Standards Agency's website**.

LICENCES

Ask your local authority whether or not you need to obtain any special licences (such as public entertainment, collection or alcohol licences). If you are holding the event in a public place, you must have permission from the council or landowner.

RAFFLES

If you hold a small raffle on the day of your activity you do not need a licence, so long as all ticket sales and the draw itself take place during the main event. It is okay if your event lasts more than one day. Tickets must all be sold for the same price with no discounts applied. You must make it clear who is running the raffle.

Check the latest information and advice from the **Gambling Commission** and the **Fundraising Regulator**.

COLLECTIONS

It is illegal to carry out public street collections without a licence from your local council. If you are collecting on private property, you will need written permission from the owner or manager. If you're not sure, check with your local council.

INSURANCE

Please remember you're fundraising in aid of the Charity and you are responsible for the activity. The Charity for Civil Servants cannot accept liability for any fundraising activity or event you undertake. If you're planning an activity that involves the general public you'll need to budget for public liability insurance, which can be obtained from any insurer. If you're holding the event in a venue which has liability insurance (such as a village hall or pub) check they have the appropriate insurance and that it covers your activity.

GET CONSENT

You'll need to get parental permission if children are helping at your event. If your event is on private property, get permission from the owner or manager.

THE MONEY

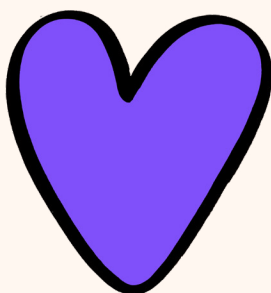
For your own protection, if at all possible, make sure you count the money you've collected with another person present and have them verify the total amount raised. Ask people who want to donate by cheque to make it payable to 'Charity for Civil Servants', rather than you personally. Make sure any cash donated is kept in a secure place and is banked as soon as possible.

RISK ASSESSMENTS

Identify any hazards and assess any risks at your activity that you'll need to consider. Ensure you have adequate first aid cover available for the scale of your activity. If you're not sure, check with your local council.

KEEP RECORDS

We recommend you keep records of everything you do for future reference as you never know when you might need them (and it will help if you decide to do it again!).



STILL NOT SURE?

Please get in touch with us by emailing fundraise@cfcs.org.uk, or give us a call on **0800 056 2424**.

OTHER TOOLS AND RESOURCES



We're here for you so get in touch if you need any advice. Here are a few more tools to help you on your way to fundraising success:

TOOLS AND RESOURCES - Click on the tools to download a copy

Sponsorship form

Email footer

Make your own collection box

Bunting

Poster

Virtual meeting background

BEING SOCIAL

We'd love you to **follow us** and **tag us** in any of your fundraising posts:



/cfcs_uk



@charity-for-civil-servants



/cfcsuk



@cfcs_uk

HOW TO PAY IN THE MONEY YOU'VE RAISED

CHARITY FOR CIVIL SERVANTS

Thank you for your support! Remember, all the money you've raised online via your fundraising page will come to us automatically but if you've raised money offline you'll need to pay it in. You can do this in a few ways:

WEBSITE

You can pay in online at cfcs.org.uk/donate.

Please select '**single donation**' at the top and tick '**I am paying in money I have fundraised**'. Follow the instructions to complete the payment.

OVER THE PHONE

You can pay over the phone using a credit or debit card by calling **0800 056 2424**.



POST

Please make cheques payable to '**Charity for Civil Servants**' and send them, along with the name of your fundraiser and your contact details to:

The Fundraising team
Charity for Civil Servants
5 Anne Boleyn's Walk
Cheam
Sutton
SM3 8DY



**SCAN TO
DONATE**

Charity for Civil Servants. 5 Anne Boleyn's Walk, Cheam, SM3 8DY
The Civil Service Benevolent Fund. Company limited by guarantee 7286399.
A charity registered in England and Wales no. 1136870, and in Scotland SC041956

