S.O.P.H.I.E
LANCASTER FOUNDATION

FUNDRAISING PACK

Registered Charity Number: 1129689

THANK YOU

Thank you for your interest in fundraising for the Sophie Lancaster Foundation. This is our 20th Anniversary, and so your support could not come at a better time.
Every donation makes a real difference, helping us stamp out prejudice, hatred and intolerance everywhere. Whether you're running a virtual event, hosting a gig, or organising a bake sale, this pack is filled with tips, ideas and guidance to help you fundraise safely and successfully.

Once you have decided what you are doing, please do let us know about your plans. That way, we can share your event on social media to celebrate your efforts as well as allowing us to share our supporters logo for you to use in any of your promotional materials. When your fundraising is complete, tell us the final amount you've raised and we can send you a digital certificate to say thank you for your incredible contribution.

The contents of this pack are designed for over-18s. If you are under 18 and wish to fundraise for us, please ask an adult (for example a parent, guardian, teacher or youth worker) for help. They will need to be responsible for your safety and the safety of the event.

Fundraising Tips

Digital Fundraising

The internet makes fundraising easier than ever. Platforms like JustGiving and GoFundMe handle all the payments, so you can focus on your event.

Tips for Success

- Share your fundraising page widely on social media.
- Keep your supporters updated with photos and stories.
- Tag us so we can cheer you on and help spread the word.

In-Person Fundraising

Face-to-face fundraising is a fantastic way to connect with people. Cash events, like bake sales or collection tins, work well - but safety is key.

Tips for Success

- Keep cash secure in a locked box.
- Track all donations and report totals to us.
- Engage your community with fun activities or themed events.

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IDEAS

Music & Gigs

Whether you're a band, venue, or promoter, music has the power to bring people together. Host a gig, live concert, or open mic night to support the Foundation. Make some noise for a cause that resonates with our community. Music runs through our veins and forms a big part of so many people's identity, making it a perfect way to celebrate diversity and raise funds.

Runs & Sponsored Events

Challenge yourself while fundraising. One of the most popular ways to raise money for charity is by doing a sponsored 5k, 10k, or even a marathon. It's an excellent way to raise money, stay active and inspire others.

Live Streams

If you are a gamer or streamer, why not do a live stream on Twitch or YouTube? Show off your gaming skills, creative talents, or sheer endurance. Your audience can donate while watching.

Sales & Donations

Declutter for a cause. Is your wardrobe getting too full to buy the new clothes you have your eye on? Support the Sophie Lancaster Foundation and clear some space at the same time by selling your old clothes. Maybe you have games or crafts you could sell? Why not use eBay, Vinted, or hold an old-fashioned car boot sale. Every item sold helps support our mission.

LEGAL & SAFETY

Please make it clear that your event is independently organised and not officially affiliated with the Sophie Lancaster Foundation, for instance by saying:
“Organised by [your name] in aid of the Sophie Lancaster Foundation”.

- Our registered charity number is 1129689 - please include this in your materials.
- Any use of our logo or name requires written permission from us.
- Door-to-door and street fundraising is not allowed.

SECURITY

Platforms like JustGiving are recommended for secure online fundraising.
If you wish to collect cash, you may do so if you ensure cash is stored securely, all donations are logged and that the total cash donated matches these logs.
The Foundation cannot accept responsibility for lost, stolen, or misappropriated funds at third-party events.

DATA PROTECTION

- Handle personal data responsibly and securely, in line with GDPR.
- Only collect necessary information and always get permission.

SAFEGUARDING

Where fundraising activities involve children or young people, the event organiser is responsible for complying with all relevant safeguarding legislation and ensuring appropriate safeguarding arrangements are in place. This includes suitable adult supervision, parental or carer involvement where appropriate and clear procedures for responding to any safeguarding concerns.
Organisers should consider whether adults supervising or caring for children at the event require Disclosure and Barring Service (DBS) checks or other safeguarding measures.

Further information is available from the Government's Disclosure and Barring Service (DBS) guidance and from the Fundraising Regulator (links on page 10).

Event organisers should ensure that the event environment is suitable and safe for all attendees.
We reserve the right to withdraw permission to fundraise in our name where safeguarding concerns arise or where activities do not meet our standards.

INSURANCE & LICENSES

Make sure you're covered by insurance. Most venues will have public liability insurance, but it is important that you check prior to your event. Make sure you have all the licenses you need from your local authority.

For example, you may need:

- A gambling licence for certain raffles or prize draws.
- A public entertainment licence to put on entertainment (like music, dancing or a film screening) at a venue that doesn't already have a licence.
- A licence to sell alcohol.
- A licence to collect money in a public place.

The Sophie Lancaster Foundation does not accept liability for any loss, theft or injury at external events. These are the sole responsibility of the organiser.

CODE OF CONDUCT

All individuals associated with the Foundation in any fundraising or promotional capacity must never behave in a manner which brings the charity into disrepute at any time.
We have a zero tolerance policy on ableism, antisemitism, homophobia, Islamophobia, racism, transphobia or any other form of prejudice.
By fundraising for us you agree not to engage in any activity that causes physical or mental distress to another person such as verbal abuse, physical abuse, bullying, discrimination or harassment.

If the Sophie Lancaster Foundation becomes aware of any person claiming an association with us who contradicts our ethos, we reserve the right to dissociate ourselves from them and insist that they cease any claimed association and use of the Charity's logo or identity.

CHECKLIST

Before your event:

- ☐ Let us know your plans so we can support your success.
- ☐ Contact a venue and make sure you have all the support you need.
- ☐ Figure out how you will be accepting money.
- ☐ Get in touch to ask for permission to use our logo and agree to abide by our code of conduct.
- ☐ Familiarise yourself with fundraising best practice (link on page 10).

During your event:

- ☐ Make sure you're on hand to help.
- ☐ Tell our story, and tell people why our cause matters so much to you.

After your event:

- ☐ Get in touch to let us know how much you've raised.
- ☐ Share some photos for us to share on social media.
- ☐ Pay the money in by Paypal, Bank Transfer or Cheque (information on page 10).

CONTACT US

If you have questions, need advice, or want to share your fundraising plans, get in touch with us.

Email:
enquiries@sophielancasterfoundation.com

Phone: 01706 216969

Registered Charity Number: 1129689

LINKS AND RESOURCES

DBS Guidance:
gov.uk DBS Guidance

Fundraising best practice:
Fundraising Regulator - Children and young people

Fundraising Regulator - Code

Our payment information

Sophie Lancaster Foundation - Support

JustGiving

PayPal

Bank Details:
Account Name: The Sophie Lancaster Foundation
Sort Code: 30-11-48
Account Number: 12406360
IBAN: GB86LOYD30114812406360


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