



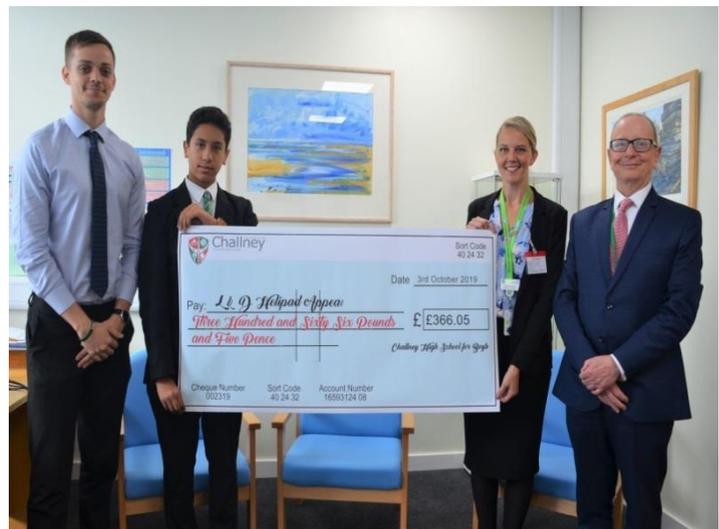
Bedfordshire Hospitals NHS Charity

# Fundraising Guide for Schools

Welcome and thank you for choosing to support your local hospital.

This guide will tell you all about how your school can get involved with fundraising!

We have over 50 different wards and departments so there are lots of options for you to choose from!



The Bedfordshire Hospitals NHS Charitable Fund is a registered charity in England and Wales number: 1058704

# How will your donation make a difference?

Donations help us make our patients stay in hospital more comfortable and less distressing.

Money raised enables us to purchase extra equipment and essential items, so that our patients, and their families, are treated in the best possible environment.

## What your donation can buy...

**£50!**

Books, puzzles, games, crafts, DVDs and jigsaws

**£100!**

One week stay in our NICU Parents Accommodation for a family with a premature or sick baby on the unit

**£1000!**

Activity trolley for patients with Dementia

**£3500!**

Acu vein device to allow taking blood more comfortable for children, elderly patients and chemotherapy patients

**£5000!**

CPAP device to support and monitor breathing

## Did you know?

Each year we...

- Support over 370,000 patients and their families
- Care for up to 10,000 children on our Children's Wards
- Care for over 1,000 premature and sick babies



# How to get started!

The first thing to decide is which ward or department you want to fundraise for.

You can ask for me, Sabine Hazell, the Schools Coordinator, to come and speak to your school about how you can support the charity and our appeals.

Once your fundraising is complete I will make sure your donation goes to the correct fund and can let you know what your money is being spent on.



**To book a visit to your school call 01582 718289 or email [sabine.hazell@ldh.nhs.uk](mailto:sabine.hazell@ldh.nhs.uk)**



**NICU**



**Helipad  
Appeal**



**Children's  
Wards**



**A&E**



**Cancer Unit**



**Maternity**

# Fundraising Ideas!

## A

Auction, Arm Wrestling, Aerobic Marathon



## B

Bad hair day, bowling, bingo

## C

Cake sale, craft fayre, CD/DVD sale, car wash, concert



## D

Dress down day, disco, dancing



## E

Egg and spoon race, Easter egg hunt

## F

Fancy dress, fun Day, face painting, football, filmathon

## G

Golf day, gaming tournament, gymnastics



## H

Hockey, hoola hooping, hiking

## I

Ice skating, international awareness days



## J

Jumble sale, juggling, jewellery sale, jigsaw

## K

Karaoke, kite flying, knitting, karate



## L

Line dancing, limbo competition, lemonade stand

## N



Night time walk, name the bear, netball

## O

Odd sock day, obstacle course



## P

Picnic, pancakes, pool competition

## M

Mountain bike ride, memory walk



## R

Running, raffles, racing, readathon, roller skating, rugby, recycling



## S

Spelling bee, skipping, swimathon, sweepstakes



## Q

Quiz day, quiet day, queens and kings day

## T

Tea party, treasure hunt, themed events, three-legged races, tombola



## U

Uniform free days, unicorn day

## V

Variety day, vegetable day



## W

Wheelbarrow racing, welly throwing, walking

## X

X-factor talent show



## Y

Yo-yo competition, yoga

## Z

Zumbathon, zip wire

## Other ways to fundraise!

### Sponsorship forms

To save you creating your own form, you can use [our sponsorship form](#).

If you need more pages you can photocopy it or print more.

If you need us to post you a form please contact me on **01582 718 289** or email [sabine.hazell@ldh.nhs.uk](mailto:sabine.hazell@ldh.nhs.uk)

### Gift Aid

Gift Aid is a great way to raise an extra 25% towards your total, without costing you or your supporters a single penny!

Every £1 is worth £1.25 when the donor is a UK taxpayer (has paid more tax than the amount of tax reclaimed), provides their name, address, postcode and ticks the gift aid box!

Encourage your supporters to Gift Aid their donation!

### Justgiving

You can set up an online fundraising page so people can sponsor or donate to you electronically. It's simple, secure and saves you collecting and counting everyone's money.

You can personalise your page by adding photos too!

Remember to tell people why you're fundraising for the hospital and specify which ward or department you've chosen to raise money for.

Once it's set up, send the link to all your friends and family via email, Facebook, Instagram and Twitter!

Visit [www.justgiving.com](http://www.justgiving.com) and search for Bedfordshire Hospitals NHS Charity.

Click the button to set up your own page and follow the instructions - easy!



# Making your donation

Want to know how to make your donation?

Don't worry it's easy!

## Cheque

You can send a cheque by post. Please make it payable to '*Luton and Dunstable Hospital Charitable Fund*' and include a note with your name, address, phone number and if you want it to benefit a specific ward or department.

Send to:

**Fundraising Team**

**Luton and Dunstable Hospital  
Lewsey Road, Luton, LU4 0DZ**

## Cash

Please be careful when you collect cash. We recommend that you do **NOT** carry too much cash with you.

It is safer to make your donation by cheque, credit/debit card or online, but if you want to make your donation in cash, please call to arrange a time to bring it in.

**Please never send cash in the post.**

## Credit or debit card

You can make a direct BACS payment or pay by credit or debit card. Call 01582 718289 for more details.

## Online sponsorship pages

If you have set up an online sponsorship page - it's already sorted! When someone makes a donation to your page it comes straight to us. You don't need to worry about collecting money afterwards or sending in any forms. The gift aid is worked out and paid too!



## Be safe and stay legal

**Your safety and wellbeing is a top priority so please read the following information carefully to make sure you are keeping safe and legal...**

### Collections

To collect money in the street or in a public place (e.g. a supermarket) you need a licence from your local authority, which can be difficult to obtain. It would be great if you could help at one of our organised collections. If you are interested, then please get in touch!

We do not allow anyone to collect door to door - this is illegal without a special licence. If you hear of anyone doing a door to door collection please report it on 01582 718289.

### Raffles and lotteries

There are different types of raffles, all of which have to be run in-line with the gaming law. For more information visit [gamblingcommission.gov.uk](http://gamblingcommission.gov.uk).

If you are organising a raffle to raise money for the L&D and want to ask local businesses for prizes, you need to register your fundraising event with us and we will send you a letter of authenticity.

Please contact 01582 718289 before asking businesses for prizes and donations.

### Licences

You may need a special licence to run an event e.g. public entertainment licence or a licence to sell alcohol. Please check with the Fundraising Team or your local authority for more information.



# Thank you

We are extremely grateful for your support and for fundraising for the Bedfordshire Hospitals NHS Trust.



**We're here to help!**

Any questions? Please get in touch...  
[sabine.hazell@ldh.nhs.uk](mailto:sabine.hazell@ldh.nhs.uk) or call 01582 718289

[www.bedfordshirehospitals.nhs.uk/charity](http://www.bedfordshirehospitals.nhs.uk/charity)

**Facebook:** [@BedfordshireHospitalsNHSCharity](https://www.facebook.com/BedfordshireHospitalsNHSCharity)

**Twitter:** [@BHN\\_Charity](https://twitter.com/BHN_Charity)

**Instagram:** [@bhn\\_charity](https://www.instagram.com/bhn_charity)

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