



The NHS celebrates its birthday on July 5!

This day will be a day of national outpouring of gratitude to our NHS Champions.

#NHSBigTea

Join Bedfordshire Hospitals NHS Charity in celebrating the NHS 74th Birthday!

Host a party with family, friends or even work colleagues and celebrate your local NHS heroes.



What is NHS Big Tea?

On Tuesday 5th July, Bedfordshire Hospitals NHS Charity is inviting people in Bedfordshire to join the biggest NHS tea party yet by hosting their own NHS Big Tea on the health service's 74th birthday!

Led by NHS Charities Together, the NHS Big Tea brings the nation together to celebrate the birthday of our beloved NHS, giving thanks to the workforce, whilst raising vital funds to provide the extra support needed for staff, patients, and volunteers. Communities can celebrate by making time for tea – another national treasure!

Why you should get involved!

The NHS Big Tea is an excellent opportunity for communities to come together and pay tribute to brilliant staff and volunteers, who have gone above and beyond during the pandemic to keep us and our loved ones safe.

The effects of the pandemic are still being felt even as the NHS and the country now looks to recover and rebuild, so the continued support of local communities remains as vital as it is hugely appreciated.

How will you brew your thank you...



How will you brew your thank you?

- Teddy Bears Picnic
- Afternoon Tea
- Staff Room Tea Party
- Tee off at Three
- Wear Blue and drink a brew
- Garden Party
- Tea Party
- Guess how many tea bags in the jar
- Name the bear

Or even dream up your own creative idea!

Keep an eye out for the charities activities that you can also get involved in!

Make sure to use the hash tags -
#WearBlueAndDrinkABrew #NHSBigTea

To donate please visit:



Please note we have a variety of downloadable content available on request.

This includes posters, food cards, games, bunting, tea cards, collection tins and more!

You can e-mail us for the resources:
Fundraising@lhd.nhs.uk

Or alternatively you can visit our website to download:





NHS
BIG TEA

COME SIP WITH ME!



I'm hosting an NHS Big Tea party, to raise money and provide extra support for NHS staff, patients and volunteers.

When:



Where:



 Snap & share #NHSBigTea

nhsbigtea.co.uk

Powered with support from

Morrisons

If you choose to fundraise for our NHS Big Tea, please note we have a variety of downloadable content available on request, ranging from Posters, Sponsorship Forms, Cake Cards, Social Media Banners, Bunting and even Collection Tins.

Please email us on
Fundraising@ldh.nhs.uk

Alternatively please visit our website to download:



Tips for organising a fantastic fundraising event!

Plan in advance

Think about what kind of event you want to organise. Be creative but keep it simple!

Think about how you're going to do it. Create a list of everything that needs doing and by when. Make sure it's not too big a job, often the simplest ideas are the best! Who will be involved? Can you ask family and friends to help you organise it? Can you invite any local community groups to take part?

Think about why you are doing it; do you have a story to tell about why you are fundraising? What fundraising target do you want to reach?

Decide when is best to hold the event. Check your calendar for any clashes with other important dates and consider the great British weather!

Finally decide where you want to hold the event. Consider cost, availability, capacity and logistics such as catering, music and car parking when choosing a venue.



Spread the word

Get it in people's diaries early, tell your friends, family and neighbours, what you are doing and why! But don't stop there, use all routes to reach people ~ leaflets, posters, Facebook, Twitter, Instagram, Snapchat, emails and anything else you can think of!

Set up your own personalised fundraising page using Justgiving - It's easy and quick to do and makes collecting donations or sponsorship much easier.

Tell the local paper what you're doing and try and get it on the radio too!

The fundraising team can also support with you with posts on our website and social media pages!



Create and keep a budget

Remember to keep thinking about costs, you don't want all your hard work to pay for an expensive venue or too much food and not leave any money afterwards for the donation.

Create a budget that you can easily manage and keep on top of it. Costs soon add up if you don't control your budget carefully. Make sure you keep a record of all income and expenditure as you go along.

Try asking for sponsorship and support from local businesses. They may not be able to give you money but they may be able to do something for free such as print posters or give a raffle prize.

Take advantage of every fundraising opportunity... raffles, auctions and selling refreshments are excellent ways of making additional income especially if everything has been donated!



Raising Money

Just giving

You can set up an online fundraising page so people can sponsor/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 and videos too!

Remember to tell people why you're fundraising for the hospital and say which ward or department you'll be raising money for.

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

Visit www.justgiving.com and search for **Bedfordshire Hospitals NHS Charity**

Click the button to set up your own page and follow the instructions.

Easy!

Sponsorship forms

To save you creating your own form, you can use the sponsorship form on the next page. If you need more pages you can photocopy it or print more. If you need us to post you a form please contact the Fundraising Team on **01582 718 289** or email fundraising@ldh.nhs.uk

Please encourage people to Gift Aid their donation, (if they are eligible), by making sure sponsors fill in their full name and address (including postcode) so we can claim the **extra 25p** for every £1 donated.

GIFT AID IT!

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

Last year we received thousands of pounds extra from Gift Aid!

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!



Sponsorship Form

Supporting Fund:

My Details

Title _____ First name or initial(s) _____

Surname _____

Full Home Address _____

Postcode _____ Date _____

Event _____ Date of Event _____

In order to Gift Aid donations each person sponsoring an amount must fill in all boxes on their sponsorship line and agree with the following terms:

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.

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

Please notify the charity if you:

- want to cancel this declaration
- change your name or home address
- 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.

Paid ✓	Full Name	Home Address	Postcode	Amount	Gift Aid ✓	Date of donation

Making your donation!

So what do you do now you've completed your fundraising activities?
Don't worry, it's easy!

Cheque

You can send us 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**

Don't forget to fill in the donation form on the next page and send it in with your cheque!
Please never send cash in the post.

Credit or Debit Card

You can make a BACS payment directly to our account or pay by credit or debit card. Call the Fundraising Team on **01582 718 289** for more details or to make a donation.

Online Sponsorship pages

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

Company Match Giving

Remember to ask your employer if your donation is eligible for company match giving. Some companies will donate £ for £ for any money you raise - this means you can double your donation at no extra cost to you (you might have to fill out a few company forms!). Some companies prefer to make a one off donation. Speak to your HR team for details.

Cash

Please be careful when you collect cash. We recommend **NOT** carrying too much cash with you. It is safer to make your donation by cheque, credit/debit card or online, but should you want to make your donation in cash please call the Fundraising Team to arrange a suitable time to bring it in.



Donation Form

Please fill in your details in BLOCK CAPITALS and complete the relevant section below, including the Gift Aid Declaration if applicable.

Please return to Fundraising Team, Luton & Dunstable Hospital, Lewsey Road, Luton LU4 0DZ

Title _____ Full name _____

Address _____
Postcode _____

Telephone _____

Email _____

Please note, to claim back Gift Aid we need your full name, address and postcode

One-Off Gift

I would like to make a donation of £_____

I enclose a Cheque or CAF voucher made payable to **Luton & Dunstable Hospital Charitable Fund**.

I would like my donation to benefit the

L&D's General Charitable Fund

Other _____

Please note that if you do not indicate a specific fund, your donation will be placed into the L&D's General Charitable Fund for the Hospital to determine how best it can be used to support its work.

Signature: _____

Date: _____

Gift Aid Declaration

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for the current tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities and Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for the current tax year.

I understand that other taxes such as VAT and Council Tax do not qualify.

I understand the charity will reclaim 25p of tax on every £1 that I have given.

Regular Gift

I would like to make a regular donation, by standing order, of £_____ each month/quarter/ year (please delete as appropriate).

Please pay to:
Luton & Dunstable Hospital Charitable Fund
Acc no: 78434580 Sort code: 60-13-28

To (Name of bank): _____

At (Address of bank): _____

Postcode: _____

Amount (in words): _____

Sort Code: ____ - ____ - ____ Acc no: _____

To start on (insert date): _____

Signature: _____

Date: _____



Stay safe and legal

We are extremely grateful for your support and for fundraising for the Bedfordshire Hospitals NHS Trust. Your safety and well being is a top priority so please read the following information carefully to make sure you are keeping everything 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 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 to the Fundraising Team on **01582 718 289**

License

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.

Raffles and lotteries

There are many different types of raffle, all of which have to be run in line with gaming law. Visit www.gamblingcommission.gov.uk for more information.

If you are organising a raffle to raise money for the Bedfordshire Hospitals NHS Charity and want to ask a local businesses for prizes, you should have registered your fundraising event with The Fundraising Team and we will send you a letter of authenticity.

Please contact the Fundraising Team on **01582 718 289** before you ask businesses for prizes.

You are responsible for your fundraising activity.

The Bedfordshire Hospitals NHS Charitable Fund cannot accept any responsibility for your fundraising event or its participants.

Whatever it is you decide to do, the Fundraising Team is here to help!

Once you've decided what you're doing and when, please let us know.

We have lots of fundraising materials that may be useful to you and we can also help promote your event or sponsorship page, send you our logo or assist with contacting the local press. Sometimes it's good to run an idea past someone else, so please feel free to get in touch.

Our details are available on the next page!

**We are extremely grateful for your support and
for fundraising for Bedfordshire Hospitals NHS
Trust!**

We are here to help!

Any questions? Please get in touch...

Fundraising@ldh.nhs.uk or call 01582 718289

Write to us: Fundraising Team, Luton and Dunstable Hospital, Lewsey Road, Luton, LU4 0DZ



Facebook: [@BedfordshireHospitalsNHSCharity](#)



Twitter: [@BHN_Charity](#)



Instagram: [@bhn_charity](#)

Website:



#WearBlueAndDrinkABrew #NHSBigTea