



Southampton
Hospitals
Charity

Charity Registration Number: 1051543



University Hospital
Southampton
NHS Foundation Trust

fundraising toolkit

• • Christmas guide for fundraisers



paying in your **money**

Online

Make a one-off donation, or set up a Direct Debit at southamptonhospitalscharity.org/donate. You can specify to support our Priority Appeal to help areas most in need, or an individual ward/department to benefit from the donation. Alternatively, if you would like us to post you a Direct Debit form, please let us know.

Gift Aid is worth an additional 25% to the Charity at no extra cost to you. Please note we can only claim Gift Aid on personal donations, and not from Raffles/Auctions/Events.

Online fundraising pages: Please note all money from JustGiving/MuchLoved are automatically sent to us. If you are fundraising through GoFundMe you will need to transfer the money to us.

Phone

We can take payments by calling **023 8120 8881** or send you our bank details to pay by BACS with a unique reference code.

Our office opening hours are 9.00am-4.00pm Monday to Friday.

Cheques

Should be made payable to "Southampton Hospitals Charity"

On the back of the cheque or within a covering letter, please let us know if there is an area of the hospital which you would like to donate to. Please send cheques to:

Southampton Hospitals Charity
Mailpoint 135
Southampton General Hospital
Tremona Road
Southampton
SO16 6YD

Cash

Due to visitor restrictions at the hospital, we are trying to limit the amount of cash we are receiving. We would prefer if you have cash to pay into an account, and then send it to us via one of the methods of payment listed above.

Cash can be brought into us during office hours. Please do not send cash via the post.

Thank you for your support!



fundraising legalities

 - keep it safe and legal

We want you to have fun and keep things safe and as simple as possible. To put our minds at rest and to stop you from inadvertently breaking any laws, please carefully read the information below.

Consent:

If you wish to hold an event on private property, please ensure you ask the owner or manager for permission.

If anyone under the age of 17 is helping at your event, they must be accompanied by an adult and must have parental permission to be there. If photos are being taken, you must get parental consent before taking pictures of anyone under 18.

The money:

Please refer to our guide on "Paying in your money" before paying any money to the charity to ensure the correct procedures are followed.

It is always best for more than one person present when money is counted, and all money should be kept as secure as you can, then banked as soon as possible.

If you have one of our collection tins, boxes or buckets please do not attempt to open them. We are required by the Fundraising Regulator to ensure they are all opened on the charity premises. Don't worry though, we will count it all and let you know how much you raised!

Raffles:

Great news! If you hold a small raffle on the day of your event you do not need a license as long as all ticket sales and the draw takes place during the event. Please check out <https://www.fundraisingregulator.org.uk/code/raffles-lotteries> for more advice and guidance.

Licenses:

You may need to obtain a special license to hold your event (e.g., public entertainment, alcohol, collection, music licenses). Check with your local authority before holding an event and also seek permission from the local council if you are planning an event in a public place.

Risk assessments:

Ensure you have the right level of first aid cover for the scale of your event. Identify and assess any risks and highlight any hazards that may be present throughout the event.

Insurance:

Whilst we will support you the best we can, please remember you are responsible for your own event and Southampton Hospitals Charity cannot accept liability for any loss, damage or injury suffered by you or anyone participating in the event. Please note your event will not be covered by the charity insurance. For more information and advice please check out www.hse.gov.uk

Volunteer fundraising deed agreement:

For each event we require a Volunteer Fundraising Deed Agreement to be filled out. This can be found on our website, or you can contact us for a hard copy at charity@uhs.nhs.uk.

Food hygiene:

Food safety law applies when food is available whether it is for sale or not. Food Hygiene is vitally important, please take care when handling food and work to basic rules for preparation, storage, display and cooking. For more information visit www.food.gov.uk



At Southampton Hospitals Charity, we bring people together to raise life-changing funds for University Hospital Southampton - the south coast's leading healthcare provider.

From specialist services to pioneering research, our incredible supporters enhance care, experience and outcomes for thousands of patients each year.

Contact us on:



023 8120 8881



charity@uhs.nhs.uk



southamptonhospitalscharity.org

Southampton Hospitals Charity

Mailpoint 135, Southampton General Hospital, Tremona Road, Southampton, SO16 6YD

**Good luck
with your
fundraising!**



Southampton Hospitals Charity UK



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