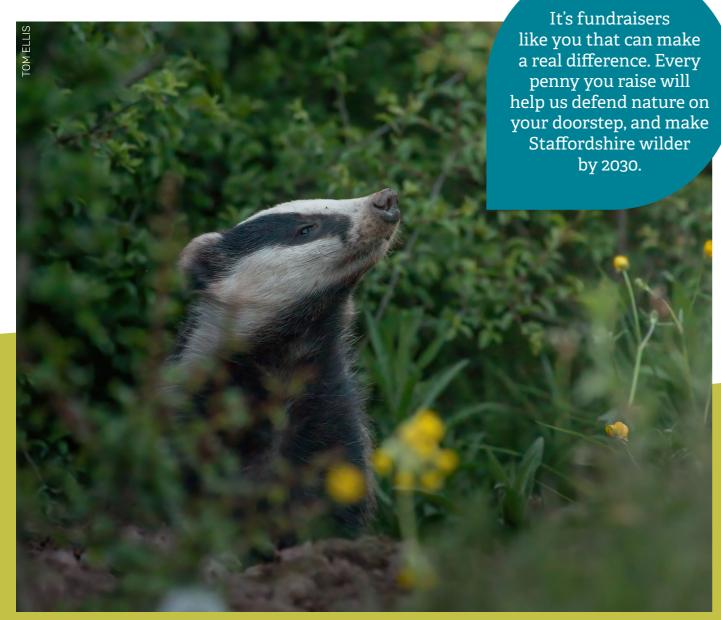


A toolkit to help guide you through planning your own fundraiser for wildlife in Staffordshire



This pack contains...

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THANK 40U for deciding to raise money for Staffordshire Wildlife Trust



Whether you raise £25 or £2,500, your money will support Staffordshire Wildlife Trust to reach our goals: helping communities take action for wildlife and ensuring 30 percent of land is managed for nature by 2030.

You can see more of the work we do and the projects your fundraising could support <u>here</u>.

We need wildlife and wildlife needs people too, but right now nature is at risk. It needs people to step in and protect it. We're working to get nature into recovery, but it just isn't possible without the efforts and generosity of members of the public like you. Thank you again for choosing to support us and helping wildlife in Staffordshire



E250 Could pay for the equipment we need to monitor and care for our rivers.

••••••

Could support us to speak up for vulnerable species like hedgehogs in planning decisions.

E2,500 Could create a woodland management scheme to increase biodiversity.

E5,000 Could support us to engage and empower young people to be the next generation of wildlife champions.

Could pay to reinstate habitat for the rarest bees in the UK or other species.

SO MANY fun ways to fundraise!

Here are just a few exciting examples. You could change the theme or come up with your own totally original fundraising idea.

Looking for inspiration? Check out these fun fundraising ideas! Already know what you want to do? Get started on page 5.



Fundraising in Free Fall

Terry is used to heights, he's worked as a roofer for years, but when he decided to fundraise for Staffordshire Wildlife Trust he took it to a whole

Jumping out of a plane isn't for everyone, but on his 62nd Birthday, Terry seized the day and experienced free fall for the first time, when he skydived for charity. Raising over £400 for Staffordshire Wildlife Trust.

Have you ever wanted to challenge yourself? It's doesn't have to be at 10.000 feet. You can choose something that's a challenge for you, and that your friends and family will appreciate your effort and cheer you on.

CHALLENGES

Choose something that's a challenge for you personally, and ask people to sponsor you. You could even try to break a world record!

Take part in a sporting event or create your own challenge...

- Abseiling
- Kayaking
- Swimming
- Cycling

Get sponsored to give something up...

- Sugar
- Social Media
- Plastic Meat

- Chocolate
- Driving

- Climbing
- Horse Riding
- Running
- Try and break a record! see native wildlife in the UK, and included winter

nature facts. For example, did you know, "Animals stuff their faces before they hibernate. Dormice can double their normal size! How cool is that?" Over Buying new clothes many hours, she researched, and wrote the articles. She got some help and ideas from her family, before

Staffordshire Wildlife Trust.

Freyja's fundraising idea

Freyja, a primary school student, cares about

wildlife conservation. She wanted to support an

organisation that works for wildlife, and decided

to create her very own wildlife magazine that she

could sell to friends and family as a fundraiser for

magazines for tips. As well as a puzzles page, her wildlife magazine informed readers where best to

editing and illustrating the final version herself.

Freyja planned her idea by looking at other

■ Coffee Please respect

this restoration conservation area Freja raised £42.51 from selling her magazine!

> "I enjoyed the project, and hope that it has made people think a little more about the importance of conservation." Freyia

SALES

Make something special or unique and sell it to raise money for Staffordshire Wildlife Trust.

- Hold a bake sale for bugs! You could decorate cakes to look like insects and sell them to raise money to help us protect pollinators.
- Make cards, posters, or magazines about your favourite wildlife to sell!
- Make a bug hotel, or hold a bug hotel competition with your class, and sell them to support biodiversity in Staffordshire.
- Release a song for nature. Sell a single and donate a proportion for wildlife.
- Auction or raffle a piece of art you've made about climate change.

A Run for All Abilities

When Staffordshire Wildlife Trust organised a Colour Run everyone could participate at their own level and ability. Some people jogged,



others used their wheelchair, and some walked in groups. Taking part and having fun is what counts when you are raising money for a good cause.

EVENTS

Host an event or an experience. Raise money with ticket sales, collections buckets, or by asking everyone who takes part to collect sponsorships.

- Invite people to a nature walk on one of our reserves - ask everyone who takes part to collect sponsorships. You could do this as part of our Big Wild Walk!
- Host a really wild fancy dress day at school or work. People donate to dress as their favourite British wildlife.
- Organise a coffee morning talk about wildlife and ask everyone to chip in.
- Host a wild concert or gig invite a choir, local bands, or an orchestra and donate ticket profits to us.
- Host a scavenger hunt you could ask people to simply collect pictures of plants and bugs in nature. Raising money by collecting sponsors for rare sightings or selling tickets to take part. You could give prizes for spotting the most of a species or for anyone who spots everything on your list.
- Host a nature facts pub quiz night!

Under 18 and want to fundraise for us? Great! Just send us your parent's contact details. We will ask them to sign a consent form so we can share your fundraising story.

10 Simple Steps to fundraising success



Pick a fundraising idea

Decide what kind of activity you want to do or think about what you could make and sell. Check the ideas in this guide for inspiration.



Choose your goal

How much do you want to raise? Be ambitious! Not just because wildlife needs more help, having a target is statistically proven to increase donation amounts. You'll be able to put this on your online fundraising page to track your progress.



Set a date

When do you plan to do it? Will it take place on one day or is it a longer challenge? Make sure to pick a date well in advance so you can let everyone know about it. Find out how to set up your online fundraising page in this pack.



Where will it take place?

Think about what facilities or space is required. You might need to book a space well in advance or apply for permission to use it. There's more information about this and how to plan an event on pages 8 and 9.

Send your invitations

Are you getting your whole school involved, running something in your office, or just trying to collect as many sponsors as you can for your big challenge? Invite people to watch, take part, donate or sponsor you! You'll want as many people as possible to support you. Start by inviting your friends and family then think about who else you can ask.

TOP TIP...

If you're taking part in an organised sporting event, like the London Marathon, make sure you know the deadline for signing up, how to get a place, and if there is an entry fee. You could find a corporate sponsor to cover costs of the fundraiser and pledge a bonus for if you complete the challenge or break your personal record.

Don't forget to tell us about your fundraiser! www.staffs-wildlife.org.uk/support-us/fundraise-us

We love hearing about your ideas and if we can help you make your fundraiser an even bigger success, we'd love to try. Whether that's helping you share your story, helping you book a wildlife reserve or making sure you have a Wildlife Trusts t-shirt to wear while you sit in a bath of beans.



Shout about it!

Spread the word about what you're doing for wildlife. You could even get a story in the local paper. Don't forget to share your online fundraising page once you've set it up. Include a link in your social media bio, and share a post to encourage your friends or followers to donate. Find out more about promoting your fundraiser on pages 10 and 11.



Have fun

It's important to find ways to enjoy it. Even if you've picked a really difficult challenge or find organising the event stressful; take time to remember why you decided to do it and notice what an amazing thing you're doing for nature.



Keep sharing it

Spread the word about what you're doing for wildlife. You could even get a story in the local paper. Don't forget to share your online fundraising page once you've set it up. Include a link in your social media bio, and share a post to encourage your friends or followers to donate.



Thank supporters and collect sponsorships

Once you've completed your fundraiser, it's time for the final push. Make sure you collect and chase up any promised sponsorships. You could also do one last general call for donations. Remember to say thank you! Tell your supporters how well you did and thank them for their donation. You could share what you achieved on social media to celebrate your achievement and your sponsors.



Send in your donations to us

Page 15 has everything you need to know about the many ways you can make sure Staffordshire Wildlife Trust receive the donations you've earned. Whether you collect them in cash, via an online fundraising page, or some other way.

Planning an event

If your fundraising idea involves lots of people these top tips could help you. Especially if you've never organised an event before! This page will help guide you through organising your event.

Booking a space or getting permission?

Once you've decided what facilities you need, you might have an idea for the best location for your event. If you need a specific kind of venue for your event (a swimming pool, ballroom, community hall with a kitchen for cups of tea) you may need to book well in advance or get quotes to find somewhere that's in your budget. Make sure you tell the venue you're fundraising for a good cause! They might give you a discount or a free space!

In terms of getting legal permission, most events on private land such as a school or a workplace don't need a licence, just permission from the landowner. Events on public land like a park or a high street will require a licence which you can obtain from the local council. Certain activities may require additional insurance and a risk assessment.





Stay safe and legal

During your event, it's your responsibility to ensure the safety of everyone involved whether they are spectators or participants. If your event involves people who may be vulnerable, like young people or adults with additional needs, you may need to make extra considerations. We suggest doing a risk assessment beforehand at the location of your event to make sure you have considered any hazards. This will help you prepare for the day and assure you have enough people on hand to help you set up and run the event safely on the day.

Depending on the risks you foresee and the size of your event, it might be worth getting insurance to cover yourself, attendees, and third party property in case of any accidents. You can get this just for the event by looking into "one off public liability event insurance". Staffordshire Wildlife Trust cannot be held responsible for any accidents or incidents that occur as a result of your activity.

lost with the legal stuff?

You are allowed to delegate this job to a competent person who will think about safety at your event. Or you can take a look at these pages that go into more detail about your responsibilities as an event organiser, how to identify hazards, and complete a risk assessment:

Standards for planning an event - The Fundraising Regulator

Getting started with event safety and risk assessments - Health and Safety Executive



Things to consider when planning your fundraising event...

How many people will be taking part?

Who is the target audience?

Have you considered accessibility?
For example: is there public transport and parking nearby?

Do you need to enlist volunteers to help you?

Where will you host it? What facilities do you need?

Have you got permission to use the space?

Do you require any materials, resources, decorations or refreshments?

Do you need a contingency for bad weather? If your activity is outdoors, you should check the weather and decide whether it will affect your plans.



Promoting your fundraiser

Promoting your fundraiser is key. A good story gets people engaged and leaves them wanting to find out more. Tell people why you are supporting us. They want to hear your personal story and that their donation will go to

Catch their attention. An original idea will help get people talking and might even get you in the local paper. This all helps you spread the word about your fundraiser even further. Stuck for ideas? Get inspired on pages 4 and 5.

Posters and Flyers

a good cause.

If you're inviting people to an event like a bake-sale or a sponsored swim, you might want to make a poster or flyer to put up or hand out in your local area, at school or work. This is easy to make, just remember to put the name of the event (and a short description if the name isn't clear what it is) the time, date, location. State clearly that you're raising money for Staffordshire Wildlife Trust. Show it to a friend before you press print, to check they would know what it is, and how to get there from the information you included.

Editable Poster Templates



Posting Online

An easy way to share your story is on social media. But just because it's easy doesn't make it effective. You need to think about how you are telling the story. Get a friend to help you take a good photo that shows what you are doing, or make a video you can share.

Once you've made your online fundraising page (see page 11) you'll have to keep reminding people where to find it. Include the link in posts, or direct people to the link if it's in your bio.

One way to keep people engaged is by sharing updates along the way. If you are training for a race, share photos of you at the gym, or make a video while you're out jogging to ask people to donate. Your online fundraiser will show you how close you are to hitting your goal, so you can include that in any updates. "Thanks to all my supporters! I'm now just £50 away from my target. Can anyone else donate to help us defend nature?"

Want help reaching a bigger audience? Don't forget to tag us in your fundraising photos or @ us in your posts. See below on how to do this for each platform. We'll always try to support and share your fundraising efforts on our social media. But don't be scared to ask other organisations, local influencers, or businesses if they will share your posts with their followers too!

A simple tool to create things to share on social media is Canva. You can make your own or use this template we've made to get you started:

Fundraisers Social Media Post Template



On Twitter use **@StaffsWildlife** in your tweets



On Facebook use **@StaffsWildlife** in your fundraising posts to tag us.



On Instagram tag us in photos and @ us in your stories using **@staffswt**



On TikTok tag **@staffswildlifetrust** in videos



On LinkedIn find and tag us

@staffordshire-wildlife-trust

Making the News

Media coverage can get you extra publicity and sponsorships. The first step to getting your fundraiser in the newspaper, online, radio or TV is to send a press release.

press, posts and posters

A press release must be short and fit easily on one side of A4 paper. Begin with "FOR IMMEDIATE RELEASE" and the date. Then an attention grabbing headline like "BURTON'S BIGGEST BAKE SALE EVER HELPS BEAVERS". Then write what's happened and include a quote from someone involved. Even if it's about you, always write it in the third person, for example "Beth Bloggs wants to raise £3,000 for beavers at Burton's Biggest Bake Sale".

For more advice on writing press releases check out this Writing a Press Release guide.

Then send it out. Try to contact the most relevant journalists directly, don't copy them all into one email. If you cannot find an individual's email, use the 'Letters to the Editor' or 'News Desk' email address for the news outlet. Not sure where to send it?

Find your Local Press Contacts Website.



After your fundraiser send a press release to say how much you raised, why you are supporting wildlife, and what a success the event was.

Where should I promote it?

"I'm doing a sponsored bike ride in Stoke-On-Trent to raise money for nature-led solutions to the climate emergency."

Let's break down this example to see who you could contact to promote it:

It's a cycling event, in Stoke-on-Trent, to support nature-led climate solutions.

If you're **recruiting other cyclists** to take part you could find a **local cycling enthusiasts newsletter or Facebook page** to share your event on, such as **North Staffs Cycling**.

To announce the big day, boost donations, and gather a crowd you could contact the news desk at **local radio and newspapers** like **The Sentinel and BBC Radio Stoke**. Email them your press release and chase them up on the phone. You might want to put up a poster in your **local library** or share the event on a **local Facebook group**.

Then reach out to those interested in what you are raising money for. For example, a **wildlife magazine** like **Science+Nature** or a **local nature influencer** like **Levison Wood** or a **local-green-group** like a **community garden**.

Finally, don't forget to tag **Staffordshire Wildlife Trust** on social media too! We'll always do our best to help promote your fundraising efforts.



Collecting online

The easiest way to collect donations for your fundraiser is by setting up a JustGiving page. It's simple to share with friends and see how many donations you get. It also saves you time as the money is sent straight to Staffordshire Wildlife Trust. Ready to get started?

Click here to create your fundraiser for Staffordshire Wildlife Trust!

How to set up your online fundraiser in 10 minutes...

- Using this <u>link</u> to set up a Just Giving Page for your fundraiser will mean any donations on your page go straight towards supporting Staffordshire Wildlife Trust.
 - You need to create a JustGiving account (with your e-mail and a new password) or log in to your existing justgiving account.
- Then on the "Step 2 of 3. Raising money for Staffordshire Wildlife Trust" page select the relevant options for the type of fundraiser you're doing.
- Donate to Dean Edwards
 crowdfunding for Local community

 Donation amount

 £20 £30 £40 £50 £100

 £ 30 GBP

 JustGiving won't be charging a fee to the charity.
 Adding a small contribution on top of your
 donation means we can continue to help more

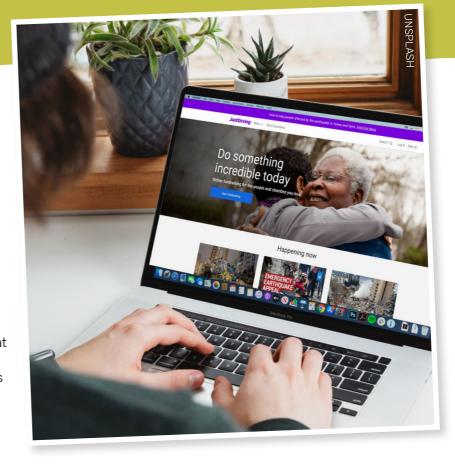
15% (£4.50)

Wilder Fundraising Pack

Û

- 0
 - If you got lost while setting up your account, or at any stage, you can come back and use this link again. Or search for Staffordshire Wildlife Trust as we're a listed charity on JustGiving.
- Select the type of fundraiser. Running a marathon? Click Taking Part in an Event (with a medal); For an In Memory Page click the button with a candle that says Remembering Someone; Something entirely original click Doing Your Own Thing with the lightbulb.
- Step 3 of 3 enter more info about the type of event, name of your fundraiser, and choose something suitable to share as your web address.
- If you want to stay informed about the impact of your fundraising for Staffordshire Wildlife Trust click yes opt me in. And you'll get e-mail updates from us
- Your page has been created!





Not sure about Just Giving?

Here's a few more reasons to set up a page now.

Simple. Everything is set-up – you just fill in the blanks.

Shareable. You can get links to share your fundraiser on every app and platform you can think of. There's also a feature to thank and update those who've already chosen to donate.

Personal. Your fundraising page is just yours. You can change the story, the photo, set your own goal, and edit it with updates.

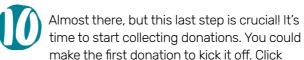
Of course you can still collect in person too, or use other online tools instead.

SUCCESS! But in just five more minutes you can take it to the next level!



You can now edit your page by clicking edit in the top left corner.

- **Set a target aim high!** The data shows targets increase donations.
- Create a page title and write a short summary that describes your fundraiser.
- Make sure you click to save these edits.
- Then you can upload a picture if you want!



"Share" to get easy links to help you share the page with your friends, family, and anyone else by e-mail, Facebook, WhatsApp and more.

Now you're done! But don't forget to keep sharing it. Read how on page 10.



Collecting online

Sending in your donations

How to set up a Facebook Fundraiser:



Log in to your Facebook account.



On the left menu, click Fundraisers. If you can't see Fundraisers on the left-hand side, then click See more and scroll down the list to find it.



On the left-hand side, click Raise money.



Click Charity.



Type Staffordshire Wildlife Trust into the search



Select Staffordshire Wildlife Trust

Other online fundraisers

There are other ways you can collect donations online, but make sure the money is going to Staffordshire Wildlife Trust (or donate it to us yourself - details on page 15).

Tiltify is one example for people fundraising with a livestream. Here's the link to set up a fundraising page for us using Tiltify.



- The goal amount that you want to raise, aiming high helps raise more, but also be realistic.
- Set the currency as British Pound Sterling (GBP)
- Set when you want the fundraiser to run until.
- Pick an interesting title for your fundraiser.
- You can add your own reasons for raising money for us to make it more personal.
- And even change the cover photo for your fundraiser.



Remember to share

it in different ways

and update it as you

reach your goal.

You'll see a screen pop up where you can invite your friends to donate to your fundraiser, share your fundraiser in your feed or donate to the fundraiser yourself. Facebook will then send the money you raise to Staffordshire Wildlife Trust.



You've finished your fundraising event, you've collected all those promised donations, and shared it with friends one last time. Now you want to make sure we receive all those donations.

Whether you collected them in cash, bank transfer, or online. Here's how to send in fundraising donations:

You can send them to us digitally like this:



Go to: www.staffs-wildlife.org.uk/donate/ general-donation



Enter the amount you've collected and select 'general'.



Don't click Gift Aid. You can't claim Gift Aid on behalf of someone else, or a group of people who have donated to your fundraiser.



Enter your details so we can keep in touch.



Include a message to tell us which fundraising event you collected the money from.

By bank transfer:

Staffordshire Wildlife Trust Limited

Sort code: 54-10-27 Account no: 03920488,

Bank: Natwest Address: 75 High Street, Newcastle under

Lyme, Staffordshire., ST5 1PN.

Please add a reference to your event/activity and if possible drop us an email to let us know the reference and when the transfer was made to fundraising@staffs-wildlife.org.uk

Pay over the phone:

- Call us on 01889 880100.
- Explain you'd like to transfer your donations over
- Ask the person on our end to include a note about which fundraising event the donations are from.

You can pay them by cheque in the post:

Write a cheque made payable to: Staffordshire Wildlife Trust Send it by post to: Fundraising, Staffordshire Wildlife Trust, The Wolseley Centre, Wolseley Bridge, Stafford, ST17 OWT.

Drop them off in person:

You can drop off cash or cheques in an envelope clearly marked DONATION from (your name) with a contact number/email or pay in with a card at reception if the funds are in your account, ask to fill out a fundraising/ donation form.

Find us at: Staffordshire Wildlife Trust, The Wolseley Centre, Wolseley Bridge, Stafford, ST17 OWT.

While you're there you could enjoy a short walk or a posh coffee. You can also drop them off at our Westport Lake Visitor Centre in Stoke-On-Trent or at one of our charity shops in Leek, Penkridge, and Codsall.

An online fundraising page

If you made a JustGiving fundraising page following our instructions there's nothing you need to do. The donations you've collected will automatically be sent to us by JustGiving.

If you want your final tally to also include any money collected offline, you have two options:

You can type in the total offline donations amount. Then send us the money via one of the other options on this page. Or you can deposit the offline donations into your bank, and then donate them to your page yourself, they will then automatically be sent on to us.

Here's how to do that.

If you made a Facebook Fundraiser Page and you've selected Staffordshire Wildlife Trust as your chosen charity, Facebook will then send the money you raise to us directly on a regular basis.



Giving In Memory

Celebrating and commemorating the life of your loved one with a gift in their memory is a wonderful tribute. Thank you for considering supporting our work for wildlife by fundraising or donating in memory of someone important to you.

At the Trust we believe that everyone deserves to live in a healthy, wildlife-rich natural world and have the opportunity to experience the joy of wildlife and wild places in their daily lives.

Celebrate someone important to you, and raise money to preserve wildlife and wild places in Staffordshire.

In memory gifts

Donate In Memory today

You can make a one off or regular donation in memory of a loved one to support our work. Leave a note to say who you're remembering.

www.staffs-wildlife.org.uk/appeals/donation-page

Set-up an in memory giving page

Click the link and select "Remembering Someone". You could include a photo of your loved one and write why you've chosen Staffordshire Wildlife Trust. For more on collecting online see page 12.

www.justgiving.com/fundraising-page/creation/?cid=38294

Hold a collection at a funeral or memorial event

You could direct people to make a donation in lieu of flowers on your online fundraising page. If you or a funeral director is collecting in person, see page 15 for how to send the donations to Staffordshire Wildlife Trust.



There are many ways to raise money for Staffordshire Wildlife Trust in memory of a loved one. Choose something that suits you and the person you want to remember.

Whatever way you decide and however much you raise, we're incredibly grateful to everyone who considers supporting us in this special way, at what may be a difficult time.

Here's a few more memorial fundraising ideas...

Hold an in memory walk

It could be around one of their favourite nature reserves or wild places. Ask for donations on the invitation and at the end of the walk to keep Staffordshire wild.

Host a benefit concert to celebrate their life

Ticket sales or profits would be donated towards protecting nature for future generations.

Create a photo book of their life

Collaborate with friends to collect photos from throughout their life. You might see some that have never been shared before. Sell the photo books to friends and family and tell them all profits will be donated to Staffordshire WIIdlife Trust.





Wildlife Trust Reserve.

Photo by Kevin Palmer





People need nature. Nature needs people, too.

Our wildlife and wild places are at risk, help me raise money to defend nature.

What:		

A wild fundraiser in support of **Staffordshire Wildlife Trust!**

When:

Where:

This fundraising event is not organised by Staffordshire Wildlife Trust. Staffordshire Wildlife Trust takes no responsibility or liability for this event. Those taking part do so at their own risk. We ask that you participate in ways that reflect the values of the cause you are raising money for and to be respectful of wildlife and wild places while you have fun.





Why I'm fundraising for wildlife...

Staffordshire Wildlife Trust is your local wildlife charity.

As Staffordshire's largest nature conservation charity, they manage 43 nature reserves, conserving and creating habitats for wildlife across the county.

Their work defending nature isn't confined to the reserves. They also advise and advocate on behalf of the species and wild spaces at risk with local and national decision makers. Their events encourage everyone to enjoy the benefits of nature in our local areas. They support communities to improve local green spaces to increase the benefits for people and wildlife.

None of their work would be possible without the generosity and support of members of the public like you.

Your donation will help:



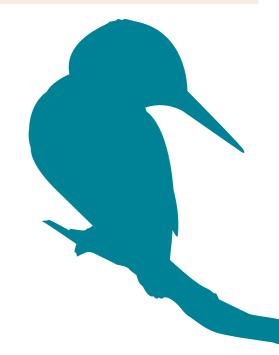
Support and increase wildlife and wild places for years to come.



Inspire the next generation of nature lovers.



Campaign to protect threatened places and rare species.



"Our mission is to protect and enhance the wildlife and wild places of Staffordshire and to promote understanding, enjoyment and involvement in the natural world by putting wildlife at the heart of everything we do."

This fundraising event is not organised by Staffordshire Wildlife Trust. Staffordshire Wildlife Trust takes no responsibility or liability for this event. Those taking part do so at their own risk. We ask that you participate in ways that reflect the values of the cause you are raising money for and to be respectful of wildlife and wild places while you have fun.



Gun Moor, one of over 40 reserves we manage for nature to safeguard wildlife across the county. *Photo by Christine Harding*

Looking after Staffordshire's wildlife for over 50 years.

fundraising@staffs-wildlife.org.uk 01889 880100 The Wolseley Centre, Wolseley Bridge, Stafford, ST17 oWT.

This Fundraising Pack was developed by Staffordshire Wildlife Trust and designed by Yorkshire Wildlife Trust.

Registered charity number 259558

