



Surrey
Wildlife Trust

Wild Fundraising Guide

**ALL YOU NEED TO KNOW
TO RAISE MONEY FOR
SURREY WILDLIFE TRUST**



Thank you



YOU'RE MAKING A DIFFERENCE FOR SURREY'S NATURE!

Our mission is to protect and connect wildlife and wild places across Surrey

We work hard to achieve our aims, but it's supporters like you who make our work possible. We're ready to take action for nature using the funds you raise!

This pack provides everything you need to get your fundraising started, including:

- Fundraising ideas to inspire you
- Tips for planning a successful event
- Health & Safety guidance



HOW YOUR DONATIONS HELP

£5

can provide a pond dipping kit for an educational event

£25

can fund a sweep net to help us survey meadow species

£100

can fund the plants for five metres of hedgerow

£400

pays for the management of one hectare of chalk grassland for a year



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Getting together to raise money for wildlife made us feel we were making a real difference

GOOD LUCK, AND THANK YOU FOR YOUR SUPPORT!

If you have any questions, feel free to email us at fundraising@surreywt.org.uk or call 01483 795445



Getting started

1 Plan your fundraiser

- What kind of activity or event you'd like to do
- When it will take place (e.g over a weekend)
- Where it will be held
- Who you'll invite or ask to sponsor you
- Weather considerations for outdoor events
- Set a goal - a target will inspire people to donate!

2 Promote your event

- Put up posters in local venues
- Invite friends, family, and colleagues
- Create an online fundraising page and share it on social media
- Tell us about your plans
- Share your pictures with us and tag @surreywt on Facebook, Instagram, or LinkedIn



3 Collect donations

If you're using an online fundraising platform like **JustGiving**, your donations come directly to us!

If you've **collected funds yourself**, you can send them to us in one of the following ways:

- **Online** – make a card payment at surreywildlifetrust.org.uk/donate
- **By cheque** – payable to Surrey Wildlife Trust and post to: Surrey Wildlife Trust, School Lane, Pirbright, Surrey, GU24 0JN

By bank transfer – Sort Code: 80-11-00, Account Number: 06053499, Account name: Surrey Wildlife Trust. Use your organisation name as a reference.



FUNDRAISING INSPIRATION

Community events

- Quiz night
- Raffle
- Bingo
- Arts & crafts fair
- Coffee morning

Wild challenges

- Sponsored walk
- Cycle ride
- Fun run
- Abseiling
- Marathon

Workplace fun

- Dress-down day
- Book swap
- Bake sale
- Match funding

Creative fundraisers:

- Cake sales
- Book sales
- Face painting
- Open garden

DON'T FORGET

Email fundraising@surreywt.org.uk to let us know what you're doing!



Stay safe & legal

Responsibility

It's really important that all safety aspects are thought about beforehand, as Surrey Wildlife Trust cannot accept any liability for any accidents or incidents that occur as a result of your fundraising event. If you're using a venue, check whether they have insurance.

Safety

Always do a risk assessment for the location of your event to make sure you have identified any hazards and have a plan in place for emergencies. Visit sja.org.uk or institute-offundraising.org.uk for more information.

Public Events

Please check hse.gov.uk for information about holding your event in a public place, and remember to obtain a licence from your local authority if you are collecting money in a public location.

Food And Drink

Everyone involved in preparing and serving food needs a basic understanding of food hygiene, and if you're selling alcohol you need a licence from your local authority. If you're providing refreshments make sure you alert people to any allergens. food.gov.uk is a comprehensive website for food safety laws in the UK.

Raffles

If you're organising a raffle, remember that you can't sell tickets to anyone under 16. If you want to run a public raffle, you'll need to apply to your local authority for a licence, but you don't need one for a private raffle as long as tickets are only sold to staff at a workplace or members at a club.

Find more help online at surreywildlifetrust.org/fundraise




CHECKLIST FOR SUCCESS

- A great idea planned in advance
- Posters & sponsor forms ready
- Safety & legal checks completed
- Let us know what you're doing
- Spread the word on social media



We're raising funds for Surrey Wildlife Trust



 DONATE



Surrey
Wildlife Trust

 Registered with
FUNDRAISING
REGULATOR

Registered Charity no. 208123, registered in England no. 00645176

Please come to our fundraiser