



**Herefordshire
Wildlife Trust**



Fundraising Pack



**Thank you for fundraising for
Herefordshire Wildlife Trust!**

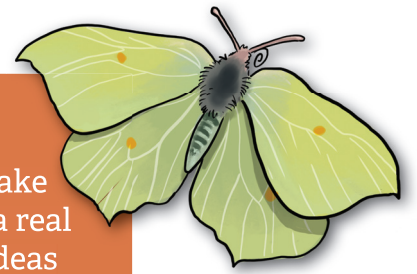
All the money you can help us to raise goes
towards keeping our wildlife and wild places
protected and cared for.

Alternatively, you may wish to fundraise for a
particular project, nature reserve or appeal.



1. Decide what you want to do to raise money!

What will you do to help Herefordshire's wildlife? Whether you take on a challenge or indulge your favourite hobby you'll be making a real difference for our wildlife and wild places. Check out our list of ideas on page 4 for inspiration...



2. Get organised

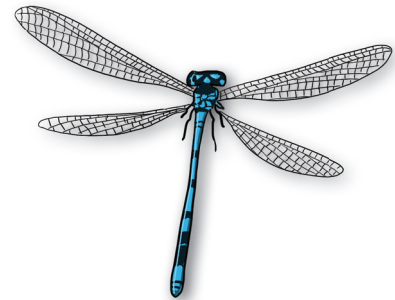
- Who will you ask to help you organise your activity or event?
- Who might sponsor you?
- Who would like to take part with you?
- Where will you hold the event or challenge?
- Do you need to book a venue, or if it's outside, where can you do it?
- When would be the best time to hold it?
- Think about the weather and school holidays and whether your event clashes with anything else!
- Remember to give yourself plenty of time. If you have a good amount of time to prepare, you can tell as many people as possible, get lots of sponsors and make sure you've thought of everything!

Please do get in touch if you need help or advice along the way!



3. Contact us and tell us what you are doing

Tell us about your exciting plans!
Email f.weeks@herefordshirewt.co.uk or call 01432 356872 and let us know your plans and we will support you in any way we can.



4. Spread the word about your activity or event

Tell everyone you know what you're up to! This fundraising pack includes our poster template for you to personalise to your fundraising event. (Please get in touch if you would like it in another format.)
If you are promoting your activity on social media remember to tag us into your posts:



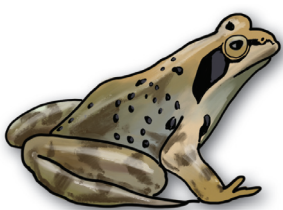
@HerefordshireWT



@Herefordshirewt



herefordshirewildlifetrust

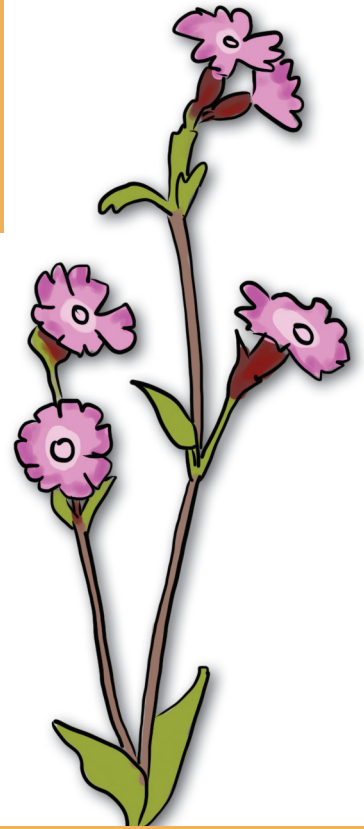


5. Consider health, safety and the law

It's really important that all safety aspects are thought about carefully, as Herefordshire Wildlife Trust cannot be held responsible for any accidents or incidents that occur as a result of your activity. To make sure you're really safe you can contact your local council, or The Health and Safety Executive (www.hse.gov.uk) if you have any questions about holding events on public premises such as a school or workplace. For first aid advice, contact your local St John's Ambulance branch or the British Red Cross.

6. After the event

It is always fantastic for us to hear about how your event went. It's even better when we can have a chat with you and get photos. We can then help to celebrate your successes by letting the local press know, and reporting your event on our website and/or in our magazine. Use social media to talk about your fundraising event and tag us in.



4. Collect money

You can pay in your money raised by:

- Contacting us for a drop off appointment at our offices & Visitor Centre:
Queenswood Country Park & Arboretum,
Dinmore Hill, Nr Leominster, HR6 0PY
or at our Ledbury Charity Shop:
4 The Homend, Ledbury, HR8 1BT
- Pay in your money online via Just Giving:
www.justgiving.com/hnt
- Post us a cheque, payable to:
The Herefordshire Wildlife Trust



Fundraising Ideas



For Individuals

Collection Tin Monitor
Open Garden
Sponsored Walk/ Run/ Cycle
Leg Waxing (for the men!)
Bath in Baked Beans
Swear Jar
Head shave or dramatic hair cut
Abseiling or Skydiving
Copper Coins Jar
Busking (licence needed!)
Birthday Facebook Fundraising
Sign up for Amazon Smile

For Groups

Coffee Morning
Clothes Swap
Carol Singing
Raffle
Bake Off Competition
Car Wash
Sports Event Sweepstake
Knit-a-thon
Wine & Cheese Evening

For Schools

Cake Sale
Sponsored Silence
Non-uniform Day
Guess the sweets in a jar
Teddy Bear's Picnic
Treasure Hunt
Super-Heroes Day
Supermarket Bag Packers

For Communities

Village Fête
Jumble sale
Barbeque
Quiz Night
Auction of Promises
Car Boot Sale
Fashion Show
Board Game Tournament
Plant Sale
Karaoke Night

Resources



Sponsorship Forms can be found within this booklet or get in touch for printed copies.

A **Poster Template** can be found within this booklet; get in touch if you would like help producing posters.

Available to borrow from us by prior arrangement:

- Bunting
- Tables & chairs
- Chalk boards
- Hi-vis tabards
- Banners
- Donation Tins & Buckets





Sponsorship Form

Sign up below to sponsor:

To do:

on date:

Gift Aid allows us to reclaim tax on your donations. This increases the value of your donations at no cost to you. Please tick if you would like Herefordshire Wildlife Trust to claim Gift Aid on your donations you make from today until you notify us otherwise. I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gift for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify.

I understand the charity will reclaim 28p of tax on every £1 that I gave up to 5 April 2008 and will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.

* By ticking the 'email me' box you are agreeing to receive email updates from Herefordshire Wildlife Trust with news of our work, events and fundraising. You can update the way you hear from us at any time by contacting our Membership Team on either 01432 356872 or enquiries@herefordshirewt.co.uk. We promise to protect your personal data, in accordance with our Privacy Policy: www.herefordshirewt.co.uk/privacy-policy

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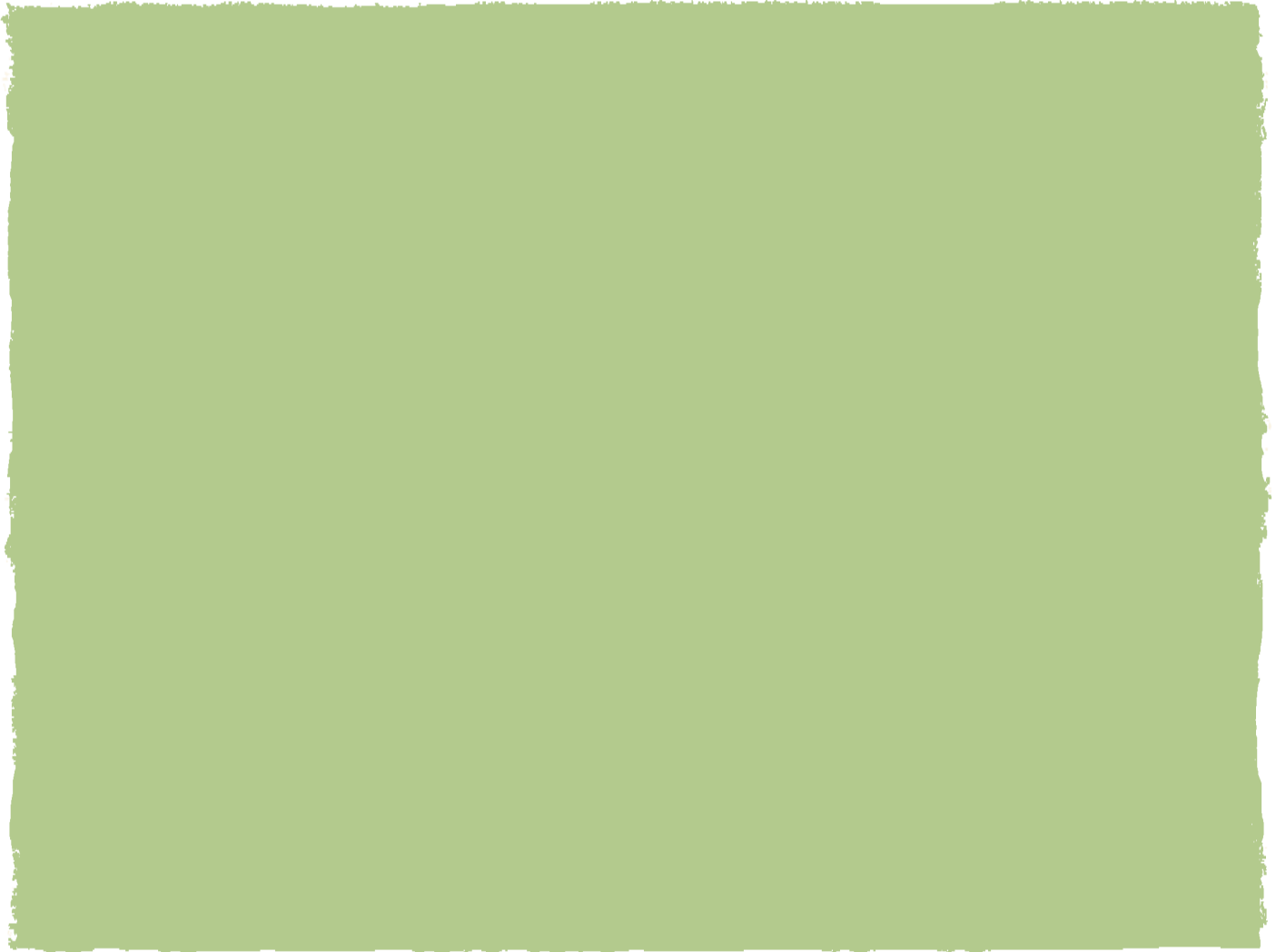
Herefordshire Wildlife Trust. Registered Office Address: Queenswood Country Park & Arboretum, Dinmore Hill, Nr Leominster, Herefordshire, HR6 0PY

Charity No. 220173 Company No. 743899. VAT No 205974889

www.herefordshirewt.org

We're fundraising for

Herefordshire Wildlife Trust



Donation Form

Herefordshire
Wildlife Trust



Name: _____

Address: _____

Email: _____

Telephone: _____

Event or Activity: _____

Held on date: _____

Signed: _____

Amount raised: _____

Money deposited with Herefordshire Wildlife Trust as:

☐ Cash ☐ Cheque

If you ran a sponsored event, please also supply copies of your sponsorship forms.

THANK YOU!!!

For Office Use Only:

Money received by: _____

Date: _____

Receipt given ☐

Herefordshire Wildlife Trust



For fundraising queries, please contact:

Frances Weeks,

f.weeks@herefordshirewt.co.uk

01432 356872



www.herefordshirewt.org

enquiries@herefordshirewt.co.uk

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Charity No. 220173

Registered office: Queenswood Country Park & Arboretum,
Dinmore Hill, Leominster, HR6 0PY



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**FUNDRAISING
REGULATOR**