

Fundraising Guidelines

Why we need your help

We are a small national charity funded entirely by voluntary contributions. Without generous donations and imaginative fundraising ideas we would not be able to provide information and support to the many families affected by Trisomy 13 or Trisomy 18 (and related conditions) who contact us each year.

SOFT UK provides this information and support at all stages following a prenatal diagnosis - whether a family decides to terminate the pregnancy early or allow it to continue. SOFT UK supports those who are caring for a baby or child with these conditions (often living with multiple and profound disabilities), and families if a bereavement occurs.

As SOFT is a membership organisation families can share their experiences through the SOFT UK website, members' magazine and annual members' events. Support is offered to all members of the family, including siblings of the affected child, for as long as required.

Where to go for support

Telephones will be answered by a recorded message. Please leave your name, number and query and we always return your call. If we do not reply to an email within 24 hours, please resend in case we did not receive it. If you wish to receive a newsletters or you would like a star on the remembrance page of the website, please contact SOFT through the website.

How to contact our UK support team

www.soft.org.uk
enquiries@soft.org.uk
support phone: 07923 056132

Fundraising and Publicity

Contact enquiries@soft.org.uk or send your enquiry via the contact box on the SOFT UK website, and tell us your fundraising plans and what you would like in your fundraising pack. We can supply SOFT UK T-shirts for runners and organisers, leaflets, pins, wristbands and stickers.

Please allow time before your event for our fundraising volunteer to get your pack out to you.

Cheques payable to SOFT UK

c/o Liz Egan
11 Newlands Road
Uddington
G71 5QP

Direct credits to SOFT UK

HSBC
a/c 21125613 sort code 40-39-06
32 Gloucester Road
Ross-on-Wye
Herefordshire HR9 5LF

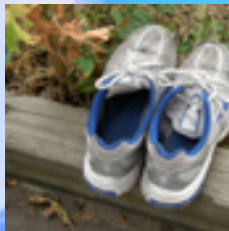
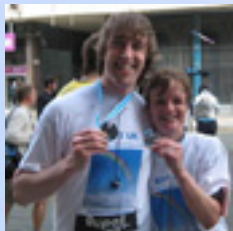
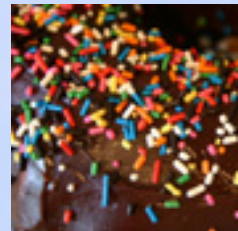
SOFT UK is a registered charity
No. 1002918 (England and Wales)
No. SC043341 (Scotland)

Registered address: 48 Froggatts Ride, Walmley
Sutton Coldfield, West Midlands B76 2TQ

How to contact us
SOFT phone: 0121 351 3122
SOFT website: www.soft.org.uk
SOFT email: enquiries@soft.org.uk

*Thank you for
your support.
Good luck!*

www.soft.org.uk



Online donations



Follow the link from www.soft.org.uk/Get-Involved/Donate to make a donation online or to support a fundraising event.

For UK tax payers there is an opt in tick box to enable Gift Aid to be claimed and paid to SOFT UK. Gift Aid is an extremely valuable addition to any donation - it is currently worth 25p for every £1 donated at no extra cost to the donor.

You can design your own fundraising page with links to the SOFT page, and your supporters can make their donations online - sparing you the time and inconvenience of collecting them.

Gift matching by employers

Your company may match a donation £ for £ up to a specific level (a few even double-match). Please contact your HR Department to make a matching gift. You forward it to us and we can then acknowledge it.

Many companies are making it even easier for their employees and have signed up to Givey (www.givey.com). Find out if yours has - if they haven't you might be able to encourage them to sign up!

Raffles and lotteries

Rules for a charity raffle at an event:

- Raffles can only be held at an event where the raffle is not the main focus of the event e.g. a coffee morning
- Alcohol can only be used as a prize if it is in a sealed container and if all the people at the event are over 18
- There must be no rollover of prizes from one raffle to another
- The maximum you can spend on prizes is £250 - excluding any donated prizes, and no cash prizes
- There is no upper limit or lower restriction on ticket prices
- Tickets can be sold to / by anyone over 16 years old but only at the event

The money raised from selling tickets and from the event (e.g. entrance fees or sponsorship) must be used for charitable purposes and not for 'private gain'. It can cover the main expenses of the raffle:

- Cost of prizes - a maximum of £250
- Cost of printing raffle tickets and the cost of the event being held - a maximum of £100

These rules only govern raffles held at an event. Tickets must not be sold in advance and the draw must be held at the event.

Private lotteries

If you want to run a raffle in a workplace or among a membership group, it is a Private Lottery with different rules and must be limited to people who belong to one group or who live or work in the same premises e.g. a sweepstake in your workplace.

Every ticket must include the following:

- The charity registration number and the names and addresses of the organisers of the raffle (promoters)
- Information on who can buy tickets
- A statement indicating that the tickets are non-transferable and clearly state the raffle is raising money for SOFT
- The price of every entry must be the same. There is no restriction on the ticket price and they must be advertised in the place of sale e.g. office and not be posted
- Prizes can include cash, and a private lottery's printing costs may be taken out of the money but otherwise the money collected must go on prizes or the stated use e.g. a donation to SOFT UK

Online fundraising

If you already shop online, did you know that you can raise money for SOFT at the same time? Many companies now offer a small percentage donation to SOFT for every penny that you spend. Go to www.soft.org.uk/Get-Involved/Shop



Use of the SOFT Name

Use of the name SOFT UK by a commercial concern is not allowed unless the Trustees give permission and decide such use is appropriate. The name SOFT UK must not be exploited for non-charitable purposes. Please do not approach national companies for funds without the prior permission of the Trustees. Street and house to house collections are subject to local regulations and must not be carried out without the authorisation of the Trustees.

Legal Liability

SOFT UK can not be held responsible for injury or damage to persons or property sustained during any fundraising activities.

The NCVO website, Advice and Support - Income Sources has a legal check list with some good advice for all fundraisers:

www.ncvo-vol.org.uk