



DO YOUR OWN FUNDRAISING

Everything you need to make your fundraising a huge success

WARRINGTON



An **OnSide** Youth Zone

WELCOME TO THE WYZ FAMILY

Thank you for supporting Young People In Warrington!

The more people who join us, the more we can help children and young people. Big or small, there's are lots of ways to donate and improves the lives of young people in Warrington.

As a charity, financial investment is key to the success of Warrington Youth Zone and we are seeking support for projects and equipment. We want to bring together like-minded individuals and organisations who share our vision and who will stand with us to help improve the lives of thousands of young people.

If you share our belief that all young people should have something to do, somewhere to go and someone to talk to, then join us to raise aspirations and support the next generation to realise their potential.

Every Penny counts!

In fundraising, anything goes (so long as it is legal) from bake sales to bike rides, skydives to sponsorship, you come up with the idea and we are here to support you.

If you, your school, or family and friends would like to support us in raising the £2.7 million needed to run your youth zone- we cant wait to hear about it.



This booklet is full of ideas to get your creative juices flowing and help you on your way, so have a read, have fun, and let us know how you get on!



"Best thing to happen for the kids in this town" Mum of Youth Zone Member

WHAT WE DO?



Open 7 days a week, 365 days a year. Warrington Youth Zone is the place to be for all young people in the area. It is a safe and inspiring place where you can make new friends, take part in fun & exciting activities, discover new hobbies, chill out, enjoy a hot meal and speak to our friendly staff & volunteers.

Open to young people aged between 7 and 19 years old, or up to 25 for those with additional needs.

At Warrington Youth Zone, we prioritise the health and wellbeing of our members.

We have a number of amazing programmes, projects, benefits and support available. The targeted programmes that Warrington Youth Zone deliver are a fantastic way for young people to focus on themselves and improve their health, physically and mentally.

From fun and structured projects in our Project Zone to some of our Funded Programmes, such as Mentoring, Buddy Up and Youth in Mind, we also have an amazing Health and Wellbeing offer.



Our dedicated youth workers tailor sessions to the young people and often provide activities that they suggest! Below is just a few of the many activities we deliver.

- Football • Gym/Fitness • Boxing • Climbing • Basketball • Roller-skating • Trampolining • Gymnastics • Tennis • Badminton • Netball • Cricket • Rugby • Benchball • Table Tennis • Hockey • Dodgeball • Singing • Painting • Sculpture • Drawing • Crafting • Fashion/Textiles • Sewing • Music • Drama/Performing Arts • Street Dancing • Filmmaking • Photography • Gaming • Sound Design • Podcasting • DJing • Baking • Cooking • Hair • Beauty • Mindfulness

HOW DOES YOUR DONATION HELP?

£10

10 Hot Meals
for Young
People

£50

Cooking Session
for 6 Young
People

£20

40 Visits to the
Youth Zone for
a Young Person

£1000

Supports a vulnerable
Young Person on our
Mentoring programme
for 12 months.

£100

Provides a Young
Person access
to our Holiday
Club for 1 week.

£460

Annual bus ticket
for a Young
Person to access
the Youth Zone

£200

Recruit, train &
supervise 1 community
volunteer to support
Young People

£500

Annual Youth
Zone membership
for 100
Young People



A to Z



Fundraising Ideas

Abseil
Afternoon Tea
Art Exhibition

Birthday Giving
Bingo Night
Bake Sale

Bb

Coffee Morning
Craft Sale
Challenge
Event

Cc

Dd

Darts Game
Dance-a-thon
Dinner Party

Eurovision Party
Exercise Event
Exhibition

Ee

Ff

Film Night
Fashion Show
Football Match

Gg

Golf Day
Games Night
Gin Lunch

Hiking
Head Shave
Harry Potter
Party

Hh

It's a Knockout
Irish Night
Iron Man

Ii

Jj

Jazz Night
Joke-a-thon
Jumble Sale

Kick a Habit
Kayaking
Karaoke

Kk

Ll

Ladies Lunch
Leg Waxing
Litter Picking

Mm

Marathon
Music Concert
Mountain Climb

Netball Game
Night Hike
Nail Art

Nn

Obstacle Course
Open Mic Night
Office Party

Oo

Pp

Plant Sale
Poker Night
Penalty Shootout

Quidditch Match
Quit a Bad Habit
Quiz Night

Qq

Rr

Run
Read-a-thon
Rock Climbing

Ss

Sky Dive
Sports Day
Street Party

Tt

Tombola
Tough Mudder
Treasure Hunt

Uniform Free Day
Upcycle Sale
Unicycle

Uu

Vv

Vegetable
Growing
Village Fete
Variety Show

Window Cleaning
Welly Throwing
Wine Tasting

Ww

Xx

Xmas Fair
Xbox Event
X-Factor Comp

Yy

Yoga-a-thon
Yo-Yo Contest
Yorkshire 3 Peaks

Zumba-thon
Zombie Party
Zip Lining

Zz

HOW TO ORGANISE YOUR EVENT!



SET A DATE!

Remember to give yourself plenty of time to plan your fundraising and invite other people to take part.



REGISTER YOUR ACTIVITY WITH US

We can provide you with merchandise once you register your event with us. If you haven't done so already, you can register your event by email fundraising@wyz.org.uk

SET YOUR TARGET AND BUDGET

Setting a fundraising target will help to shape your fundraising activity. Aim high and push yourself. We're here to help your heroic fundraising efforts! Keep in mind that you may need to set a budget to buy everything you need for your event.



SPREAD THE WORD!

Tell as many people as you can about your plans and invite them to take part, using as many channels as possible.

TIPS

Social media can be your best friend during your fundraising, but it can also be hard to stand out. Try to make your posts as interesting as possible.

- Post photos of you preparing! Whether it be training, planning or prepping.
- Post engaging images or posters to entice people to your event or contribute to your fundraising target.
- Share pictures and stories on the day.
- Thank people afterwards, including those who have not contributed yet... it's never too late! And remember to update your supporters with your progress.



CELEBRATE YOUR SUCCESSES

Remember, the money you raise will help transform the lives of Young People in Warrington.

Shout as loud as you can about your fundraising successes. Don't worry if you don't hit your target, every donation, large or small will help.



JUSTGIVING

Set up a JustGiving page so friends and family can sponsor you. The earlier you start the better. We've got some top tips to really give your page a push in the right direction; consider things like adding a profile picture, a page summary and your fundraising target to your page. Also think about keeping everyone in the loop with text updates and links to the page.



KEEP IN TOUCH

Give us a call on 01925 977 277 or write to us at fundraising@wyz.org.uk if you need a chat, merchandise, advice or simply some inspiration.

WE'RE IN THIS TOGETHER!

Here are some links that you may find useful.

FACEBOOK: /WARRINGTONYOUTHZONE

TWITTER: @WARRINGTONYOUTHZONE

INSTAGRAM: @WARRINGTONYOUTHZONE

TIK TOK: @WARRINGTONYOUTHZONE

WEB: WARRINGTONYOUTHZONE.ORG



Fundraisers with pictures or videos on their page raise 13% more per photo. A perfect excuse for a #selfie!

Writing a story on your JustGiving page helps your supporters understand why you're fundraising. You could raise 65% more if you do.

FUNdraising for WYZ

Why

What

When

Where

My Target

£

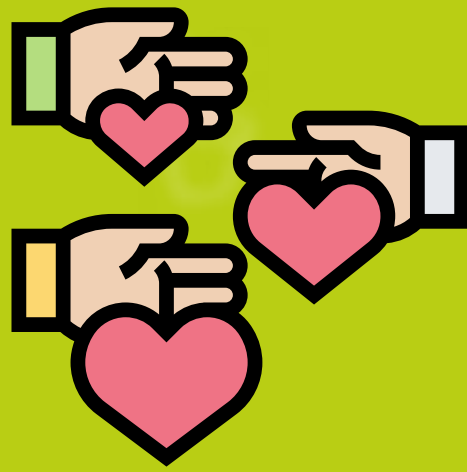


WARRINGTON



An OnSide Youth Zone

Fundraising Story



“It fills me with joy,
knowing that funds I
raise go to improving
the lives of Young
People in my
community”

Emma Yoxall
Sports Fundraising
Superstar



Organising an event? Throwing a party? These are just the ticket.

Whether it's a talent show, a coffee morning or something completely different, every penny you raise will help improve the lives of Young People in Warrington.

Warrington Youth Zone Charity Number: 1101086

Photocopy this sheet to make as many tickets as you need

PLEASE SPONSOR ME

Name

Address

Postcode

I'M GOING TO

Fill in your activity here

FOR WARRINGTON

YOUTH ZONE

By sponsoring me, you're helping to improve the lives of Young People in Warrington.

£25

Provides 25 Young People with a hot meal.

How to use Gift Aid

- Gift Aid allows charities to claim the basic rate of tax on every pound donated. That's an extra 25p per pound!
- Ask every tax-paying donor to write their full details and tick the Gift Aid box to increase their donation at no extra cost. They must do this in their own handwriting so we can claim Gift Aid.
- When you pay in the money you've raised, make sure you send us this form too.

giftaid it

Tick here for 'Gift Aid'. Please read the details and declaration below*



Full Name	Address	Postcode	£/p	Gift Aid	Date Paid

*I have read this statement and have ticked the box headed "Gift Aid" as confirmation that I am a UK Income Tax and/or Capital Gains tax payer. I want Warrington Youth Zone to reclaim tax on the donation detailed, given on the date shown. I understand that if I pay less Income Tax and/or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand Warrington Youth Zone charity will reclaim 25p of tax on every £1 that I have given. We will only use the details that you have provided for the purposes of administering your donation and for claiming Gift Aid. And if you would like to know about more ways to support Warrington Youth Zone, please see <https://warringtonyouthzone.org/support-us/> Warrington Youth Zone charity number: 1101086

KEEP IN TOUCH

Say hello to all your friends, followers and contacts.

You've decided how you're fundraising, got your JustGiving page, now share that link and make a racket on social media.



FACEBOOK FOR STARTERS

Once you've asked your friends and family to donate let them know they can help by just sharing your status. And don't be afraid to remind people to sponsor you more than once.



TWEET, SLEEP, REPEAT



If you can, tweet right through your event. If that's not possible then let people know what's happening before and after. Include pics, your JustGiving link and don't forget to tweet us @WarringtonYouthZone

INSTAGRAM

A picture says a 1000 words! Photograph your fundraising journey, keep your own journal or just spread the word!



LIVEN UP YOUR LINKEDIN

Bolster your CV and share your fundraising with your LinkedIn contacts.



WHATSAPP

JustGiving works a treat on mobiles so send your link to your WhatsApp groups with your fundraising plans.



YOUTUBE

Record your fundraising event. Tell your story or inspire others to hold their own fundraising events.

TIK TOK

Vlog your fundraising event. Create day in the life videos of a fundraising superstar!



Join #TEAMWYZ

 /Warrington Youth Zone

 @WarringtonYouthZone

 @WarringtonYouthZone



KEEP IT LEGAL AND BE SAFE!

We want you to have a fabulous time fundraising. Most importantly, we want you to be safe and keep your fundraising on the right side of the law. The small print here is a big deal to us. So settle down, make yourself comfortable and read our guide to fundraising success.



VENUE



- Ensure the venue is suitable for your event.
- Make sure there is adequate lighting, sanitary facilities and it is accessible for all.
- Do not exceed the safety capacity of the venue.
- All exits must be free from obstructions at all times, in case an evacuation is necessary.
- Check if there is adequate parking and if there is a need for stewards. Ensure your event is adequately supervised or marshalled and provide information and instructions for new or inexperienced helpers.

FIRST AID AND EMERGENCY MEASURES



- Ensure you have adequate emergency and first aid procedures for your type of event (eg: what will you do in the event of a fire?). Do notify the emergency services in case of any emergencies.
- You may need a first aider present or at least a well-stocked first aid box.
- Make sure there is a telephone available.
- Make sure you know where turn-off valves and fire extinguishers are located.

EQUIPMENT



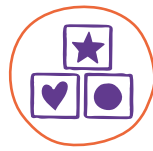
- Ensure all portable electrical equipment has been tested and is safe to use.
- Use equipment safely to avoid trailing cables.
- Ensure all equipment is in good repair and is operated by people who are competent to use it.
- Check the stability and strength of trestle tables before piling them on. Avoid lifting heavy loads – provide trolleys where appropriate.

FOOD AND REFRESHMENTS



- It is the legal responsibility of anyone selling or processing food to do so safely and hygienically, so ensure that at least one helper has a foundation level food hygiene certificate. Ensure all food handlers have read the guide to 'Providing food at Community & Charity Events' <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>.
- If there is BBQ food, follow the guidance provided by the Food Standards Agency <https://www.food.gov.uk/safety-hygiene/bbq-food-safety>
- Label food which contains nuts or other allergens.
- Keep children and animals out of food preparation areas.
- Provide appropriate protective clothing (plastic gloves, aprons, etc).

CHILDREN



- Do not allow children under 16 to collect money from the public without an adult.
- Ensure children are adequately supervised.
- Make provision for lost children at your event, if applicable.

MONEY MATTERS



- Keep money and fundraising equipment in a lockable box.
- Take care of your personal security when carrying money. If possible, don't go alone. Make sure that no one puts their personal safety in jeopardy by tackling a thief.
- Only collect sponsorship in a safe environment.

WASTE



- Do dispose of any rubbish or waste materials safely!
- Avoid use of hazardous cleaning chemicals. Provide protective clothing where appropriate.
- Where possible recycle waste.

HEALTH AND SAFETY AT WORK ACT



- The Health and Safety at Work Act 1974 applies to volunteers as well as paid workers.
- You will need to consider whether and how your event could be harmful to organisers, guests, volunteers and the public. Think of how you can minimise risks.

INSURANCE



- We strongly recommend checking you have adequate insurance (e.g. public liability insurance) and that you take all reasonable steps to ensure the safety of all concerned.

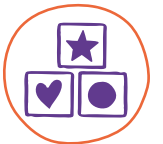
- It is the responsibility of those joining in with any activities to ensure that they are fit enough to take part.
- Warrington Youth Zone cannot accept responsibility for accident, injury, loss or damage as a result of your event.

LEGAL GUIDELINES



- The advice given in this section is clearly intended to provide general guidance only and to that extent the information conveyed is accurate.
- Any fundraising materials you use should say: In aid of Warrington Youth Zone Registered Charity No.1101086

RAFFLES AND SWEEPSTAKES



- The Gambling Commission requires us to meet certain criteria so there are different guidelines you need to follow, however big or small your raffle is. Just get in touch if you're thinking of holding a raffle and we can talk you through what you need.
- Sweepstakes are another way of raising money and we've got sweepstake grids all ready for you! Let us know if you'd like to hold one and we'll be happy to help.

LICENSES

You need a license for the following:

Music and dancing

Sale of alcohol

Extended hours

Provision of food and drink

Copyright and royalties for drama or film shows

Collecting money or selling goods in public places.

You will also need to have a Letter of Authority issued by Warrington Youth Zone. Please call 01925 977 277 to request one.



BANKING YOUR FUNDRAISING!

Now that you've done all the hard work, you can pay in the money you've raised in lots of different ways.



BY PHONE

Call us on 01925 977 277 to make a donation by credit or debit card.



AT THE BANK

Call 01925 977 277 and we'll send you a blank giro slip. You can then pay it in at any of these banks:

Barclays Bank (England and Wales)

Bank of Scotland (Scotland)

Northern Bank (Northern Ireland)



BY POST

Fill in the payment form within this pack and post it with any cheques made payable to Warrington Youth Zone to the following address:

Warrington Youth Zone
Dallam Lane
Warrington
WA2 7NG

Please do not send cash in the post.



ANY QUESTIONS?

Feel free to email:
fundraising@wyz.org.uk
or call: 01925 977 277



ONLINE

You can pay the money directly into our bank account using online banking:

Warrington Youth Zone Limited
Barclays Bank
Sort code 20-91-48
Account number 43394212
IBAN GBO2 BUKB 209148433942 12

Please quote your unique supporter reference number when you make the payment. If you don't know what it is, please call us on 01925 977 277

Every donation makes
a big difference. Thank you!

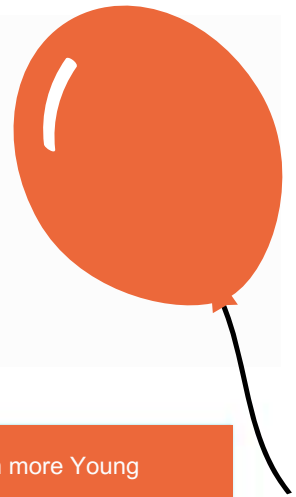




WARRINGTON



An **OnSide** Youth Zone



GIFT AID

Your gift could be worth a **further 25% at no extra cost to you** with Gift Aid, enabling us to reach even more Young People in Warrington.

Through the scheme, charities are able to increase the value of monetary donations received from UK taxpayers by reclaiming their basic rate of tax. Please note that only personal donations are eligible for Gift Aid and therefore money raised through a collection or donations given on behalf of a company are not eligible.

If you would like to sign up for Gift Aid it's quick and easy to do. Just complete this form and return it to us at **Warrington Youth Zone, Dallam Lane, Warrington, WA5 7NG**

YOUR DETAILS

Title _____ Initial _____ Surname _____

Address _____

Postcode _____ Date / /

Warrington Youth Zone would like to keep you informed about our work, how your support has helped Young People and how you can support us in the future. If you are happy to be contacted by email, please let us know your email address below.

We would love to contact you by post, if you would prefer not to hear from us this way, please tick here ☐

GIFT AID DECLARATION

Gift Aid is reclaimed by Warrington Youth Zone from the tax that I pay for the current tax year. If I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations, it is my responsibility to pay any difference. I have given my home address to identify me as a UK taxpayer. Warrington Youth Zone reclaim 25p in tax back for every £1 that I donate.

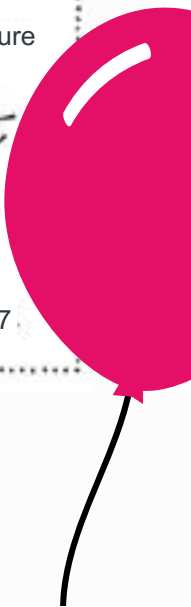
☐ I want Warrington Youth Zone to treat all gifts of money that I have made in the past 4 years and all future gifts of money that I make from the date of this declaration as Gift Aid Donations.

☐ I do not pay UK income and/or Capital Gains Tax

- You can cancel this declaration at any time by contacting us.
- If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return.
- Please notify us of any changes in your name and/or address.

giftaid it

To cancel your declaration or update your details contact **fundraising@wyz.org.uk** or call 01925 977 277.



You are a Hero!



Keep reminding yourself of
the incredible difference you are making to
Young People in Warrington.

Your fundraising makes sure that children
and Young People have somewhere to go,
something to do and someone to talk to.

You are changing lives!
Thank you.



PAY YOUR MONEY IN

Thank you for fundraising for Warrington Youth Zone and doing something amazing for Young People. Please send this form in with your sponsorship and make cheques payable to Warrington Youth Zone Limited.

Please do not send cash in the post.

Please complete this form in **BLOCK CAPITALS** and send any cheques and sponsor forms to:

**WYZ Fundraising Team, Warrington
Youth Zone, Dallam Lane, WA5 7NG**

I'VE RAISED

£

Wow!

Name _____ Event date _____

Event _____

Address _____

Postcode _____ Telephone _____

Email _____

FUNDRAISING ONLINE

☐ I have raised money online. And my page raised £ _____

The link to my page is _____

MATCHED GIVING

Your employer may agree to match fund what you raise – make sure you ask your company if they are able to support you.

☐ I have applied for matched giving from my employer.

The company name is _____

I expect to receive the following amount in matched giving.

£ _____

For office use only.
Committee code:

Appeal code:



If you need further information or would like to find out more about our other fundraising activities and events, please visit: warringtonyouthzone.org/community-fundraising/

CONTACT US

Tel: 01925 977 277
Email: fundraising@wyz.org.uk
Warrington Youth Zone
Address: Dallam Lane
Warrington WA5 7NG

warringtonyouthzone.org
Website: