



CHICHESTER AND  
ARUNDEL 2024

# GUIDE TO FUNDRAISING

Our top tips to help  
you fundraise for  
Chestnut Tree House.

A Wild in  
Art event



Presenting  
Partner







# THANK YOU

**FOR TAKING PART IN THE BIG HOOT  
AND RAISING MUCH-NEEDED FUNDS  
FOR CHESTNUT TREE HOUSE  
CHILDREN'S HOSPICE**



By getting involved, you're helping us to be there for children and young people with life-limiting conditions – and their families – across East and West Sussex and South East Hampshire.

Your generosity will help us to ensure that children and families who know they don't have long together have the chance to live life to the full and say goodbye in the way that is right for them.

It costs over £5 million every year to provide hospice care for local children, with only 17% of this funded by the government. This means that every penny from the local community counts, and we'd like to say a huge thank you to you for your support.

**We hope that you enjoy every moment of The Big Hoot.**

# 21 WAYS TO FUNDRAISE

IT'S OUR 21ST ANNIVERSARY, SO HERE'S A "SNEAK BEAK" AT OUR TOP 21 WAYS TO RAISE FUNDS

## Make and bake

Get crafty or whip up some tasty treats in the kitchen.

**BAKE SALE:** make cakes, cookies and other goodies to sell at your workplace, school or community group. **1**

**BAKE-OFF:** organise a baking competition in your workplace. Charge a small fee for entry and give prizes for the best owl-themed bakes. Then hold a bake sale! **2**

**KNIT AND CROCHET:** make and sell owl characters or hold a knit-a-thon with your crafty friends. **3**

**RECIPE BOOK:** collect your friends' favourite recipes and make a recipe book to sell. **4**

**HOST WITH THE MOST!** Hold a curry night, cream tea or cocktail party. Ask your friends and family for a donation to attend the hottest event in town! **5**

**PLANT SALE:** plant seeds and sell the seedlings to loved ones, at your workplace or a car boot. **6**

## Outdoor activities

Make the most of long, sunny summer days.

**COMPLETE THE BIG HOOT TRAIL:** ask for sponsorship to complete the trail and "collect" every single owl. You could even set a time limit for a race against the clock or challenge yourself to do it in the wackiest way possible! The first 1,000 to complete the trail and raise £21 sponsorship will get their very own medal. **7**

**CAR "HOOT" SALE:** clear out those unwanted belongings and pop along to your local car boot to raise some funds. **8**

**THE BIG KICK:** hold a community five-a-side tournament. Pay to play or watch – and get the kids involved for a "Little Kick"! **9**

**HOLD A SPONSORED NOCTURNAL WALK OR SLEEP OUT.** Embrace your inner owl and get outdoors for a night-time challenge. **10**

**WALK OR RUN** – in an owl mask! Run a marathon, hike the hills – but don your owl mask for the duration and ask for sponsorship. **11**

## Indoor activities

For when the weather's not on your side!

**GAMES NIGHT:** put on a gaming party and challenge your friends to an evening of Playstation or Xbox fun. Charge for entry or ask for sponsorship for continuous gaming!

**BINGO:** host a bingo night – you could even ask local businesses to donate prizes.

**READ-A-THON:** one for the kids! A sponsorship challenge to read as many books as possible. The Owl and the Pussycat, Harry Potter, The Owl who was Afraid of the Dark...

**WISE-OWL QUIZ:** test your friends and family's knowledge and hold a quiz. Why not even have a category about owls? Download a question sheet from The Big Hoot website.

**BARN OWL DANCE.** When Westerns and owls collide! Have a hoot with a hoedown and charge for entry.

## HOLDING AN EVENT?

Raise even more funds by adding on raffles, quizzes and opportunities to buy snacks, drinks or other goodies.

## GOT YOUR OWN IDEA?

Get creative and come up with your own top fundraisers; the sky's the limit!

## Or what about...

**DIGITAL DETOX.** Great for those who are glued to their phones! Ask for sponsorship to go phone-free for as long as you can.

**CAR WASH.** Bring a sparkle to your neighbours' or colleagues' cars; grab the sponges and a bucket and ask for a donation for every car cleaned.

**WEAR YOUR WINGS TO WORK** (or school!) day. Raise funds AND awareness by walking around in beautifully designed wings. You can either ask for sponsorship or club together with friends to pay for the privilege!

**GROW £2.10 CHALLENGE:** Get the kids to embrace their entrepreneurial spirit. Starting with £2.10, how much money can they make?

**WE'VE GOT A RANGE OF WILD AND WACKY CHALLENGES ON OUR WEBSITE** – from wing-walks to treks and runs. Why not sign up to participate in an event dressed as an owl and ask for sponsorship? Visit [www.chestnut.org.uk/events](http://www.chestnut.org.uk/events) to learn more.

# GETTING STARTED WITH FUNDRAISING

## FOLLOW OUR GUIDE TO ENSURE YOUR FUNDRAISING EFFORTS ARE FUN AND SUCCESSFUL

### 1. Choose your activity

Pick something from our list or come up with an idea of your own. Then set a time and date for the event.

### 2. Set your target

Setting a fundraising target is a great way to keep everyone motivated. Decide how much you'd like to raise and how you'll collect donations. JustGiving is a quick and simple way to pay in all your donations and sponsorship, and money is sent directly to Chestnut Tree House.

If you're holding a sponsored event and would like to get sponsors offline, download a sponsor form from The Big Hoot website. Important: please ensure that sponsors tick that they are a UK taxpayer on this form (if applicable), so that we can claim back Gift Aid.

### 3. Spread the word

Don't be shy – make sure friends and family know about the event and how to donate. If you're using JustGiving, share the link and use its QR codes. If your event is community-wide, contact local media, put up posters and use community social media groups to tell the world! You can download poster templates and social media images from The Big Hoot website.

### 4. Add up your total

Keep track of donations as you go and remember to encourage the use of Gift Aid for all donations – this can be done by filling out Gift Aid details on sponsorship forms or donors can do it online if you have a JustGiving page.

The easiest way to pay in your hard-earned funds is to set up a JustGiving page, making it easy for everyone to support you. By using JustGiving, your donations are automatically sent to us and can be increased through Gift Aid.

Alternatively, pay over the phone on 01903 871 820 or send a cheque to Chestnut Tree House, Titnore Lane, Worthing, West Sussex, BN12 6NZ.

If you'd like to pay by bank transfer, our details are:

- Account number: 70574790
- Sort code: 60-03-38
- Bank: Natwest bank, St Barnabas Hospices.
- Please include the reference BHCTH.

However you choose to pay, don't forget to include your name and contact details, so we can send you a thank you and fundraising certificate!



# JustGiving®

Visit [www.justgiving.com/campaign/thebighoot2024](http://www.justgiving.com/campaign/thebighoot2024) and click "Start fundraising" to create a JustGiving page of your very own!

# USEFUL INFORMATION

## FOLLOW OUR GUIDANCE TO ENSURE YOU STAY SAFE AND REMAIN ON THE RIGHT SIDE OF THE LAW

### Raffles

A raffle is a draw that happens on a single day, with all tickets sold on the day of the draw. Cloakroom tickets can be used for this kind of draw and no licence is required.

### Prize Draw Lottery

If you're selling tickets ahead of the day of the draw, this is a Prize Draw Lottery and is governed by the Gambling Act 2005.

You'll need a licence for this kind of draw. Tickets must be printed in advance with the details of the licence, our charity number and details of the draw itself. Please contact [thebighoot@chestnut.org.uk](mailto:thebighoot@chestnut.org.uk) if you wish to carry out this kind of draw.

### Bucket collections

If you borrow any of our collection buckets and pots it is your responsibility to ensure they are kept safely sealed. Children under the age of 16 are not legally allowed to collect money for charity in a public place, but they can accompany you.

### Photographs

You must have the written permission of parents/carers to take or use photos of children under 18.

### Risk Assessment

Before holding any event, please carry out a risk assessment. We can provide a template on request.

### Gift Aid

We can reclaim up to 25% of every £1 donated to us through Gift Aid. Please encourage your donors to complete a Gift Aid declaration when they donate – or use JustGiving.

### Food safety

If you are providing any food, including cakes, please read the Food Standards Agency's guidelines on food safety. These can be found on their website: [www.food.gov.uk](http://www.food.gov.uk)

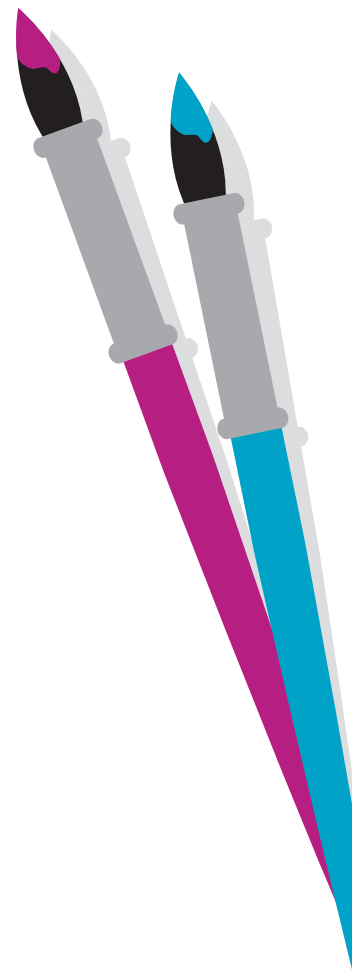
### Our Logo

If you'd like to use the Chestnut Tree House or The Big Hoot logos to help promote your event, please check with us – we also have a range of templates available for social media posts and posters.

### Licences

Check with your venue that they are fully licensed for your event, including music and alcohol licences.

If you are planning to fundraise in public you may need a Collection Licence, Alcohol Licence or to file a Temporary Event Notice with your local authority. Please contact them for more information.





@ChestnutOwls #ChestnutOwls

 [www.thebighoot.co.uk](http://www.thebighoot.co.uk)

 [thebighoot@chestnut.org.uk](mailto:thebighoot@chestnut.org.uk)

 01903 871820

Registered charity number 256789

