



Sheffield
Hospitals
Charity



Your guide to fundraising

Welcome!

Thank you for choosing to fundraise for Sheffield Hospitals Charity!

Whether you're fundraising because of care you received, on behalf of a loved one, or because you relish a new challenge, you'll be doing your bit to help patients in Sheffield get the healthcare they deserve.

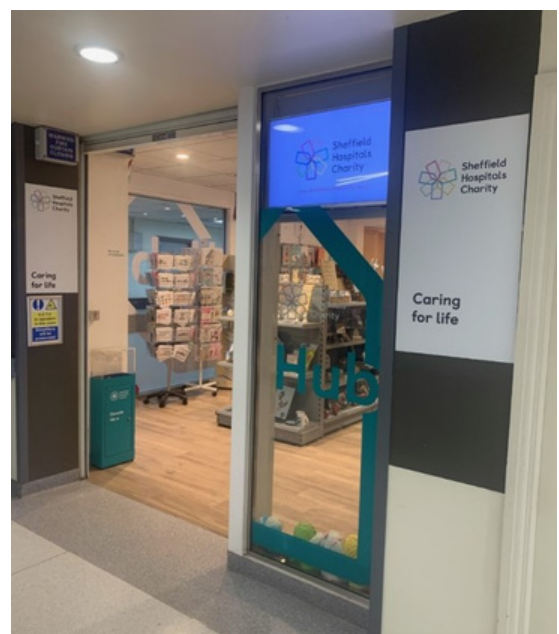
The money you raise will help provide extra funding to Sheffield Hospitals to will support patients and staff, life-changing research and more.



So let's get started!

We've put together this quick guide to kick-start your fundraising journey and help you maximise your time, energy and efforts.

If you have any questions or need extra help, get in touch with our friendly fundraising team via charity@shct.nhs.uk, or visit the staff at our fundraising hubs at the Huntsman Entrance of the Northern General, or at the Royal Hallamshire.



We can't wait to help you hit your target!

Make a life-changing difference

Without the support of fundraisers like you we couldn't continue to make a difference to families like Nick's.

At just 26 weeks pregnant, Natasha Hewitt gave birth prematurely to baby Harry, who weighed 1lb, 7oz. Harry was rushed to the NICU in Royal Hallamshire's Jessop Wing for round the clock care that would last 131 days.

"The NHS gifted our son his life."



Nick and Natasha travelled to and from hospital, enjoying occasional, fragile cuddles whilst the hospital supported Harry through a range of health issues.

The support they received made a lasting impression. As well as providing the care Harry needed, ward staff arranged occasional extras for the family, including a night's accommodation together on-site, and presenting a 'mummiesaurus' mug from Harry to Natasha on her birthday.

As a gesture of thanks, Nick ran the Sheffield 10k and Natasha walked 5k a day for a month to fundraise for the Jessop Wing through Sheffield Hospitals Charity.

Tragically, when Harry was 17 months old, his mum, Natasha, passed away very unexpectedly. Nick said: "Her death came out of the blue [...] like we'd gone for a walk on a summer's day and suddenly looked up to see a steam train coming straight for us."

After Natasha's death, Nick asked for further donations for the Jessop Wing in her memory, taking their fundraising total to an incredible £3228.63. Nick says he'll always be grateful to the Jessop Wing, "The NHS went above and beyond to save Harry – they gifted our son his life."

Do something amazing

Follow these simple steps to get your fundraising started:

1

Choose your fundraiser

Pick from a charity place in a national fundraising event, find a Sheffield Hospitals Charity event [on our website](#), or invent your own fundraiser (see p.5 for inspiration from previous supporters!).

2

Register your event with us

Register your event with us [online](#) or by emailing charity@shct.nhs.uk so we know you've joined our army of #sheffieldhospitalsheroes. If you'd like help with fundraising or promotion, our team can share resources and expertise.

3

Set up your online donation page

Create a fundraising target you think you can smash, then share your story on a fundraising website like [JustGiving](#), where people can donate quickly and easily. Fundraising sites allow supporters to boost donations with Gift Aid and make it easy for you to share updates. If you prefer paper forms, turn to p.7-9 of this guide for more info.

4

Shout about it!

The best fundraisers are loud and proud about their efforts! Once you've started your fundraising journey, tell everyone you know! You might start by messaging friends and family. You could also contact your local press, or share updates on [social media](#).



50 mile walk by 'Team Haematology'

Sheffield's NHS Haematology staff teamed up to walk the 50 mile 'Sheffield Way' for our Myeloma appeal. They also organised their own music festival with friends and patients halfway round the route and raised over £1000.

Read more on our [website](#).

Get inspired!



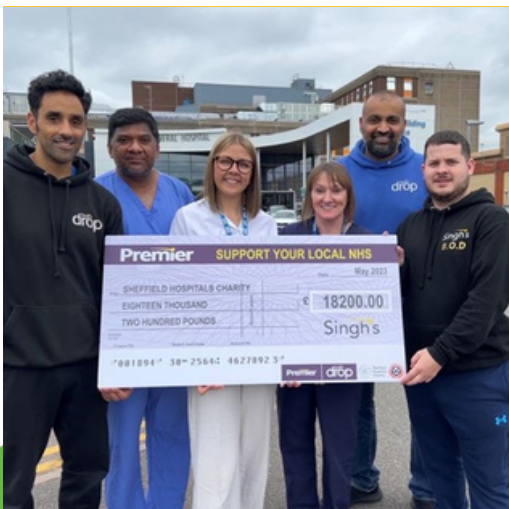
"They saved my son's life. Without their intervention, he would not be with us today."

Game for a challenge?

Sign up for a sporting event like Alison Walters, who has raised over £4000 for neurology following her son's brain surgery and subsequent care. Since 2019 Alison has swam across Loch Lomond, and run multiple races, including the Great North Run. She most recently swam 7.5 miles at Ullswater. Thanks Alison!

Run a Raffle!

Take a leaf out of Microbiology Nurse Karen Johnstone's book: she and her colleagues run an annual raffle and cake sale in aid of our work on breast cancer. Thanks to their efforts this year's sale raised a whopping £325!



Rope in your colleagues!

Set your targets higher as a team, like Mandeep Singh, the Company Director of Teynham Road's Premier Store. He signed his colleagues and some contacts from Shri Guru Gobind Singh Ji Sikh Temple up to play a charity football match at the esteemed Bramall Lane. Together they raised over £18,000! What a goal!

Promoting your efforts



Create posters or flyers to shout about your fundraising efforts.

Make sure to include key details e.g. the time, date, and location of the event, as well as your contact details.

You should also include the Sheffield Hospitals Charity Logo (download from our website) and our charity number (1169762).

Ask friends, family or local businesses to display posters where they can, or share a digital version or fundraising link on their social media.

Official SHC merchandise

Wearing a branded t-shirt or using branded buckets to collect money can help others see at a glance that you're fundraising for Sheffield Hospitals Charity.

Contact us if you'd like to be sent some resources, or find templates on our website.



Tag us on socials so we can share your efforts!



Fundraise online or with paper forms

You can find information on how to set up a online fundraising page [here](#). If you prefer to use paper forms, you'll find a sponsorship template overleaf or you can download it [from our website](#).

Please remember to:



Make sure sponsors tick the 'Gift Aid' box to maximise their donation if possible



Make sure sponsors make cheques payable to:
'Sheffield Hospitals Charity'



Make sure all the money pledged through paper forms comes to you and that sponsors don't send their unmarked donations directly to us



Sponsorship Form



| | |
|-------------------|------------|
| First Name: | |
| Last Name: | |
| Address: | |
| | Town: |
| County: | Post Code: |
| Email Address: | |
| Telephone Number: | |
| Name of Event: | |
| Date of Event: | |

How to return your sponsorship money

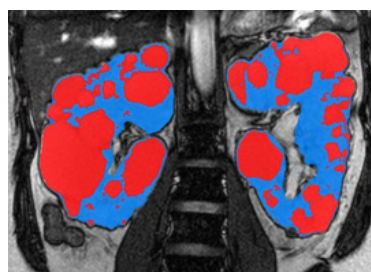
- Online via www.sheffieldhospitalscharity.org.uk
- By post with a cheque made payable to 'Sheffield Hospitals Charity' to:
FREEPOST SH CHARITY
- In person at our Fundraising Hubs at the Huntsman Entrance at the Northern General Hospital or the Royal Hallamshire

Important things to remember for Gift Aid

- Gift aid means UK taxpayers can add an extra 25% to their sponsorship at no extra cost to them. Make sure your sponsors write their title, full name, home address, postcode and tick the Gift Aid box so we can claim Gift Aid. We can't claim Gift Aid on business addresses or on multiple donors, e.g. Mr & Mrs Smith)
-

We're caring for patients now, and in the future.

Our funding doesn't just support hospital treatment in the moment. We also fund research to help find treatments and cures for future generations, like our grant to the team at the University of Sheffield working on incurable kidney disease (ADPKD).



LEFT: A scan image showing the massive kidney enlargement typical of ADPKD. The cysts are coloured in red and the normal kidney tissue in blue.

"Funding for research like this is so important – not only for our current ADPKD patients, but also for the 50% of children at risk of inheriting their parents' condition in future generations."

Professor Albert Ong, Kidney Genetics Group, University of Sheffield

FAO sponsors! Before ticking the Gift Aid box please note:

Gift Aid is reclaimed from the tax you pay for the current tax year. Your address is needed to identify you as a current UK tax payer. By ticking the Gift Aid box you confirm that you want to Gift Aid the donation detailed below to Sheffield Hospitals Charity, given on the date shown. Before doing so you should confirm that:

- You are a UK taxpayer and understand that if you pay less Income Tax and/or Capitals Gains Tax than the amount of Gift Aid claimed on all your donations in that tax year it is your responsibility to pay any difference.
- If your situation changes you should contact us to cancel this declaration, change your name or home address or because you no longer pay sufficient tax on your income and/or capital gains.
- If you pay Income Tax at the higher or additional rate, you must include all your Gift Aid donations on your Self-Assessment tax return for the additional relief due to you or ask HMRC to adjust your tax code.

| Title | First Name | Surname | Address | Postcode | Amount | Gift Aid | Date Paid |
|--|------------|---------|--------------------|----------|--------|----------|-----------|
| Mrs | Victoria | Sponge | 123 / Rose Cottage | ABC1 2DE | £20.00 | ✓ | DD/MM/YY |
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| www.sheffieldhospitalscharity.org.uk 0114 226 7351 charity@shct.nhs.uk | | | | | | | |



Submitting donations

If you've now completed your challenge, congratulations!

Once all the hard work and excitement is over, you'll need to send the money you've raised to us as soon as possible so we can start helping patients straight away.

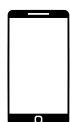
You can do this in the following ways:



Please don't send us cash in the post! If you have collected cash, please bank it and send a cheque made payable to 'Sheffield Hospitals Charity' to: Freepost SH Charity, Wycliffe House, Northern General Hospital, Herries Rd, Sheffield S5 7AT (no stamp needed.)



You can submit donations through [our website](#). Or if you've used a fundraising site like JustGiving, you don't need to do anything - the money will come directly to us.



To pay in your fundraising by phone, call us on 0114 226 7351 and we can take secure payment from a credit or debit card.



If you'd like to deliver your donations in person, you can find us in the Sheffield Hospitals Charity Hub at the Huntsman entrance of the Northern General Hospital, or at the Royal Hallamshire. You can drop off cash, cheques, or donate using by card.

Help us support you!

If you need support at any point in your fundraising journey, email: charity@shct.nhs.uk or call us on: 0114 226 7351

10 tips for success

Put the FUN in fundraising!

Make sure to choose an activity you will love - enthusiasm is infectious and everyone will love to watch you succeed.

Set a bold target

Be clear about the target you've set and update people as you get close to it - they might just get tempted to help you tip it over the line!

Give supporters notice

Think about the best possible date for your activity and give people lots of notice to come and support, or to donate. Try to avoid popular holiday dates, unless you think this is right for your event.

Share your story

...not just once, or twice but many times! Message friends and family, use social media, contact your local paper or radio, and tell everyone about any training you're doing!

Be clear about the cause

Make sure you're clear - and you tell others clearly - what Sheffield Hospitals Charity funds and where their money will go. You can read more about this here.

Stay safe

Make sure you follow our fundraising guidelines (download here) and think about health and safety in whatever you're doing.

Gift Aid it!

Don't forget about Gift Aid! This increases the value of every donation where the box is ticked by 25%!

Ask your employer to match your target

Ask your workplace if they run a matched giving scheme. This could double your donations!

Thank you from all of us!



At Sheffield Hospitals Charity we are passionate about making a difference to the care of every patient in Sheffield.

We couldn't fund any of the life-changing work our hospitals do without the incredible support of volunteers like you.

Whether you raise £20 or £2000, every penny makes a huge difference - so thank you from all of us here, and on behalf of the NHS staff and patients who benefit from our support.



**Sheffield
Hospitals
Charity**

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