



**Dianne**<sup>TM</sup>  
**Oxberry**  
TRUST

**FUNDRAISING  
PACK**

A guide  
with tips to help  
you raise funds in  
aid of the  
Dianne Oxberry  
Trust.

*Thank you for helping us to continue spreading the word  
about ovarian cancer to people across the North West.*



Registered with  
**FUNDRAISING  
REGULATOR**

© Dianne Oxberry Trust 2021  
Registered with Charities Commission: 1182127

[dianneoxberrytrust.org](http://dianneoxberrytrust.org)

We're a small charity, run almost entirely by volunteers, so we couldn't be more grateful for your support.

Thank you so much for choosing to fundraise in aid of the Dianne Oxberry Trust. We really appreciate it.

Without the support of exceptional people like you, we couldn't continue to spread the word about the symptoms of ovarian cancer with people across the North West.

Early diagnosis is key, so making people aware of the signs to look out for literally could save a life.

That's why your fundraising is so vital – so huge, huge thanks for your support.

This fundraising pack contains handy tips and information designed to help you get started and have fun while raising funds for the Dianne Oxberry Trust.

We wish you the best of luck with your fundraising, and please do get in touch and let us know what you have planned or if you need any support.

*Happy fundraising and thank you!*



# Why your fundraising matters

When a group of Dianne Oxberry's family and friends set up the charity following her death, the goal was clear – we want to make sure that as many people as possible know about the symptoms of ovarian cancer, to help increase the chances of early diagnosis.

Speed of diagnosis is the single biggest factor in securing a positive outcome to an ovarian cancer diagnosis, but sadly it often comes late – and, like in the case of Dianne, that's sometimes much too late.

The Dianne Oxberry Trust wants to raise awareness of the signs and symptoms to look out for. By spreading the word we can save lives, but we can only do that with your help.

The money you raise will help us to continue doing just that across the North West. By knowing the symptoms to look out for, you could save your life, or the life of someone you love.



# The Power of Three

Just  
**£3**

raised will enable us to reach  
**50** people  
about the symptoms of  
ovarian cancer.

By raising  
**£30**

you could help us reach  
**500** people  
so they know the signs  
to look out for.

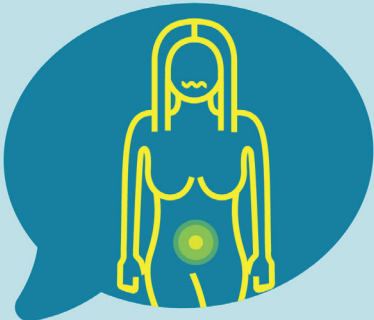
Or by raising  
**£300**

you could allow us to reach an  
amazing **5,000** people –  
that's certainly spreading  
the word far  
and wide!

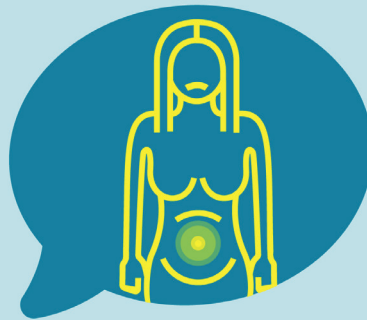


*Every penny  
really does make  
a difference*

Do you know the symptoms to look out for? Help us Spread the Word now!



**W**eeing more often



**O**verly bloated feeling



**R**educed appetite



**D**ull ache or pain  
in the pelvis or tummy

# Five simple steps to get started with your fundraising

## 1. Decide what you want to do:

Think about what you want to do. What are you passionate about? Could you set yourself a challenge to raise money? Or do you want to organise something as a team and involve your friends, family, and work colleagues? If you're unsure, look at our A-Z of fundraising page to give you some inspiration.

## 2. Pick a date and location:

You will need to pick a date for your event or activity. Think about school holidays and the time of year that might impact your event. Are there any other similar events near you that you need to be aware of that might clash?

## 3. Set yourself a fundraising target:

Let everyone know how much you would like to raise and how this will help the Dianne Oxberry Trust.

## 4. Set up an online fundraising page:

This is the simplest and most effective way to share your fundraising activity with family, friends, and work colleagues. The best part is that as the money comes directly to us, you don't need to collect it before or after the event! To create your online fundraising page, [click here](#).

## 5. Spread the word!

Tell everyone what you are doing! Gain support by spreading the word with your family, friends, colleagues and wider network...and if you're happy to share your story even more widely, let us know and we can provide template press releases for you to use. You could also send an email to your family, friends, and work colleagues with the link to your online fundraising page and keep them updated on any progress you make. Social media is a fantastic platform to share your fundraising activity. Don't forget to tag us in too!

 @dianneoxberrytrust

 @TrustDianne

 @dianneoxberrytrust



# Not sure what to do to raise funds?

Get inspired with our A-Z of fundraising ideas, or let us know if you have any other suggestions of your own!

**A** Abseil, Auction, Art Exhibition, Aerobics, Alps Trek

**B** Bring and Buy Sale, Beard Shave, Bike Ride, Bad Taste Party, Bingo

**C** Coffee Morning, Cake Bake, Car Boot Sale, Cheese and Wine Evening, Comedy Evening, Cycling

**D** Dinner Party, Dress Down Day, Dragon Boat Race, Darts Match, Disco, Dog Walk

**E** Egg and Spoon Race, Easter Egg Hunt, Exotic Cookery, Expedition

**F** Fancy Dress, Film Premiere, Fun Run, Fun Day, Face Painting, Football Match

**G** Give up something, Guess the Teddy's Name, Golf, Go-Karting, Great Manchester Run

**H** Half Marathon, Halloween Party, Head Shave, Haunted House Party

**I** Ice Bucket Challenge, Ironing, Ice Skating, Ice Hockey, International Challenge

**J** Jumble Sale, Jail Break, Jelly Eating Competition, Jazz Night, Jewellery Sale, Juggling

**K** Karaoke Evening, Knobbly Knees Competition, Knit-A-Thon, Kilimanjaro Challenge

**L** Lands Ends to John O Groats Walking or Cycling Challenge, Local Race, Leg Wax

**M** Marathon, Music Concert, Murder Mystery Evening, Mont Blanc Trek

**N** Night Walk, No Swearing, Non-Uniform Day, Netball, New York Marathon



**O** Onesie Day, Odd Job Day, Orienteering, Overseas Challenge, Office Olympics

**P** Pledge, Picnic, Pub Quiz, Parachute Jump, Pancake Race, Paint Balling

**Q** Quit a Habit, Quiz Night, Quasar Night, Quite Time

**R** Raffles, Record-Breaking Attempt, Rugby Match, Race Night, Run

**S** Sponsored Event, Seventies Night, Sky Dive, Snooker, Supermarket Collections, Snowdon At Night Trek

**T** Tombola, Toy Sale, Treasure Hunt, Themed Evening, Teddy Bears Picnic, Tug of War, Ten Thousand Steps A Day for a month

**U** Unwanted Gift Sale, Underwear on the Outside Day

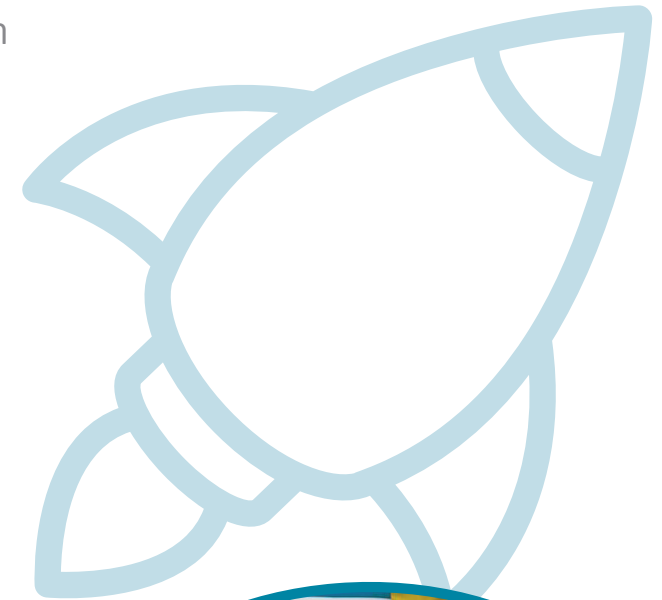
**V** Valentine's Day Themed Event, Vegan or Vegetarian for a Week/ Month

**W** Wine Tasting, Welly Throwing Competition, Weakest Link Competition, Wilmslow Half Marathon

**X** X-Factor Competition, X-plain why your cause needs money

**Y** Yo-Yo Competition, Yoga, Yacht Race, Yard of Ale

**Z** Zumbathon, Zany Clothes Day, Zoo Quiz, Zip Wire



# How to boost your fundraising

Boosting the funds you raise will mean we can spread the word to even more local people. Here are a few ideas about how you can raise even more for your efforts...

## Add a raffle and games:

We all love a raffle, and they're an excellent way to increase your funds and help make the event more fun! Perhaps include a guess the number of sweets in a jar or run a tombola stall. Ask people you know or local business to help you out with prizes.

## Gift aid:

If your donors are taxpayers, then for every £1 they donate, HMRC will give us an extra 25p at no cost to them in gift aid. You just need to make sure your supporters tick the gift aid box on your sponsor form or online giving page. Please make sure they put their home address and that the donation is only from them and not their partner or family too! Bear in mind that any fundraising

money from ticket sales, raffles, and product sales cannot be gift aided.

## Matched giving:

Does your workplace offer matched funding? Many companies will match the total an employee raises. Even if your employer doesn't have a scheme, your boss may give you a donation for your efforts.

# How we can help:

Get in touch and we're happy to supply you with:



Poster and ticket templates

Sponsorship forms



An authorisation letter

Advice and support!





# Keeping yourself safe and legal:

It's important that when you're raising money for the Dianne Oxberry Trust, you stay safe and keep it legal. To make things super easy for you, we've put together this guide, but if you're still unsure about any aspect of fundraising, contact us, we'll be happy to help you!

## Charity statement and logo:

All publicity materials should state 'in aid of the Dianne Oxberry Trust, Registered Charity No. 1182127.'

Once we've received full details of your fundraising activity we can also supply our 'in aid of the Dianne Oxberry Trust' logo for you to use and a letter of authority, should you need it.

## Raffles:

You don't need a license provided you:

- Sell tickets and draw your raffle on the day at your venue
- Donate at least 20% of ticket sales to the charity

- Have prizes that are not monetary or worth more than £250

If this is not the case, you will need a lotteries license from your local council and you will need to follow very strict guidelines on printing the tickets. Please contact your local council for advice.

## Collections:

To collect money at supermarkets, train stations, pubs, or privately owned land, you'll need the manager's or owner's permission. If you plan to collect in the street, you will need a permit from your local council. Visit their website for details of how to apply. Please remember you have to be 18 or over to collect money for a charity.

## Handling money:

Always make sure two people are present when counting or moving cash. If it is dark, ask the venue to store the money in their safe overnight and keep it there until a time that's best for you both to collect it.

## Contractors:

Make that any suppliers and venues have the right experience and can show you a certificate to confirm they comply with any insurance and health and safety standards.

## Licences:

You'll need to get a temporary event licence if you are going to provide alcohol or refreshments in an unlicensed venue. You can get one from your Local Licensing Authority. If you are having music, dancers, or any form of entertainment, you need to check with your venue to ensure they have a Public Entertainment Licence. If they haven't, you can apply for one through your local council.

## First aid cover:

Consider if you are going to need first aid cover. The British Red Cross and St John's Ambulance provide these services. You may also need to notify the Police or Fire Services in advance of your event.

## Insurance:

The Dianne Oxberry Trust is not able to insure you or your event so you may wish to take out your own policy to make sure you are covered in case of any incidents.

## Risk assessments:

Writing a risk assessment for your activity will help you think about anything that may go wrong and how best to deal with it. Key things you may wish to consider are:

- Handling money safely
- Possible accidents
- Risk of slips and trips
- Manual handling (e.g., lifting heavy items safely)
- Fire exits
- Emergency vehicle access
- Providing a First Aider with first aid box/access to venue's first aid box

Examples of risk assessments online can be found at

<https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events>

## Photo consent:

Please try to make sure that you get permission from anyone you take a picture of. You will need approval from parents before taking photos of children and we would advise that this ideally be written consent.

## If you have to cancel your event:

Hopefully, this will not happen, but if you do need to cancel your event for whatever reason, you need to contact your donors and let them know. If you've collected donations on the basis that you'll do something or host an event, you need to ask the donors if they wish for their donation to stand and be given to the charity or if they want their money back.



# Tell us how you got on

## Paying in your monies:

There are several ways for you to do this:

- Pay in online [dianneoxberrytrust.org/donate](https://dianneoxberrytrust.org/donate) entering what you did to fundraise in the message box.
- A cheque made payable to The Dianne Oxberry Trust. Please send to: The Dianne Oxberry Trust\* C/o Blue Chip Marketing Blackfriars House, Parsonage Manchester, M3 2JA (please do not send cash in the post)
- If you would like to make a direct payment into our bank please email us for details at [info@dianneoxberrytrust.org](mailto:info@dianneoxberrytrust.org)

For more information on any of the elements in this pack, or to request any fundraising support materials please get in touch with us:

 [info@dianneoxberrytrust.org](mailto:info@dianneoxberrytrust.org)

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