

NCS

Fundraising

Handbook

2022

The
Children's
Hospital
Charity*

The Children's Hospital Charity – NCS Guide 2022

www.tchc.org.uk 0114 3212470

Welcome



Hello and welcome to Team Theo! Team Theo is anyone who supports Sheffield Children's Hospital and we are excited to have you on the team.

By raising money, you are making a difference to the lives of hundreds of thousands of children and families who visit Sheffield Children's Hospital every year.

One of only three specialist children's hospitals in the UK, our hospital is testament to the dedication of staff, your generosity, and the courage of our children. We will never stop striving to make it better.

How your money helps

Every penny you raise makes a difference to patients and their families at Sheffield Children's Hospital. Here are a few examples of where your money could go:

£10 could pay for toys and equipment to take a child's mind off their treatment.

£50 could pay for a Buzzy Bee which is a pain relief and distraction device taking a child's attention away from the poke of a needle.

£500 could help fund specialist medical equipment which will change a child's life.

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Your fundraising has already helped us to achieve some amazing things!

From state-of-the-art scanners to our brand-new wards, every penny raised makes a big difference. We are working hard to build a better future for everyone who visits our hospital, by fundraising for a new Major Trauma Centre, Child Assessment Unit, Cancer and Leukaemia ward as well as a building a new Helipad.

NCS 2021

National Citizen Service in South Yorkshire in 2021, helped us build a better future for patients on our Cancer Ward.

Through fundraising events like charity quizzes, sponsored walks, circus activities and cake sales the 2021 NCS teams donated over £7,000 towards the new ward which opened at the end of last year.



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Helipad



Sheffield Children's Hospital is a designated Major Trauma Centre, which means we need to get patients who urgently need critical care to our Emergency Department as soon as possible. It really is the difference between life and death.

Currently, air ambulances can only land in daytime hours at Weston Park with some Helicopter Emergency Medical Services not wanting to land due to an inadequate landing site.



Once landed the patient is met by Sheffield Children's specially trained Major Trauma team and transferred by stretcher across the busy main road to ED. This is the one time we don't want children waiting for the green man.

Help us build a helipad on the roof of the hospital so we can transfer children safely and privately to our specialist major trauma unit.

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Fundraising Ideas

It's ideas time!

First thing is first, please contact us at The Children's Hospital Charity to let us know that you are fundraising for us or thinking about it. We would love to support you during your journey and can help you think of lots of fun ideas.

Now it is time to think of some fundraising ideas! There are lots of ways you can support us and the more ideas, the better. Why not create a shortlist but remember to keep it simple, low-cost and something that will be fun for everyone to take part in.

Need some ideas? Could you do a sponsored walk, organise a run, hold a bake sale, host a quiz night or get cosy with a Coffee Morning. Also check out our website for some extra fundraising inspiration and resources:



Create your own sweepstake!



Sponsored step challenge!



Ready, set, bake!



Facebook Fundraiser



Theo's Big Night In



Isolation planner

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Planning your Event

What?

What activity or activities will you be doing during your week? What resources or equipment will you need?

Who?

Allocate roles within your team and decide who is doing which task. Make sure you are using members' strengths or why not try something new? Also bear in mind who you are aiming your fundraising at.

Where?

Think about where your activities will take place. Do you need to get permission from the venue or land owner? Do you need a license if it is on public property? Please note a license can take up to 28 days to be approved. Please check your local council website for more information on licenses.

Why?

People may ask you about who you are fundraising for so it's always good to remember some key facts about the charity.

When?

When will your activity take place? Have you given yourself enough time to plan, collect fundraising materials and apply for any licenses needed?

How?

Are there costs involved? How will your activity bring in money? What can the charity provide to help with your event?

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How we can support you



As soon as we know about your event, we can help support in lots of ways. Just let us know!

We can provide fundraising materials such as collection buckets, tins, balloons and posters to display at your event.

1

Please complete our online Fundraising Agreement Form which can be found on our website at: www.tchc.org.uk. Please ensure you specify what materials you require.

2

Once we have this form, we can register your activities and provide you with a letter of authorisation as well as organise a date for you to collect your materials.

3

Once you have completed your planning. It's time for your event! Good Luck



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Fundraising Materials



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Things to remember



Your nearly ready to get fundraising and to run your event but before doing so you need to ensure the following tick list is completed before going ahead.

- You've filled out our online form at <https://www.tchc.org.uk/how-you-can-help/fundraise/>
- You've made contact with someone from our fundraising or events team.
- You have all your fundraising materials
- You have consent/ have checked your following fundraising rules regarding fundraising materials.
- You have the required consent for things such as photographs, charity buckets and leaflets.



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Spread the word!

It's time to tell the world about your event!

1. Why not set up a JustGiving page to help boost your fundraising?
2. Make sure to spread the word on social media too and tag the charity on Facebook, Twitter and Instagram. We love seeing what you get up to! Please note that any images you post online should be suitable as you are representing the charity.
3. Get your friends and family involved through talking about the event.

Most importantly, remember to enjoy your fundraising and thank you so much for your support!



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What to do after your event

Well done for completing your event, now it's time to get together all of your fundraising and return it to the charity.

There are lots of ways to do this – just pick what's easiest for you:

CASH

You can bring your cash donations into our Charity Office or Fundraising Hub at the Hospital. Our Charity Office is based at 4 Marlborough Road, Sheffield, S10 1DB and is open Monday to Friday 9am – 5pm. Our Fundraising Hub is based in the new Outpatients department at Sheffield Children's Hospital and is open Monday to Friday 10am – 4pm

JustGiving

If you have an online fundraising page, please make sure to close this down and the money will come straight to us so you don't have to worry about collecting it!

Bank Transfer

If you would like to do a bank transfer, please let us know and we can provide you with the details.

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Final checks



Once your fundraising has been processed, we will make sure to send you out a thank you letter and certificate for all of your hard work.

We would love to meet you and say well done in person so let us know if your groups would like a cheque presentation and a member of the Regional Fundraising Team will be able to organise this.

Thank you once again for supporting Sheffield Children's, your donation really will make a difference.

If you have any questions, or need support please contact our regional team and they will assist you.

The Children's Hospital Charity x

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Contact us

Feel free to get in touch with us at;

- fundraising@tchc.org.uk
- **0114 321 2470**

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**THANK
YOU!**