

## Fundraising Checklist

① **Use your imagination...**

It doesn't have to be big, clever or a brand-new idea, it just needs to raise money and be fun for you and anyone else taking part! If you need inspiration have a look at our fundraising ideas on [www.pilgrimshospice.org](http://www.pilgrimshospice.org) or contact a member of the fundraising team.

② **How much do you want to raise?**

Set a target (most people beat their original estimates!)

③ **Break it down!**

It takes just 10 of your friends to donate £10 each for you to collect £100 in sponsorship (or even more if they tick the Gift Aid box!). Put your most generous supporter first on a sponsor form and others will follow!

④ **Who do you know?**

Make a list of your friends, family, work colleagues and neighbours. Then think about where these people work and who they know. The list will be really helpful for promoting your event.

⑤ **Shout as loud as you can!**

Don't be shy! Contact your local newspaper and radio stations and tell them about what you're doing and why and get your events listed in as many 'what's on' guides as possible. Look at our guide to on-line fundraising for how to spread the word electronically.

⑥ **It's not all work, work, work ...**

Ask your employer if they would like to support you. They may run a matched giving scheme where the more you raise the more they give, or perhaps they could donate goods for raffles, promote your event or let you use their premises.

⑦ **We're here to help**

If you have any questions at all or need any fundraising materials please phone our fundraising offices:

Canterbury	01227 812621
Ashford	01233 504111
Thanet	01843 233934

⑧ **Pay in your money**

Money can be paid in at our hospice receptions in Canterbury, Thanet and Ashford or by post with cheques to 'Pilgrims Hospices' at Supporter Services, 56 London Road, Canterbury, Kent, CT2 8JA. Remember to include your name and address so we can thank you. You can also donate by card online or by calling 01227 812621.

⑨ **Thank you!**

Thank you for fundraising on our behalf. Let everyone know how you got on and how much you raised then thank them too. They will appreciate knowing the difference their contribution will make, eg:

- £5 could buy lunch for a patient,
- £50 can support bereaved children's days and
- £475 could provide a nurse for a week.