



# Your fundraising guide for Camphill Village Trust

*Everything you need to make your  
fundraising a success*



# Camphill Village Trust: 70th Anniversary

*Celebrating 70 years of community and opportunity*

Camphill Village Trust was founded in the 1950s, to provide opportunities and homes for adults with learning disabilities. It was a time of hope as Britain rebuilt after the Second World War, but it was also a time when people with disabilities or mental health problems were often detained in mental hospitals or kept in isolation by their families.

Our founders saw a different way of doing things and believed everyone had skills to offer and deserved the chance to live their best lives. 70 years on and we still have the same unwavering determination to build a brilliant future for people with learning disabilities, autism and mental health problems.

Today, our nine communities have access to supported living services, training and recruitment opportunities and nature-based therapy. We don't just want our communities to live, we want them to thrive.

We're so happy you are interested in joining our 70th Jubilee celebrations, by helping us raise vital funds so we can be there for even more people.

This booklet is full of ideas to get your fundraising creative juices flowing and help you on your way so have a read, have fun, and let us know how you get on.

Thank you!





# Camphill Village Trust

*- building lives of opportunity*

**Camphill Village Trust is a charity that supports adults with learning disabilities, autism and mental health problems.**

There are nine Camphill Village Trust communities across England, each in its own unique setting. From rural Botton Village and Oaklands Park to the hustle and bustle of Stourbridge and Delrow, all our communities exist to provide a life of opportunity for the people we support.

Our Green Care Programme offers a range of indoor and outdoor day activities and skills-based opportunities which connect to nature, encouraging the development of new skills and independence. The programme is available for people living in our supported communities as well as those in the wider community with support needs.



# Why fundraise for Camphill Village Trust?

*When you choose to donate or fundraise to a charity - you're helping to make a real difference.*

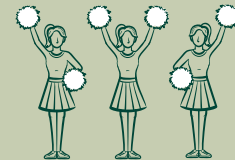
**Your time and effort to support the Trust is truly making an undeniable, positive impact on the lives of the communities we support. Here are just few reasons why it's great to fundraise for us:**

**1**



We need your help! By choosing Camphill Village Trust, you're helping us to carry on our crucial work through our Green Care initiatives - therapeutic interventions designed to support adults with learning disabilities, autism and mental health problems. The demand for our services gets bigger as every year passes - which is why we need support more than ever to sustain and grow.

**2**



If you're a first-time fundraiser or an experienced pro, we've got you covered with our handy tips and guides to help you fundraise. No matter how big or small your fundraising event will be, we'll be with you every step of the way cheering you on!

**3**



We'll spend your money responsibly. We're so grateful for your generosity - your donations are in safe hands and will be spent responsibly so we can carry on making a difference to the communities we support.

**4**



There are so many ways to fundraise for Camphill Village Trust. For the sporty types there's active challenges like running, skydiving, cycling, swimming and hiking. For those who prefer a more relaxed approach, how about tea, cake and crafts at a 'Crafternoon' party. You can fundraise at a wedding, a dance, a party or a music event. And we love it when you come up with your own ideas.



# Fundraising stories

Christelle's journey to the London Marathon was lucky (or some may call it fate) when she secured a spot in the ballot on her first try. Christelle raised over £1,400 for Delow's community summer event 'The Delrow Festover'. It's a weekend filled with music, community and magic.



**'IT'S A ONCE-IN-A-LIFETIME OPPORTUNITY, AND I WAS DETERMINED TO MAKE EVERY MOMENT COUNT.'**




**'I FIND THE HOURS I WORK FIT WELL ROUND MY OTHER WORK COMMITMENTS AS AN ARTIST, THE BALANCE IS VERY IMPORTANT TO ME.'**

Charlotte is a Support Worker based at Croft Community in Malton and happens to be a talented ceramicist. She entered her beautiful pottery into the 'Great Charity Pot and Print Fair' - an online event that gathers some of the best names in the world of UK ceramists and printmakers to raise money for charities. All proceeds from the pottery entered went to the Trust to help the people we support.

Skye's brother lives in one of our communities, and to show her appreciation for the care that her brother receives as well as other residents - Skye decided to run the Cambodian half marathon, raising over £1,700.



**'I AM SO GRATEFUL FOR ALL THAT THEY (CAMPHILL VILLAGE TRUST) DO FOR MY BROTHER. IT IS A HUGE RELIEF TO KNOW THAT HE IS LOOKED AFTER SO WELL AND LIVES IN SUCH A LOVELY COMMUNITY.'**



**“ We all have skills, we all have abilities. We are all different. We should celebrate people’s uniqueness. ”**

**DANIELLA, DELROW COMMUNITY**



# Fundraising ideas

So, you've decided you want to help, let us help to inspire you!

Whether you bake the best Victoria sponge or you're an adrenaline junky – we've come up with lots of ideas to suit all our fundraisers, but we encourage you to get creative and come up with your own ideas too!

## Going once, going twice, sold! ...Get selling

Selling what you have made or perhaps don't want any more is a great way to raise money for the Trust.

- **ART SALE** - Paint, sketch, make, mould or sculpt your own art and sell it to raise money
- **BAKE SALE** - Bake tasty cakes and biscuits and sell them to friends, family & colleagues to raise funds for the Trust
- **ATTIC CLEAR-OUT OR CAR BOOT SALE**  
- Have a clear-out, invite friends to donate for the stuff you no longer need



## Eye of the tiger! Set yourself a personal challenge

Put your best foot forward and raise funds for the Trust while accomplishing something you wouldn't normally do!

- **BIKE RIDE** - Get sponsored to ride as far as you can physically push yourself - for example 70km in 70 days
- **FUN RUN** - Join an established run, or make up your own with your friends, and get sponsored to run
- **70 SPECIES SPONSORED COUNT** (we're big on nature here at the Trust). Get out and about in the fresh air, perhaps with a friend or even in a group, and set out to identify 70 species. Get friends and family to sponsor your progress via social media. Share photos of your finds
- **GET WALKING** - Challenge yourself to walk every day, you can do this at home or around your neighbourhood. Try have a target number of steps you wish to meet daily, or an overall amount, so that you have a clear target. Share your progress online and get sponsored for it
- **OVERCOME YOUR FEAR CHALLENGE** - You could raise funds for the Trust by being sponsored to face and overcome your greatest fear, whether it be heights, public speaking or spiders
- **TOUR DE FLAT** - Do the Tour de France, but from your exercise bike at home. Live stream so friends can cheer you on and sponsor you

### Get by with a little help from your friends - Group events for work or home

Rome wasn't built in a day. Get your family, friends and colleagues involved to help reach your fundraising goal.

- **DRESS DOWN DAY** - Colleagues could donate to wear casual clothes to work
- **PYJAMA DAY** - Friends & family donate to take part in a pyjama party, indoor picnic or lounge around day
- **QUIZ** - In-person or online with a donation for entering
- **RAFFLE** - Obtain some popular gifts (chocolates, wine etc) for prizes and sell raffle tickets
- **SPORTS DAY** - Organise a sports day with games and competitions like egg & spoon race, sack race, skipping endurance, three-legged race and tug of war with donations for spectators supporting the Trust
- **SWIMMING GALA** - Like a sports day, but wet. If you have access to a pool, you could have a series of diving and swimming competitions with donations for spectators supporting the Trust
- **TREASURE HUNT** - Hide things in your garden and people can donate to take part, perhaps winning their finds (could be chocolates or small model animals), or design a cryptic treasure hunt in your local area based on landmarks and people can donate or be sponsored to participate



### The more the merrier! Celebrate and fundraise

Got a special event or anniversary coming up? It's easy and simple to turn this into a fundraiser!

- **BIRTHDAY PARTY** - Instead of presents, ask friends to donate
- **CHRISTMAS COMPETITION** - Friends, family or colleagues pay to enter a competition for the best Christmas jumper, hat, costume etc, the winner gets a prize and the funds raised support the Trust
- **FUNFEST** - raise awareness of the Trust's work at Accession Day, Chinese New Year, Christmas, Diwali, Easter, Eid, Hanukkah, St. Andrew's Day, St. David's Day, St. George's Day, St. Patrick's Day





## FUNDRAISING IDEAS (...CONTINUED)

### At your service! Offer your services. Earn for the Trust

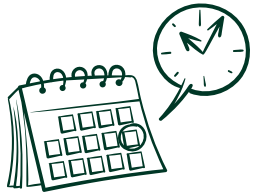
Offers acts of service from chores to helping with the tasks that people put off and ask for donations in return.

- **DOG WALKING** - Offer dog walking services to local people to raise funds for the Trust
- **COOKING SUPPER** or **LUNCH FOR A FRIEND**
- **CLEANING THE CAR** or **DOING SOME GARDENING**



# Promote, promote and promote some more!

Now you've chosen your fundraising idea activity or event, you need to shout it from the rooftops to let everyone know what an amazing thing you're doing - so you can raise as much money as possible for our 70th Jubilee and the people in our communities. Here are some tips and advice on how to promote yourself.



## SET THE DATE

Remember to give yourself plenty of time to plan your fundraising and invite other people to take part.



## SET UP A JUSTGIVING PAGE

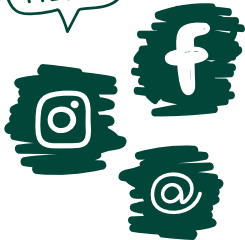
Set up a JustGiving page so friends and family can sponsor you. It's super easy to do - but we've also created a [guide here](#) which shows you a step by step on how to do this. The earlier you start the better!

Consider adding a profile picture, a page summary and your fundraising target to your page. Also think about keeping everyone in the loop with text updates and links to the page. Check out our [JustGiving page](#) as well.



## TELL US ABOUT YOUR ACTIVITY OR EVENT WITH US

We can provide you with promotional materials once you register your event with us. If you haven't done so already, you can let us know about your fundraising plans by calling our Fundraising Office on **01287 661 238** (between 9am to 4pm weekdays), or email [family@cvt.org.uk](mailto:family@cvt.org.uk)



## SOCIAL MEDIA IS YOUR FRIEND!

Social media is a powerful tool to promote your fundraising. Try to make your posts as interesting as possible.

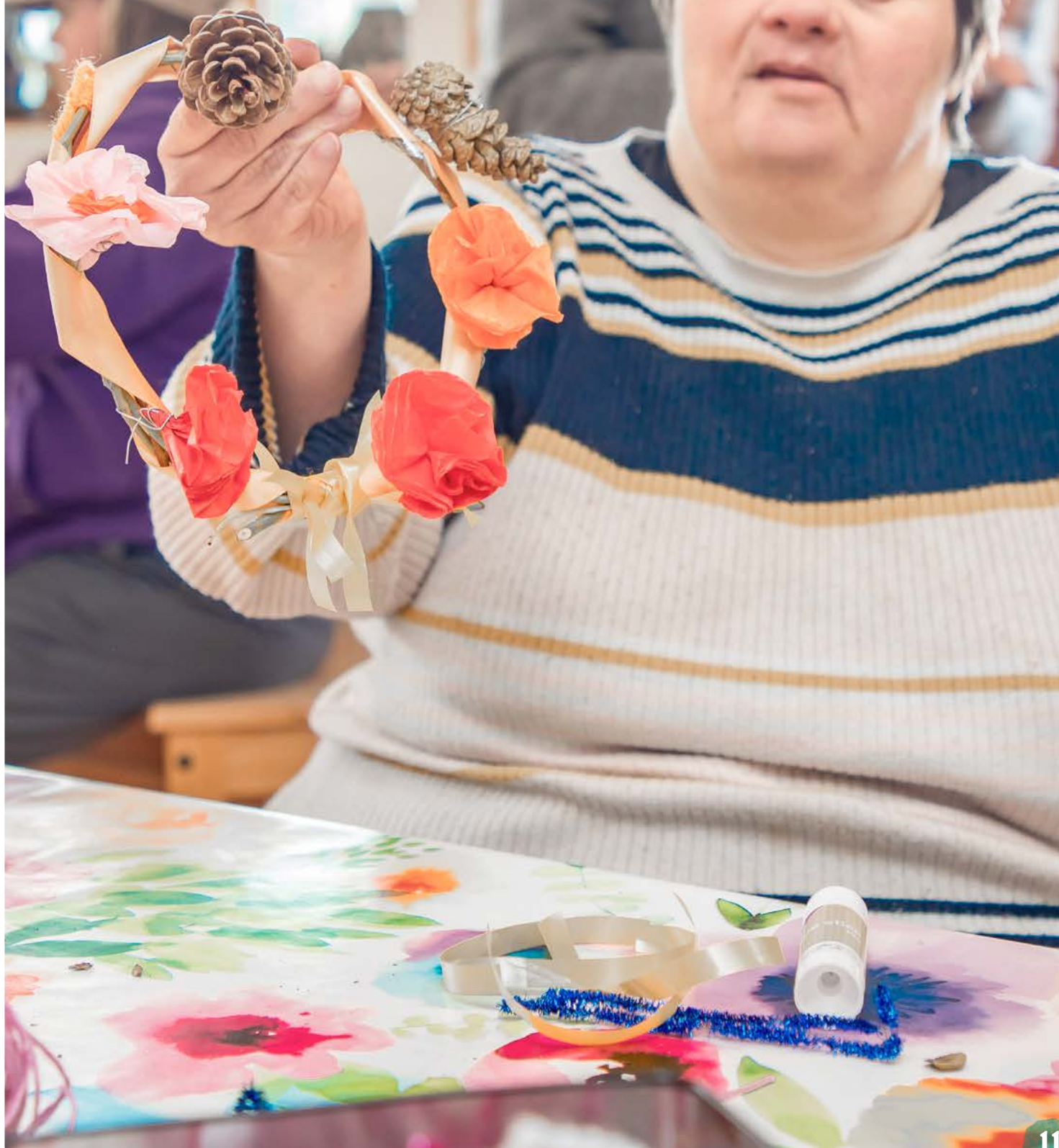
- Post photos of you preparing! Whether it be training, planning or prepping
- Post engaging images or posters to entice people to your event or contribute to your fundraising target
- Share pictures and stories on the day
- Thank people afterwards, including those who have not contributed yet... *it's never too late!*

## AND REMEMBER TO UPDATE YOUR SUPPORTERS WITH YOUR PROGRESS.



**“ I feel like people help  
and support me,  
I have a good life. ”**

**SANDRA, ASHFIELD GARDENS**



# Do's and Don'ts - Yours and other's safety

*Don't worry, it's not as daunting as you might think!*

Before you start your activity/event – you must make sure you have everything in place for you and other's safety, whilst also making sure you're keeping in line with the law.

We've put together these handy guidelines to help you ensure your event is safe, legal and everyone has an amazing time. This page covers the most important things you need to consider when organising your activity but please note that this is guidance and not formal advice.

## 1. VENUE

An exciting first step in planning your event is choosing your venue, but it's also important that you make sure the venue is suitable for your event and that you do not exceed the safety capacity. Some things to think about when choosing a venue:

- Check if there is adequate parking and if there will be a need for stewards
- Make sure there is adequate lighting, sanitary facilities and it is accessible for all
- During the event make sure that all exits are always free from obstructions

## 2. RISK ASSESSMENT

An important part of planning for your event is completing a risk assessment. This involves a careful examination of what could cause harm, to who, and allows you to weigh up whether enough precautions are in place or whether more needs to be done to prevent harm occurring. Although this may sound daunting, there is plenty of guidance to make this quick and simple to do. We've included a few key points below as well as links to a template you can use for your risk assessment. Once completed, a risk assessment provides:

- Vital information for those involved in the risk management of the event.
- A list of control measures to reduce or eliminate risk.
- A means of tracking actions and action plans e.g. action to take if the weather changes during your event.
- A written record of what has been done to control risk. This can be used to prove to any enforcement agency and/or court of law (in both civil and criminal proceedings), that you have carried out a risk assessment and put in place effective controls. Please visit the Health and Safety Executive website for more information on running your event safely, you can also download a risk assessment template from their website.



### 3. CHILDREN & VULNERABLE ADULTS

You need to consider children and vulnerable adults as part of your risk assessment and must make sure that children are adequately supervised and have the permission from their parent/guardian to participate. If children and vulnerable adults are likely to be present at your event, you should carry out appropriate checks on adults involved in helping with the running of the event. You can find out more information on the [Government's Disclosure and Barring Service \(DBS\) webpage](#). Please also read our [Safeguarding statement](#).

### 4. FIRST AID

Some events may need additional First Aid cover, and you can get advice from a professional medical company such as St John's Ambulance about what type you should have at your event. The level of cover will depend on a number of factors, included but not limited to:

- Type of event you're organising, and risk involved
- Number of people likely to attend
- The age of people attending
- Event location
- Event length
- How near the venue is to medical facilities

### 5. INSURANCE

If your event involves members of the public or is in a public venue, you will need to have Public Liability Insurance. It's a good idea to check with the venue first as their insurance may already cover your event. If not, you can speak to your home insurance provider as they may be able to offer the necessary cover.

Please ensure to make it clear on all promotional materials that your event is organised in aid of Camphill Village Trust, registered in England and Wales as a charity no. 232402. Please note that as this event is not organised or controlled by the Trust, we cannot take any responsibility for the event or activity. The Trust will not be liable for any injury, damage or loss that might occur as a result of your fundraising activity and therefore it is important that you have the correct insurance in place to cover these incidents.

### 6. EQUIPMENT

Ahead of your event, you should make sure that all equipment is in good repair and is operated by people who are competent and where applicable, insured to use it.

### 7. FOOD SAFETY

Everyone loves a tasty treat at a fundraising event, but please remember that it is a legal responsibility of anyone selling or processing food to do so safely and hygienically. If you're planning to use a caterer at your event you should ensure that they hold a Food Hygiene Certificate and have Public Liability Insurance in place. You can also visit the [Food Standards Agency website](#) for guidelines on preparing, handling and cooking food.

## 8. LICENSES AND PERMISSIONS

There are certain activities that require a licence, for example, if you've got entertainment planned, are serving alcohol, or holding a lottery or raffle you might need a licence. It's a good idea to speak with your venue first as their licences may cover your event. If not, speak to your local authority to find out what licences you will need and whether a temporary event notice will cover it.

If you are thinking of organising a cash collection, please note that you need to get the permission from the property owner first, whether that's a pub, shop, or any other private property. You also must not organise a street or door to door collection as these require additional permits issued by the charity and/or councils.

## 9. DATA PROTECTION

You should avoid collecting and storing other people's data where possible, but there may be times when you ask for personal details, for example email addresses, to share crucial event information.

However, you must make sure that any data you gather and hold about people attending/involved in your event is kept safe and complies with the Data Protection Act and the General Data Protection Regulation. You can visit the Information Commissioner's Office for further information and guidance on this.

## 10. CASH HANDLING

For most events, you may have to accept money on the day of your event e.g. sponsorship money. Even if you've collected money online beforehand, some of your guests might bring extra donations along on the day. If this is the case here are some tips:

- Have a minimum of two people always present when money is handled and counted
- Use suitable containers to hold the money e.g. a lockable cash box or sealed container
- Provide receipts for payments and donations received
- Always use a safe route and be with someone or carry a personal alarm
- Bank the money as soon as possible

Stay safe. Make sure that everyone responsible for handling money during or after your event knows what to do if they are confronted by someone demanding the money. They should hand it over straight away, not put up a fight and report the matter to the police

## 11. SOME OTHER TIPS TO CONSIDER

- You may be thinking of organising professional activities or services during your event that are covered by a Code of Practice to ensure they are provided safely.
- You can find out more about fundraising requirements in the **Fundraising Regulator's Code of Fundraising Practice**.
- For further information please call our Supporter Care team on **01287 661238** or email **family@cvt.org.uk**



# Paying-in Guide



## *So, you did it!*

You've reached your target and now you're ready to send what you've raised to Camphill Village Trust. Whether you raised funds online or offline, here's a rundown of how you can send your donations to us:

### HOW DO I PAY IN MONEY RAISED ON JUSTGIVING?

Funds you've raised through JustGiving will reach Camphill Village Trust approximately 2 weeks after the donation is made. JustGiving collects Gift Aid on your behalf and manages all the administration, so it's less hassle for you.

### I ORGANISED AN EVENT SO HAVE CASH DONATIONS - HOW DO I GET THIS TO YOU?

It's easy! Just take your funds to the local bank and use these bank details below:

Account No: **12604933**

Sort Code: **53 50 15**

### I HAVE CHEQUES - WHERE SHOULD I SEND THEM?



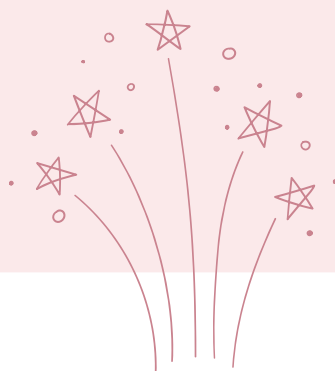
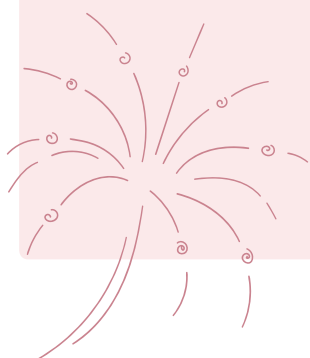
All cheques made payable to **CVT Appeals Fund**, please send to:

**Camphill Village Trust Appeal Office**  
**Botton Village**  
**Danby**  
**Whitby**  
**YO21 2NJ**

Please don't forget to include a covering note with your name and address details, and information on your fundraising event.

### I NEED TO PAY IN BY CREDIT/DEBIT CARD - CAN YOU HELP WITH THIS?

No problem, just give us a call on **01287 661238** and we'll take your card details so we can pay this in.



# *Finally, on behalf of all our communities and the wonderful people we support - thank you.*

Whether you raise 70p, £70 or £7,000 - your support will help us reach more people with our Green Care programme, enabling them to develop skills and confidence through meaningful work and connections to nature.

Turning 70 is a landmark we are proud to reach - but it's not the years that matter, it's the people. It's seven decades of countless individuals who have lived, work and thrived in our communities.

***You're changing lives for the better - thank you.***







A LIFE OF OPPORTUNITY  
EST.1954






## Camphill Village Trust Appeals Office, Botton Village, Danby, Whitby, YO21 2NJ

The Camphill Village Trust Ltd is a registered charity no. 232402 and a company limited by guarantee 539694.

**Registered Office:** The Kingfisher Offices, 9 Saville Street, Malton, YO17 7LL

 [www.camphillvillagetrust.org.uk](http://www.camphillvillagetrust.org.uk)  01287 661238

 [family@cvt.org.uk](mailto:family@cvt.org.uk)

   @camphillvillagetrust

 @CamphillVillag1



Registered with  
**FUNDRAISING  
REGULATOR**