

THANK YOU

for choosing to fundraise for Zellweger UK



Your fundraising efforts keep Zellweger UK running.

Every penny goes directly to supporting research and families.

With a little imagination, you can achieve something incredible for children affected by Zellweger Spectrum Disorder.

Zellweger UK has no chief executive, paid employees or expensive overheads, so you can be confident that every penny you raise will go straight to the aims and goals of the charity. We receive no government funding, and we have a strict policy that we don't raise funds in a way that could be interpreted as harassment, such as door to door collections, cold calling or donation request letters sent to homes.

Therefore we deeply appreciate and rely heavily on the funds raised by our supporters.

The sky is the limit in terms of fun and innovative ways to fundraise.

This pack is designed to offer some ideas and inspiration to get you started, as well as the information you'll need to raise funds confidently and ethically.

Thank you, good luck, and happy fundraising!

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Not all fundraisers require a great deal of time or planning.

A simple donation no matter how small or large can make a huge difference. Simple fundraisers take minimal effort but can be incredibly effective.

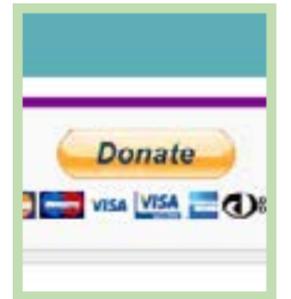
Donations

Website Donate Button

You can use the donate link on our website.

www.zellweger.org.uk

You will find a **Gift Aid** form here too.



Paypal

Please send any Paypal payments to admin@zellweger.org.uk. Paypal automatically adjusts the currency if you are paying from outside the UK.

Facebook Donate Button

Our facebook page also has a donate button. www.facebook.com/zellwegeruk

Virgin Giving

You can make a one-off donation or even set up a monthly donation at:

<https://uk.virginmoneygiving.com/giving/>

Simply click on Make a Donation, search for Zellweger UK and select **Start fundraising** or **Donate now**.

Monthly Standing Order

Standing orders are ideal as you can set it up or cancel without permission from Zellweger UK, so you are in control of how much you give and how often.

Ways to set up a standing order:

- Via the donate link on our website www.zellweger.org.uk. Click on Donate, follow the instructions then tick the monthly donation box. Don't forget to fill in the **Gift Aid** form if you are a UK taxpayer
- Via Virgin Giving (on the link above).
- Via Charities Aid Foundation <https://www.cafonline.org/>
- Via your own bank. Please email finances@zellweger.org.uk for our bank details.

Inviting friends and family to set up their own standing orders can help to increase both our outreach and funds. Monthly donations as small as £2 upwards go a long way when friends and family join you in setting up a monthly standing order.

Payroll Giving

Payroll Giving, Workplace Giving or Give As You Earn offer a tax free way for UK taxpayers to give money to UK Registered Charities. Introduced in 1987, Payroll Giving is a simple, tax efficient scheme which allows employees to give money to the UK registered charity of their choice by having a deduction taken straight from their gross pay.

(There is no tax for the charity to claim back, as no tax was deducted)

Cheque Payment

Please make any cheques payable to **Zellweger UK** and send them to Zellweger UK, 75 Elder Close, Chard, Somerset TA20 1BQ, marked FAO. Natasha Anderson-Hunt. (Our chair)

(Please do not send cash through the post)

Crowdfunding

Facebook Fundraisers -

It's easy to set up a facebook fundraiser if you have a facebook account. This can be done for a sponsored event, or simply as a birthday or anniversary fundraiser.

Select Fundraisers from your facebook home page, click on Raise Money for a Non Profit and select Zellweger UK from the list of non profits. **It couldn't be easier.**

Virgin Money Giving - <https://uk.virginmoneygiving.com/giving/>

As Zellweger UK is registered with Virgin Money Giving, the fees are significantly lower than with other platforms; therefore it is our preferred crowdfunder outside of Facebook fundraisers. It's quick and simple to create a personalised fundraiser and any money raised goes directly to Zellweger UK. Like Facebook fundraisers, it's a hassle free option for creating funds.

What is Gift Aid?



Gift aid is extremely important as it can increase the value of donations you or your sponsors make to us, at no cost to you.

If you are a UK taxpayer, Gift Aid offers a simple way to increase the value of your gift to our charity by allowing the us to reclaim the tax on your gift. Currently charities are able to claim an additional 25p from every £1 donated by UK Taxpayers.

Your sponsors can Gift Aid their sponsorship donation if the amount of tax and/or Capital Gains Tax they have paid (not including VAT or council tax) in any tax year (6 April one year to 5 April the next) is at least equal to the amount that all the charities or Community Amateur Sports Clubs (CASCs) that they donate to will reclaim on their gifts for that tax year.

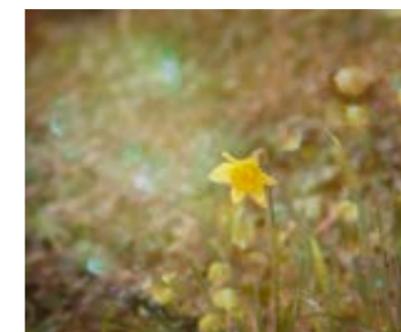
In Memory



Some of our most moving fundraisers are events or collections in memory of someone special.

Giving in memory

is a wonderful way for you, your family and friends to celebrate the life of someone special. Your gift in memory will be a lasting tribute. Collecting donations at a funeral or a remembrance service is also a simple way for family and friends to join you in making a gift in memory. Most funeral directors are happy to help you with collections and will make sure all donations are passed on to Zellweger UK. Virgin Money Giving websites provide a simple, sensitive way to remember a loved one. You can create a personalised collection page with tributes and photographs which friends and family can access directly





Public Collections can be very effective in the right location.

However there are a few important rules and regulations to follow if you choose to do this.

IMPORTANT

You must obtain a letter of permission from Zellweger UK before making any collection.

PUBLIC LAND

A collection must not be made on public land without a licence from the appropriate authority and permits must be applied for at least one month before the collection date. All collectors must have the written authority to collect with them on the day. **Please carry identification with you.**

Within one month of the collection, the official return to the licensee must be filed.

A collection on private land is allowed without a permit as long as permission is given by the landowner.

COLLECTORS MUST

- Be at least 16 years old.
- Only collect in the stipulated areas at the stipulated times on the licence.
- Have a form of identification on them while collecting.
- Have a sealed Zellweger UK collecting tin or bucket.

All cash donations must be placed in the collection buckets or tins. You can obtain one or more of our recycled plastic collections tins from Zellweger UK by emailing us on

fundraising@zellweger.org.uk

All boxes must be delivered unopened to a collecting point, agreed upon by the event organisers, **within four months of the collection**, and a record must be kept of the amount collected in each tin and the name of the collector. This should be double checked by a second person.

CONSIDERATE COLLECTING

Collectors should avoid causing obstruction, congestion or being a nuisance to the public and be courteous at all times. You can use reasonable persuasion, but must never pressurise anyone to give their support.

You should never approach individuals who might be deemed to be vulnerable.

Please do not shake collection tins or buckets.

STAY SAFE

Please ensure you have a safe secure place to keep collected money close to where the collection is taking place. Please ensure you are not alone when collecting or carrying cash and that others know where you are collecting and what time you'll be home.

Please check the Institute of Fundraising Code to ensure you are in line with current legislation.
Collection tins and buckets must be returned to Zellweger UK within four months of the event.



BUILD A FUNDRAISING COMMUNITY

by asking local traders to display a collection tin. **You can request tins** and paying in slips by emailing us on **fundraising@zellweger.org.uk**

Please number and list where each tin is, and collect them once they are full.

Count the tins, making a note of the coinage (e.g. 5p = £2.45) and using the provided paying in slips to pay the money into your nearest Lloyds Bank.

Please provide Zellweger UK with the total raised by each tin, and details of the business holding it to allow us to send a thank you letter.

Please return tins once not in use.

Sponsored Events



Gaining sponsorship Is a great way to raise funds while having fun!

Sponsor forms are available on our website. The front page can be adapted either by yourself or if you'd like to send photos to tash@zellweger.org.uk, we can adapt the front page for you. Please send in any sponsorship forms you have used, ensuring that any sponsors who are able to gift aid their donations have completed their names, address, post code and ticked the gift aid box.

Other platforms available:

Facebook Fundraisers are easy to set up and offers a simple way to gain sponsorship if you already have an established friends list on facebook.

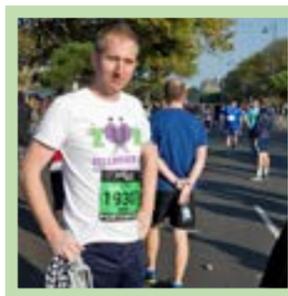
Virgin Money Giving - <https://uk.virginmoneygiving.com/giving/> is a great platform for collecting sponsorship.

Other crowdfunding platforms are available; however the fees can be high so it is helpful to us if you can use Virgin Money Giving.

There are endless sponsorship ideas. Let your imagination go wild, and have fun!

Don't forget that you must not give children under 16 overall responsibility for handling money or responsibility for counting collected money.

Sponsored Run



Charity Fun Run

Fun runs are a really popular way to raise money. Grab your running shoes and join a local organised run and choose Zellweger UK as your benefiting charity.

Or you could even organise a charity run in your local area!

If organising your own fun run, please make sure to promote the event well in advance so that athletes can gain sufficient sponsorship for the event. It is also important to choose a route which matches the ability of the runners, and to have marshals on route.

IMPORTANT

If you are taking part in any Great Run such as The Great South Run, the place you have been allocated is usually worth more than the registration fee you have paid. This means that you are receiving a financial benefit in participating in the event. As a result, HM Revenue & Customs rulings state that donations received from people who are connected to you are not eligible for Gift Aid.

People considered to be "connected to you" are

- Your husband, wife, civil partner or direct relative - for example son, daughter, parent, grandparent or grandchild
- Any direct relative of your wife, husband or civil partner
- A company under your control, or under the control of any of the above

Easy... or not so easy... Options

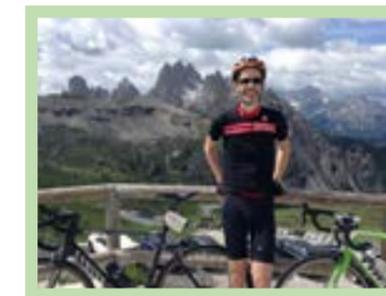
Charity Head Shave or Hair Dye - Shave your head and/or dye it in outrageous colours!

Give Up Smoking - Improve your health and get sponsors by giving up smoking.

Sponsored Silence - Can you stay completely silent for 24 hours?

Sponsored Wax - Grit your teeth (or convince someone else to) for an entertaining event!

Sponsored Bike Ride



On Your Bike!

You could stay close to home by cycling your local cycle path, take one of the popular UK routes such as the London to Brighton route or if you'd prefer to go further afield you could take the Land's End to John O'Groats route.

For those with a passion for cycling you could even combine the biking trip of a lifetime with a fundraiser as one brave cyclist above did. The mountains of Italy providing both a real challenge and the most enviable backdrop for an awe inspired sponsored cycle.

Sponsored Sky Dive

The Sky Really is the Limit!

What could be better than launching yourself out of a plane at 7,000 or even 15,000 feet where it's said that you can see the natural curvature of the earth. (We'll leave it up to you to find out whether or not that is an urban myth!)

Your experience of a lifetime could be a Zellweger UK lifeline.



A Leap of Faith

A sky dive can make an exciting and really successful fundraiser, however you will need to plan well in advance so that you can cover or raise enough money to cover the cost of the jump and the cause.

It's also important to take the details of anyone pledging money, so that you can follow these up.

Organised Events



Organising a fundraising event is a great way to get you local community involved and spread awareness of Zellweger Spectrum Disorders.

There are so many different ways to put your organisational skills into practice to bring your locally community together and raise awareness and funds.

IMPORTANT

COVID-19 - It is extremely important during the pandemic that if you are planning an event you keep up to date on the current government rules and regulations pertaining to public or private events. It is especially important to comply with the current health and safety advice.

You must not give children under 16 overall responsibility for handling money or responsibility for counting collected money.

Please carry out a risk assessment and ensure the health and safety of everyone is considered when organising an event. If doing a sponsored walk or run please ensure there are marshals along the route and all walkers/runners are accounted for at the end of the event.

If you hold an event such as a car boot sale or quiz evening where there are groups of people, the money raised is not a personal donation from you and it cannot therefore be Gift Aided.

Any advertising, posters, etc. must display our charity number 1166389.

Raffles

Raffles

are popular additions to most events, although they can be held as a stand-alone fundraiser.

Please take the money and draw the raffle on the same day. We do not have a gambling licence and therefore it is illegal to take money in advance.

You can ask local supermarkets and companies if they would be willing to donate a raffle/auction prize. Anything that would make a good prize such as new and unopened food, toiletries, electrical goods or even experience days.

Please keep details of the raffle prizes and who donated them, for thank you letters.

Indoor Events

Indoor venues.

You don't have to rely on good weather if you are holding an indoor event. These can range from large events on hired premises, or it could even be smaller scale from your own home.

During the Covid-19 pandemic, with a little thought, some events could be held virtually via an online video conference call using Skype, Zoom or similar video communication tools.

Coffee Morning

Why not put on the kettle and bake a cake. Simply ask your friends, family and work colleagues for a donation in return for coffee and slice of homemade cake.

If you wanted to go larger scale you can hire a room, ask local people to donate cakes, tea and coffee and invite the public in to pay for a cuppa and a slice of cake.

You can incorporate a raffle or guess the sweets in the jar, (winner gets the jar of sweets) for some extra fun.



Charity Dinner Party

If you are feeling adventurous and are confident in your own culinary skills, then why not throw your own dinner party? You can ask your guest for donations when they arrive. You could also see if local business will donate prizes so you can have a raffle during the evening too.

Food and Wine Tasting

For a more adult themed food event then run a food and wine tasting night to raise money for your cause. Buy in bulk from your local supermarket or better still, approach your local off-license and see if they will donate wine in return for free advertisement at the event. You can either charge guests a flat fee to attend or you can ask for voluntary amounts at the end of the evening.

Charity Film Night

This is a quick and easy fundraiser which does not require too much organisation.

Simply grab the popcorn and fizzy drinks, and invite your friends and family over to watch the latest blockbuster in return for a donation.

Talent Show

Why not encourage budding thespians, musicians and all-round entertainers to strut their stuff in aid of charity. Each participant pays a small fee to enter the competition with the winner receiving a donated gift. This can be hosted at school, the workplace or even at a social club. If you want to raise even more cash for charity then you could charge an entry fee for spectators.

Remember to keep in mind any current social distancing rules when organising any indoor events or events with a large number of people attending.

Karaoke Night

Host your very own Eurovision song contest. Each participant picks a country out the hat and has to dress in the style and character of that country. Elected judges will then award prizes to the best dressed and the best voice! You can raise funds by charging an admissions fee. If you are hosting it in a local pub, you could propose a cut on the drinks takings for the evening if you have a large enough party.

Quiz Night

If jumping out a plane isn't your thing and prefer to limit social recreation to an evening down the pub for the weekly quiz- then consider organising your own one for charity! Charge people an entry fee or even a levy on every wrong answer. Contact local business to see whether they can donate a prize for the winning team. Quiz nights are a great way to raise cash whilst having fun.



60s/70s/80s Night

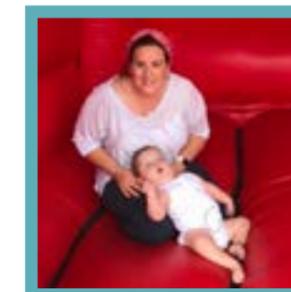
Who doesn't love to step back in time! You could host anything from a 1920s inspired evening to a 90s revival evening. The decade or decades are totally up to you.

You could organise an inspired disco and give prizes for the best dressed. Enquire with venue owners and DJ's to see if they will give you a discounted rate as you are hosting the event for a charitable cause.

Charge party goers an admission fee; you could also sell food and drink at the event, and hold a raffle to raise even more money and make the evening even more fun.

Charity Barbecue

As we move into the warmer months, you could set up a charity BBQ and ask people who attend to donate. Just make sure you cover overheads so that you aren't out of pocket!



Easter Egg/Treasure Hunt

Every child loves a treasure or an egg hunt! Select a venue with plenty of space and lots of hiding places! Then charge each participant a set fee for entering the hunt. You could even write out riddles or a treasure map to make the search more exciting.

Summer Fête

Why not organise a charity fête in your local area? This fundraising idea will take some planning and lots of organisation, but the end result will be a great day for the whole community as well as funds for the charity. There are lots of way you can raise money at a fête, from running different attractions to selling food and drink, cake stalls, raffles/tombolas etc.



Spring/Summer Events

Sports Day

Organise a summer sports day for the local community, you can lay on a host of different events from egg in spoon races to welly throwing. This is a great way to fundraise especially if you can do a range of different events that cater for all ages. You can charge people an entrance fee to take part in the different events with the winners getting a medal or prize. You could even set up a refreshments stall to bring in more money for your chosen charity.

Football Tournament

Organise a charity football match or tournament. Charge local teams an entry fee to take part. You could also charge participants a fee for watching. Present the winning team with a shield - turning this fun and exciting fundraiser into an annual event.

Golf Match

Golf matches make great fundraisers if you can find a local club that is willing to provide a discount or host the event free in return for free advertisement on all the promotional material associated with the event. You can charge each player a fee to enter the tournament with the winner receiving a prize or trophy. If it is a success you can easily turn the charity golf match into an annual event. You could sell dinner tickets for the club to raise even more money.

The weather can be unpredictable even in the summer.

It can be a good idea to have a covered area available in the event of unexpected rain.

IMPORTANT

Don't forget:

To carry out a risk assessment before the event.

No person under 16 should be responsible for handling or counting collected money.

Funds, collection tins and/or banners should be returned to Zellweger UK within four months.

Workplace Events

Workplace fundraisers are a great way to raise money for charity.

The venue already sorted and the event can be anything from a carefully planned event, down to something as simple as asking people to come to work in costume and give a donation. Raise funds and inject some extra fun into your normal working day.

Office Lottery

This could be run as a weekly event. You need at least 20 people to enter, with each person paying £1 for a lottery number. Numbers are picked out of a hat and the winning number gets half the money and the charity gets the other half. Done weekly, the funds will soon add up.

Please ensure the money and lottery tickets are taken and drawn on the same day.

Sweepstake

Run a sweepstake in the office on how many times your colleague leaves their desk during the day or how many times your boss gets a cup of coffee. Charge for entry with the nearest guess winning a prize. A simple, yet effective way to raise money.

Lunch Money

Another simple, yet effective way to raise funds for your chosen cause; ask your work colleagues or school friends to bring in a packed lunch for the day and donate their usual lunch money.

Swear Box

Stick a swear box in the office, to raise money. Every time someone swears, they have to put a £1 in the box, it will soon add up, especially on stressful days!

Office Mini Olympics Challenge

Get everyone at your work involved in this fun filled fundraiser, think up some fun competitions such as chair-racing or who can punch the most holes in a sheet of A4 paper in a minute. You can charge participants an entry fee with the winners receiving prizes.

Dress Down Day

Ideal for places with strict dress codes such as offices and schools. People donate to charity in return for wearing casual clothing.

Come to Work in Costume

Get everyone to don either a costume or perhaps even a bad dress, embarrassing jumper or anything that can cause a giggle at work, and ask everyone to make a donation.

**Remember to gain any relevant permissions from your workplace beforehand.
Any lottery or raffle type draws; the money must be taken on the same day as the draw.**

Sales for Zellwegers



Purchasing Zellweger UK Merchandise

Is one of the simplest ways to support Zellweger UK while getting something back in return. From pens, sports bottles, to t-shirts, mugs and facemasks. You can check our FaceBook page <https://www.facebook.com/zellwegeruk> to see photos of our merch, or you can email us on admin@zellweger.org.uk for a current list of what we have to offer.

Ebay

Have a de-clutter, clear out your lofts, garages and sheds. Cash in the attic? We are registered with Ebay so when you list your item, you can select us from the charity donation box during your listing which will give Zellweger UK a percentage from your sales.

Garage Sale

One person's trash is another person's treasure. Why not organise a garage sale? You can spring clean your home and offload unwanted presents/items whilst making money.

Book Sales

Dig out your old books and have a book sale at work, home or school. You could even ask friends and family to donate books to the cause.

Charity Auction

A lucrative fundraiser; the key to a successful charity auction is having a great selection of products. Speak to local businesses to see if they are willing to donate in return for free advertising at the event. You could even auction services such as weeding the garden, slave for a day, house cleaning, carpet cleaning etc. Or you could ask a local artist or photographer for a piece of art or photography to auction off.

Cake Sale

Bake some cakes and set up a cake and bake sale at your home/work place or school. You could also serve hot and cold drinks to increase revenue. Remember to cook a wide selection of different cakes to cater for all tastes. Always follow health and safety regulations when preparing food and be clear of the contents of your cakes in case someone has an allergy.



Sweet Sale

Use the power of the sweet tooth to raise funds. Set up a sweet shop at your school or workplace. This fundraiser has minimal overheads and requires little planning. It is also worth speaking to local shops to see if they will donate some sweets for the cause.

Odd Jobs

Odd Jobs

A great way to fundraise, especially if you enjoy DIY. You could do anything from mowing lawns to building flat-pack furniture. Let your imagination run wild.

Charity Car Wash

A fundraising car wash for your chosen charity is simple to organise, fun to do, and is a great way to raise funds.

Pack Shopping Bags

Offer to pack peoples shopping bags at the local supermarket in return for a donation. This is a great fundraiser and is ideal during the Christmas period. Ensure you gain permission from the store owner before promoting the event.

Gift Wrapping Service

Another great Christmas themed fundraiser; this time you can offer to wrap up presents in return for a fee. Make sure your fees cover the cost of materials to ensure a profitable and successful fundraiser.

Don't forget to make sure you are within guidelines and are selling legal/ethical products only. No person under 16 should be responsible for handling or counting money.

Other Fundraising Ideas

Pub/Café/Restaurant Appeals

Ask your local caterers if they would donate a percentage of their morning/lunchtime/evening takings for one night, and invite friends and family there for that occasion.

If any business wishes to donate a proportion of their takings regularly or more than once, please contact us on admin@zellweger.org.uk so that we can send you a contract to agree and sign, as this is a legal requirement.

Human Hungry Hippo

For something a bit different you could charge people to enter and get children or adults to collect balls/balloons in baskets or bags, and see who can collect the most. If using bags, ensure there is no suffocation risk. Give a prize to the winner.

Car Rally

If you like road trips then this is the fundraiser for you. Get people to sponsor you to drive from A to B - the more extravagant the better! Popular routes include driving through Europe or round the East Coast of America.

A Talk

For those more confident people, ask local clubs if you could go along and tell them about Zellweger UK's work. Ask Zellweger UK for some leaflets and fact sheets to take with you and display. You could ask for donations at the end of your talk.

Some Final Important Things to Remember



LET'S KEEP OUR FUNDRAISING ETHICAL...

Please don't hold a fundraiser that could reasonably be considered hurtful or distressing to anyone.

WE DISCOURAGE THE USE OF ANIMALS FOR FUNDRAISING PURPOSES...

However, if you do hold a fundraiser that involves living creatures, please ensure that they are well treated at all times and not harmed or exploited in any way.

ANY ADVERTISING...

posters, flyers, banners etc. must display our charity number 1166389.

ALL FUNDS RAISED...

Should be with Zellweger UK within four months of the event.