



How To Hold A Charity Fun Day

Planning the day

- Choose a date that doesn't clash with other local fun days or community events, or with sporting events like football matches or Wimbledon finals.
- Book your venue well in advance. A local pub garden, school field or community hall are all good places to hold a fun day. If you need to pay for a venue try to get a charity discount.
- Allow yourself plenty of time to organise the day and put together a time plan, both for the run up to the event and for the day itself.
- Don't rely on the British summertime: have a plan B of activities ready in case it rains!
- Get together a team of trusted volunteers: if any of your friends have a talent (e.g. baking, sports, selling, sewing or graphic design), put their skills to use. Delegate key tasks; for example, sourcing tombola prizes, publicity or organising a stall or race.
- Get the local community involved: are there any bands or dance groups you could approach or local groups who may want to run a stall?
- Get creative: everyone loves a traditional fun day or fête, but give it a twist by choosing a theme for the day with fancy dress, tombola prizes and food all tying in.
- Get the word out in your local area well in advance: place posters in local supermarkets and at the doctors and post fliers through doors. Get your event in the local press using our press release template and advice.

Put the fun in fund-raising

It's a good idea to get a balance of entertainment and fund-raising to make the day really fun. The more things there are to do the longer people will stay!

Check out our fun day ideas below:

- A tombola is a great money spinner, so make sure that this is easy to spot with all your prizes on display. Mix a few top prizes in with smaller prizes, ensuring you have a variety for different ages, male and female.
- Cake sale or baking competition
- Book stall or table top sale

- Lucky dip
- Guess the....sweets in a jar, teddy bear's name etc.
- Crazy races – from space hoppers to the traditional egg and spoon
- Youth dance clubs
- Local singers and bands
- Tug of war
- Themed fancy-dress competition for kids
- Ladies' pamper area – massages, nails, hair and make-up
- Garden games – giant Jenga, obstacle course, croquet etc.
- Children's treasure hunt
- Magician
- Arts and crafts activity stalls
- Bouncy castle
- BBQ, ice cream, popcorn or candy floss

Boost your fund-raising

Try to get a charity rate on anything you have to pay for, and as many freebies as possible. When you approach local businesses for tombola prizes, products to sell or discounted entertainment make sure that you go armed with reasons why the charity needs support.

If you spend a bit of money, we suggest that you stick to a three to one ratio where you raise three times the amount you spend, but ideally keep your costs as low as possible.

Double your money! If anyone on your team works for a company that offers matched giving, make sure they organise the activity that will raise the most money; for example, the tombola. Matched giving can only be claimed from a company if an employee is responsible for the fund-raising (e.g. they have run a stall themselves or undertaken a sponsored event).

The legal stuff

Handling money: Keep any money made in a lockable container out of sight. Always have two people present when handling money.

Keep a record of any expenses. These should be costs for the day itself such as printing or venue hire. Claiming costs for volunteer time or effort are not legitimate expenses.

Raffles and tombolas: It's easiest to stick to selling raffle tickets on the day itself to avoid needing a license. If you want to sell tickets in advance, you will need to obtain this from your local council. For more information on holding a raffle, please consult our fund-raising guidelines.

Food and drink: Take a look at the Food Standards Agency website in advance to ensure that you follow their guidance if you plan to sell food. It is good practise to accurately label any food with any ingredients that could cause an allergic reaction.

Licences: Contact your local council well in advance to check whether you need any licenses. You will need a license if you are:

- Providing live entertainment
- Selling alcohol
- Holding a collection on public property
- Holding a raffle and selling tickets in advance

Insurance: Check whether your venue already has this. Unfortunately, The Island does not provide this for fundraisers' events.

Health and safety: It is good practice to put together a risk assessment to identify anything which could potentially cause any harm on the day, and to think about solutions; for example, having someone there on the day that has first aid training.

Ask your local council for advice or check out the Health and Safety Executive's website.

On the day:

- Get there early and stick to your time plan throughout the day.
- Have a list of key contacts and numbers with you so that you know who to contact if the bouncy castle or food hasn't turned up.
- Look after your volunteers throughout the day. Make sure that they feel appreciated and that they have regular breaks and enough water if they are on a stall or activity all day.
- Enjoy it!

After the day:

- Send a quick e-mail or text to anyone who helped you straight after the event. Also send a thank-you card or letter to anyone who volunteered, donated prizes or gave you a charity discount, telling them how much you raised and how that will help the charity.
- Get your event in any local papers or newsletters. Send a press release with a photo and final total.
- Pay in your money – download a donations return form or pay your money online. However much you raise, your support will make a difference to vulnerable children and young people in York.