



Prostate Scotland

General Information Pack on Fundraising in Aid of Prostate Scotland



About Prostate Disease and Prostate Scotland

Prostate Scotland was set up in 2006 as a Scottish charity to develop awareness of prostate disease, to support men and their families/ partners with the disease through providing advice and information and to advance treatment and research into prostate disease.

We are a young charity but we have quite a task ahead of us as:

- Prostate disease is likely to affect nearly one men in two at some stage in their lives;
- less than 30% of men in Scotland are aware of the function of their prostate
- One in TEN men is likely to get prostate cancer;
- Prostate cancer is the most common cancer in men in Scotland
- Over the past 20 years the number of men of men surviving prostate cancer has doubled and we want to see that further improve
- The incidence of prostate cancer is predicted to increase by 35% over the next 10 years

We are delighted to have your support in helping us reach out across Scotland to create greater awareness amongst men and their families/ partners about prostate disease and to advance treatment.

Our Board of trustees is made up people with personal knowledge and experience of prostate disease, as well as some of the leading medical experts on prostate disease and on cancer in Scotland.

Since our establishment we have concentrated on developing awareness of the disease across Scotland. We have an award-winning interactive website, with information about the range of prostatic diseases and about how and where to get treatment. You can find it at www.prostatescotland.org.uk. We have recently developed an advice and information project across Scotland.

The vast majority of our funding comes from voluntary sources, either in the form of donations from individuals, from fundraising events or from trust and foundations or community groups. We were pleased recently to receive project funding from the Scottish Government towards our advice and information project. We aim to spend as much of our income as possible directly on our core work of combating the affects of prostate disease and

prostate cancer - last year only 9% of our income went on administration and support cost.

Tips and ideas for Fundraising

Here are some tips to help you with you fundraising. Whilst it may sound daunting, fundraising can be fun but requires a little time!

- **Set yourself a target** – this can help as it can be fun to see how you move towards that target- think of it like a running a long distance race– every step is getting you that bit closer to where you want to get to e.g. number of participants at a dance event.
- **People like to give** - one of the important things to remember about fundraising is that it is actually more straightforward than you think - many people are usually very pleased to be asked - and whilst not everybody can afford to make large donations, supporting you for a few pence/pounds per day soon adds up - and by sponsoring you they feel part of what you are doing. It can make people proud to think they have contributed!
- **Tell them why you are doing it** – it can be worth remembering also to tell them why you are doing it – people often like to know about the good cause they are giving to, and often they will mention it to someone else, who might just sponsor you as well. Also it can be worth remembering just a few key facts as to why the cause is worth supporting - we have included a sheet with a few facts about prostate disease and Prostate Scotland to help you.
- **Leaflets** -we have enclosed a few leaflets in case you wish to hand them to any of your supporters or make them available in your school, college, workplace or community centre, or place of worship. Don't forget if you are placing them somewhere to attach a form or a note to say that you are seeking sponsorship so that they know how and who to support.
- **Use notice boards or meetings** - sometimes it can be a bit daunting to ask everyone individually – find out if it can be mentioned at a team meeting, or departmental gathering or if a college or School at Assembly – or ask the office staff if there is a notice board on which you can post a notice and sponsorship form, or even better have it mentioned in a newsletter if there is one -people often like to know what their friends and colleagues are doing. Maybe there could be permission given for a Tannoy announcement.

- **Mention it to colleagues, friends and parents-** Perhaps photographs could be taken for the College /School notice board, or put in your organisation's the magazine. Also does your company/organisation/ college/school have a website/intranet – if so could you get your fundraising efforts mentioned on this?
- **Make it easy to give** - another key tip is to ensure that you make it easy for people to sponsor you - it may not always be the quite the right moment for them to fill in your sponsor sheet - but they might do so online later on- so it is worth setting up an on-line process whereby people can sponsor you. It also has the added advantage that it makes it easier for friends or family who are far away to also support you. The best such systems enable people to donate directly online saving you the hassle of having to collect in all that cash.
- **Justgiving** - A very simple and free way of doing this is through an organisation called *Justgiving* - which is straightforward, and saves you a lot of time and with whom we at Prostate Scotland have worked for a while now. Justgiving enables you very quickly to set up you own site and with your own details, enabling you to see who has sponsored you, and even for you to have a special automatic thank you facility to any donors who sponsor you, and a means for them to leave you a message. This site enables people to donate there and then and also add any Gift Aid (see below) directly. Justgiving can be found at www.justgiving.com and Prostate Scotland's site on it is at <http://www.justgiving.com/prostatescotland>.
- All it takes is a five step process to set up your very own page and receive your own web address. At the second stage you will be asked for your chosen charity (Prostate Scotland) and all you have to do is select it from the list and click on it - then it will set up payment facility to your Justgiving account directly. This will then inform us that any monies raised have come from you, without you having to make time consuming transfers.
- We also have a site at Virgin Money Giving which is similar to Justgiving and also enables you to set up a fundraising page quickly and easily, allowing friends and family to sponsor you. It can be found at <http://uk.virginmoneygiving.com/charity-web/charity/finalCharityHomepage.action?charityId=1000855>
- **Use social media** – you can tell your fundraising story on your social media accounts, and copy and paste a link to your online page. You can include a link to the Prostate Scotland website if you wish. Please get in touch with us if you would like us to post news of your fundraising or awareness raising activity on the Prostate Scotland

website or Facebook page (search for Prostate Scotland Fundraisers & Supporters), or on the Twitter page @prostatescot. Social media is a helpful tool in raising awareness of our cause and you can help us do this by not only liking our posts but also following and liking our pages too.

- **Gift Aid** – did you know that the taxman can add an extra 25% onto a donation, if the person is a UK resident and taxpayer and will be paying at least as much tax as they are likely to reclaim from their donation . All they need to do is to confirm that they are a taxpayer and agree that they wish their donation to be eligible for Gift Aid and contribute their name and home address and tick to acknowledge that they agree to Gift Aid applying to their donation. In return the amount they have sponsored you for goes up by a just over quarter. To help you we have included a sample declaration on the sponsorship form we are providing in this pack, which simply involves a person confirming that they would like Gift Aid to be claimed. It would be helpful for our records in reclaiming the tax if you would return the completed forms to us.
- **Fundraising materials**- we have leaflets and posters and other promotional materials that we are happy to provide for awareness purposes. If you are producing your own materials please note that all your fundraising materials should make it clear that you are fundraising in our aid but that you do not represent the charity.
- **Events** - Sometimes direct sponsorship may not always the best way or the most fun away to get people to support your efforts – you could try a sponsored evening or quiz with the proceeds going towards supporting your cause. Think up your own theme that fits your circumstances best, as if it has your imprint on it - it will feel more personal and more fun.

However it is important that that whatever event you organise that you **consider safety** issues – don't choose something that could lead to someone getting hurt, or if you are under 18 make sure that there is an adult aware of your activity and you have your parents'/guardian's consent.

- Consider if you may need to carry out a risk assessment, and if people participating might need to sign disclaimer forms accepting that they undertake the activity at their own risk, and/or if they might need insurance. We have disclaimer forms available. If the event is taking place in a school remember to check that you have the school's/college's permission. *Prostate Scotland regrets that it cannot be held responsible for fundraising activities that are organised in its aid and which the charity is not directly organising.*

- Ensure participants are fully briefed about the event, including (where relevant) any risks, fitness requirements, special equipment or clothing required and standards of behaviours expected.
 - Ensure that your event is properly and adequately supervised. Where children are included this includes:
 - Providing adult supervision
 - Checking that the child's parents/guardians have given their permission for their child to take part
 - Carrying out appropriate background checks if adults are to have unsupervised access to children
 - Check whether you need any special licence: e.g. a public entertainment licence or licence to sell alcohol
- **Public Collections** - Please note that if you are thinking of carrying out a public collection that under Charity Law there are special rules about this (to protect individuals and charities) and public collections such as going house to house or in a public place require the permission of the local authority and a special licence and you must obtain these before undertaking a collection. If you are collecting on private property it is always best to seek the permission of the person or organisation whose property it is.
 - **Lotteries and raffles**- A raffle is known in legal terms as a lottery and all lotteries are governed by the Lotteries and Amusements Act 1976, but a raffle held as part of an 'exempt event', such as a pub quiz or community fete, usually does not require a licence. The Gambling Commission states that incidental and non commercial events 'at such events where any money raised is not for private gain, you can run an incidental non-commercial lottery without a licence. All tickets must be sold at the location and the draw must take place during the event, which may last more than a single day. The promoters of the lottery may not deduct more than £100 from the proceeds in respect of the expenses incurred in organising the lottery, such as the cost of printing tickets, hire of equipment and so on. No more than £500 can be spent on prizes (but other prizes may be donated to the lottery) and the lottery cannot involve a rollover of prizes from one lottery to another'.

It should be noted that there are strict and complex laws relating to lotteries and raffles and we would ask that you consult us before organising a lottery or raffle in aid of Prostate Scotland which is not part of an 'exempt event', as it may require you getting permission from the local authority or Gambling Commission. These should also not be considered by anyone under 18. Some further information is provided below as an annex. There is also some very helpful information about organising a raffle at the website from the Institute of fundraising <http://www.how2fundraise.org/>. There is also helpful

information from the Gambling Commission about licensing and lotteries.

http://www.gamblingcommission.gov.uk/gambling_sectors/lotteries/getting_a_licence-what_you_need_to_do_i_need_a_licence/circumstances_in_which_you_do.aspx#Small

- **For your safety** please try to keep any funds raised in a safe place and please do not put yourself at risk by carrying them around. Many offices have safes/lockable cabinets where funds can be kept safely overnight. If you are fundraising in a school/college you may want to ask the college or school office to look after them, or a teacher to look after the funds for you after you have collected them.

- **Lastly** do remember once you have completed your fundraising to tell your supporters/sponsors of your achievement – they will be pleased to know and gently ask them, if they haven't already, to give you their sponsorship donations. Tell them how much you have raised and send it and any sponsorship forms to Prostate Scotland (though please do not send cash through the post as it might get lost- please ask someone such as your finance office, or a teacher if they might instead send a cheque or postal order for the same amount to Prostate Scotland for you). Our address is 14 Torphichen Place Edinburgh EH3 8DU. Alternatively if you prefer to send the money electronically via a bank transfer our details are:-
 - Name of Account Prostate Scotland
 - Number of Account 08044600
 - Sort Code 83-91-35
 - Bank Adam and Company, 25 St Andrew Square, Edinburgh, EH2 1AF

Thank you - good luck

Information regarding lotteries and raffles

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The following is taken from the Gambling Commission's website to people running fundraising lotteries and raffles. They also produce a helpful leaflet about running a lottery and raffles, tombola's sweepstakes etc.

Small society lottery

The society in question must be set up for non-commercial purposes eg sports, cultural or charitable. Proceeds must not exceed £20,000 for a single draw and aggregate proceeds from lotteries must not exceed £250,000 in any one year. If you belong to a society or club that wants to run regular lottery draws or raffles, you can register with your local licensing authority to run a small society lottery. A fee will apply.

Incidental non-commercial lottery

These are held at non-commercial events, such as school fetes etc. At such events where any money raised is not for private gain, you can run an incidental non-commercial lottery without a licence. All tickets must be sold at the location and the draw must take place during the event, which may last more than a single day. The promoters of the lottery may not deduct more than £100 from the proceeds in respect of the expenses incurred in organising the lottery, such as the cost of printing tickets, hire of equipment and so on. No more than £500 can be spent on prizes (but other prizes may be donated to the lottery) and the lottery cannot involve a rollover of prizes from one lottery to another.

Private society lottery

Any group or society, except those set up for gambling, and where the proceeds of the lottery go to the purposes of the society. If you run or are a member of a private

society, as long as that society has not been formed for gambling, you can run a lottery or raffle for the benefit of that society without an operating licence from the Gambling Commission. Tickets can only be sold to members of the private society or guests on the society's premises.

They publish further information such as [Organising small lotteries - November 2009](#) contains in-depth guidance on the rules for private society lotteries.

Work, residents' and customer lotteries

Work lottery

These can only be run and played by colleagues at a particular place of work, but this type of lottery cannot make a profit so is unsuitable for fundraising. You can run a lottery for your employees at a single set of work premises without an operating licence from the Gambling Commission, unless your workplace is subject to a gambling premises licence. All of the proceeds from ticket sales must be spent on prizes and expenses.

[Organising small lotteries - November 2009](#) contains in-depth guidance on the rules for work lotteries.

Residents' lottery

These can only be run and played by people living at a particular address, but this type of lottery cannot make a profit so is unsuitable for fundraising. You can run a lottery for the residents living in a single set of premises without a Gambling Commission licence. All of the proceeds must be spent on prizes or expenses.

