

The

Big

Bluebell

Walk



Canine
Partners

Amazing dogs. Transforming lives.

Information pack



caninepartners.org.uk/bigbluebellwalks



What's in your pack?

Thank you for requesting information about organising a bluebell walk for the benefit of Canine Partners. We are delighted you have taken an interest in helping to support us. As you are probably aware, we do not receive any government funding so your participation and fundraising is vital to our continued support for people with disabilities.



Bluebell walk organiser registration form - please complete this and return it to us, giving us the details of the walk you are organising



Our top tips for organising a successful walk - giving you ideas about how to organise a successful fundraising walk



Big Bluebell Walk poster - we have included an example of a poster we can produce for your walk if you would like to advertise in your local area



Assessing the risks - it is important to do a risk assessment and our form makes it easy for you to complete this



Walker registration form - we have included an example of this form. It is important to gather the details of everyone who attends your walk as well as how they have supported Canine Partners



Paying in form - once the walk is over, please send in your money raised using this form to ensure we have all the necessary information



Sponsorship form - we encourage you to charge people to join your walk and suggest that people collect sponsorship. If you just want to ask for donations that's great, but don't forget about Gift Aid. More information about Gift Aid on P7.



Publicising your walk - if you would like your walk to be advertised to the public we're more than happy to help you out, we just need all the information



We hope this pack gives you enough information to get started. We are here to help you so please call Jenny on 01730 716101 or email jennyd@caninepartners.org.uk if you have any queries or need any help or advice.

Walk Organiser Registration Form

Organiser details

Name

Address

Postcode

Tel home

Tel mobile

Email

Walk details

Walk location

Date of walk

Meeting point

Start time for walk

Ease of walk (flat, steep, steps etc.)

Distance

Parking facilities

Disabled or pushchair friendly

Cost

Form continues on next page ...

Description of walk and interesting features

Are refreshments being provided?

--

Is the walk suitable for wheelchairs?

--

Is the walk suitable for pushchairs?

--

Any other interesting points about your walk?

--

Resources required

Please complete the below if you require any support materials from Canine Partners. Please state your preference.

Canine Partners Information leaflets	
Collecting tins	
Posters	
Registration forms for walkers	

Please return this form to:












Jenny Dwyer-Ward, Canine Partners Southern Centre, Mill Lane, Heyshott, Near Midhurst, West Sussex, GU29 0ED.

Canine Partners, registered charity in England and Wales (803680) and Scotland (SC039050).
A company limited by guarantee, registered in England and Wales company number 2516146.
Registered office: Mill Lane, Heyshott, Midhurst, West Sussex, GU29 0ED.



Our top tips for organising a successful walk

Here are some things to think about:

-  If you are using private land for your walk, always seek permission of the land owner and provide them with the date and anticipated number of walkers
-  Make sure you adhere to the countryside code. Visit naturalengland.org.uk to find out more.
-  Always pick up any litter and dog waste at the end of your walk
-  Make sure there is water for dogs, especially if it is a warm day and never leave any dogs unattended in any vehicles
-  Work out the route for your walk in advance. If you need some ideas, take a look at visitwoods.org.uk where you can type in your postcode and it will show you all your local woodland walks. It even has a search engine specifically for bluebell woods!
-  Consider if the walk is wheelchair and pushchair friendly. It is important to let people know before they arrive.
-  Ensure there is an easy place to meet with enough parking before heading off on the walk
-  Consider if you will need any directional signs or hazard signs. We can send you some if you need them.
-  Putting up posters in your local area or near to where your walk will take place will help to advertise your walk. You can use our poster template within this pack.
-  If your walk uses public roads, make sure you put caution signs up or alert your walkers. If you are expecting a large number of walkers, do consider informing the local police or Highways Agency.
-  Consider all risks involved - our 'Assessing the risks' form should help you do this. The risks may vary depending on where your walk is, how long it is and how many people you have coming. Spend time considering the safety of your walk. It is essential you complete a risk assessment.






More tips on the next page




Our top tips continued...

What to charge:

-  The price you charge for walkers to take part will depend on what is included. You can charge a set price for everyone or ask for a donation afterwards. We suggest £4 for adults, £2 for children and £10 for a family of four.
-  Sponsorship is a great way of raising extra money for the Charity. Some organisers encourage all their walkers to collect sponsorship.
-  To maximise your fundraising you could provide refreshments or a quiz for children. We can provide you with a quiz if you decide you would like to do this.



Money:

-  We have enclosed a paying-in form. Please remember to pay in the money you raise from your walk within two weeks of your event. No cash should be sent in the post. Please pay the money in by cheque, made payable to Canine Partners, to the address below:



Canine Partners
Mill Lane
Heyshott
Midhurst
West Sussex
GU29 0ED



If you have any questions, please get in touch. You can call us on 01730 716101 or email jennyd@caninepartners.org.uk.

Enjoy your walk, have fun and don't forget to send us your photos!

The Big Bluebell Walk



Where

SAMPLE location

When

SAMPLE date

Contact

SAMPLE telephone number

**Register online at:
caninepartners.org.uk/bigbluebellwalks**



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Assessing the risks

Date

Venue

Organiser

Description of walk

What could go wrong? What hazards have you spotted on your walk?

What can you do to reduce or remove these issues?

Keep this form for your information and take with you on the day of the walk.



Amazing dogs. Transforming lives.

The Big SAMPLE NAME Bluebell Walk 2018 Registration Form

Name of walk:

Date of walk:

Full name:

Address:

.....

Home tel:

Mobile:

Email:
(Please print clearly as directions and details will be sent via email where possible)

Your contact details will be kept on our secure database; we will not share your details with any third party organisations. If you would like to receive news or information from Canine Partners, please tick here:

giftaid it **Gift Aid is a simple way to make your donation go even further. If your donation is eligible, Canine Partners can claim an extra 25% from HMRC. That means for every £1 you give, it is worth £1.25 to Canine Partners at no extra cost to you. These extra funds mean we can train more of our amazing dogs and transform more lives.**

Please tick to confirm: I am a UK taxpayer and I want Canine Partners to treat all donations I have made today, in the past four years and in the future as Gift Aid donations until I notify you otherwise. I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year, it is my responsibility to pay any difference.

Entry fee:

Adult	@ £.....	£
Child	@ £.....	£
Family	@ £.....	£
Donation		£
Total enclosed		£

I wish to pay by credit/debit card, please tick

Visa Mastercard
 Card No
 Expiry date Security code

Signed

Date

How did you find out about this event? (please tick your answer)

<input type="checkbox"/> Canine Partners website	<input type="checkbox"/> email
<input type="checkbox"/> newspaper advert	<input type="checkbox"/> social media
<input type="checkbox"/> volunteer or staff	<input type="checkbox"/> outdoor banner
<input type="checkbox"/> road sign	<input type="checkbox"/> at a Canine Partners event or talk
<input type="checkbox"/> poster	<input type="checkbox"/> other

Thank you for your interest in this Canine Partners event. Your support will help us to train more assistance dogs to transform the lives of people with disabilities all across the UK.

Please return this completed form to:

Community Fundraising, Canine Partners, Mill Lane, Heyshott, Midhurst, West Sussex, GU29 0ED

Contact us: E: jennyd@caninepartners.org.uk

W: caninepartners.org.uk

T: 01730 716101

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Paying in form

Thank you for contributing to our community fundraising efforts! We really appreciate your hard work.

Please complete this form and return it to us with all the completed registration forms/sponsorship forms and all details you have following your walk.

Contact person

Event Date

Organiser

Address

Postcode Telephone

Email

Signed Date

Amount raised through registrations/entry fees £

Amount raised through donations £

Amount raised through sponsorship £

Amount raised through other activities (catering etc.) £

Amount raised through collection tins/buckets £

Total £

Please send all money by cheque, made payable to Canine Partners, to:

Community Fundraising

Canine Partners, Mill Lane, Heyshott, Midhurst, West Sussex, GU29 0ED

Thank you










Please don't forget to send us your photos and a brief description of your event, we would love to add your news to our website and newsletters. Please email to fundraising@caninepartners.org.uk.



Publicising your walk

If you would like your walk to be advertised to the public we have provided the following information on publicity. We are very happy to help you advertise your walk; we just need all the information!

Make sure we have as much of the following as possible:

-  Date
-  Meeting point
-  Terrain
-  Will there be catering?
-  Is it accessible to wheelchairs and buggies?
-  Time
-  Length of walk
-  Cost
-  Your contact details

Please add any other information you feel is important. The organiser's form, which we ask you to complete and return to us, gives you the opportunity to give us all this information.

Do not forget to fill in the section about your local magazines, newspapers and radio stations and any other local media contacts you may have. Please leave contacting the press to our team as they have all the correct and most up to date information about the Charity.



Photographs

We would be delighted if you could take photographs on the day. The best photos are people walking towards the camera rather than away from it, so you will need to run backwards ahead of the main group. Obviously puppies or Canine Partners jacketed dogs in bluebells are great but all photos of your walkers enjoying their day would be much appreciated!

If you have children in the photographs, you must have written permission from their parents before you can use any of their photos for publicity.



Post-walk opportunities

We would like to publicise the success of your event so if you have some great photos, please send us all the information, including how much you raised. Thanks!

Publicity contacts

Charlotte Leng, Communications Manager
charlottel@caninepartners.org.uk

01730 716114