



### Information pack







### 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

### Description of walk and interesting features

Are refreshments bein	g provided?
Is the walk suitable fo	r wheelchairs?
Is the walk suitable fo	r nushchairs?
is the walk suitable to	r pasticitatis.
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 I	leaflets
Collecting tins	
Posters	
Registration forms for walker	s

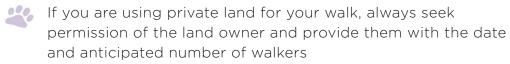
Please return this form to: Jenny Dwyer-Ward, Canine Partners Southern Centre, Mill Lane, Heyshott, Near Midhurst, West Sussex, GU29 OED.



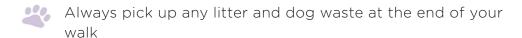
### Our top tips for organising a successful walk

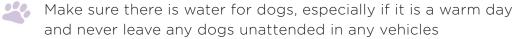


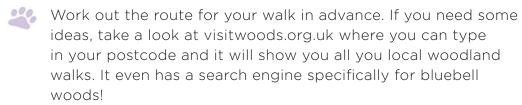




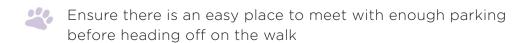












Consider if you will need any directional signs or hazard signs. We can send you some if you need them.

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:







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!









### 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.



# The Big SAMPLE NAME Bluebell Walk 2018

### Registration Form

Name of walk:	Entry ree:	
Date of walk:	Adult Child	@ £ £
Full name:	Family Donation	@ £
Address:	Total enclosed	
	I wish to pay by o	I wish to pay by credit/debit card, please tick
Home tel:	Visa Mast	Mastercard
Mobile:	Card No Card No Expiry date	Security code
<b>Email:</b> (Please print clearly as directions and details will be sent via email where possible)	Signed	Signed
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:	Date	
Gift Aid is a simple way to make your donation go even further. If your donation is eligible, gift Aid it 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.	How did you find out about this         □ Canine Partners website         □ newspaper advert         □ volunteer or staff	How did you find out about this event? (please tick your answer)         □ Canine Partners website       □ email         □ newspaper advert       □ social media         □ volunteer or staff       □ outdoor banner
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 Giff 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.	road sign	☐ at a Canine Partners event or t. ☐ 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:

W: caninepartners.org.uk Community Fundraising, Canine Partners, Mill Lane, Heyshott, Midhurst, West Sussex, GU29 OED T: 01730 716101 Contact us: E: jennyd@caninepartners.org.uk

at a Canine Partners event or talk

Registered office: Mill Lane, Heyshott, Midhurst, West Sussex, GU29 OED



### 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 Da	ate
Organiser	
Address	
Postcode Telephone	
Email	
Signed Do	ate
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	£
То	otal £
Please send all money by cheque, made payable to Canir	ne Partners, to:
Community Fundraising Canine Partners, Mill Lane, Heyshott, Midhurst, West Su	ssay GU29 OFD
Canne Partners, Mill Lane, neyshott, Michurst, West Su	シンピス、 GULM UED

### 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.

## Sponsorship Form



Your

Name of event:	Name of event:	Please help to a contribution will	aise money I help to tra	Please help to raise money for Canine Partners. Your contribution will help to transform the lives of people with	our sole with
Date:	Fundraising target	disabilities, enal by being partne	bling them t red with hig	disabilities, enabling them to lead more independent lives, by being partnered with highly trained assistance dogs.	ent lives, dogs.
Name: Address:	Name: Address:	Just £5 could buy tasty treat     Just £30 could pay for a bed     Just £100 could teach a canir	buy tasty tra d pay for a b id teach a co	Just E5 could buy tasty treats for training     Just E30 could pay for a bed     Just E100 could teach a canine partner how	
Email:	Email:	to unload a washing machine If you would like to receive news or inform	ashing mach seive news or in	to unload a washing machine If you would like to receive news or information from Canine Partners, please tick here	100%
the Aid is a simple way to make your done amonitorists your activity and ago the City Add to income the employ Cogalish Opiny by then the	If Aid is a simple way to make your donation go even further. If you denotion is eligible. Comme Patriers can darm an extra 25% from HMRC. That means every £1 you give, £2.5 to Carrier Patriers of no extra cast to your denote the following visit to following: Linn a like tagging and i vant Carrier Patriers to host all donations in the following with the following to you and in the following to your add to your addition of the following on all transfers in their transfers on the following on the part of their transfers on the following of the following on the following on the following on the following of the following on the following of the followi	at moons every \$1 you give, out have made today, to the pa even if you tax others/even	at few years \$125 or form years and in the name condition	o Carrier Pertners of no extra ook to facus as Gift Aid document, lander a defalls charge on we can dream ou	A To yeas. thed but it july receives.
Sponsors Name	Addiness (Compulsory for GIT Aid denadori)	Postcode	Total E	Signature for Giff Aid	Opt in to charity news (tick)

## Sponsorship Form



### Fundraising ideas

- · Coffee morning
- Run a sweepstake

- Babysitting
- · Cooking



School non-uniform day

 Take on a challenge Cutting lawns Hold a lunch, barbecue or drinks party Sponsorship from friends & family

7	

Risase return your completed sponsor form and your cheque for the full amount raised made payable to "Carine Partners" for Carine Partners, Mill. Lane, Heydhott, Midhurst, West Sussex, GUZS QED

Signature Cet in to charty for Gift Aid news (titck)							
Total £ for	<b>1</b> 0;: /.						
Postcode Tot							
Addiness (Computary for GH Aid donation)							
Sponsors Name							

# caninepartners.org.uk

T: 08456 580480 F: 08456 580481 E: info@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

Time

Meeting point

Length of walk

Terrain

Cost

Will there be catering?

Your contact details

Is it accessible to wheelchairs and buggies?

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