

The

Big

Bluebell

Walk



Canine
Partners

Amazing dogs. Transforming lives.

Event planner



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 Community Fundraising on 01730 716012 or email gemmat@caninepartners.org.uk



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

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?

--

How will you promote your walk?

--

Any other interesting points about your walk?

--

Who will be responsible for the finances?

--

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:












Community Fundraising, Canine Partners, 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 the 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. Visit our online fundraising toolkit to download sponsorship forms at: <https://caninepartners.org.uk/media/fundraising-toolkit>



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 Community Fundraising on 01730 716012 or email gemmat@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.



Canine Partners
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The Big Bluebell Walk Walkers 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)

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



Yes 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. Please let us know if your tax circumstances or name and address details change so we can amend our records.

No, I am not a UK taxpayer.

Signed: **Date:**

Keeping in touch

Canine Partners respect your personal information and your privacy and we will not sell or share your data with other organisations. We may use your contact details and information on how you support or engage with us to provide information we think you will find interesting. To find out more about how we manage your personal data, please read our Privacy Policy at caninepartners.org.uk/privacy

To hear about our life-transforming work and ways to donate and raise funds to support us, please let us know how we can contact you: Email text message

You can update how you hear from us, including telling us if you do not wish to receive occasional direct mail or calls from Canine Partners by calling 01730 716010 or by visiting caninepartners.org.uk/keepintouch

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: gemmat@caninepartners.org.uk T: 01730 716012 W: caninepartners.org.uk

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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.