



Event planner







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

Description of walk and interesting features

Are refreshments beir	g provided?
Is the walk suitable fo	r wheelchairs?
Is the walk suitable fo	r pushchairs?
How will you promote	your walk?
Any other interesting	points about your walk?
Who will be responsib	le for the finances?
December negatived	Please complete the below if you require any support materials
Resources required	from Canine Partners. Please state your preference.
Canine Partners Information	leaflets
Collecting tins	
Posters	
Registration forms for walker	s

Please return this form to:

Community Fundraising, Canine Partners, Mill Lane, Heyshott,

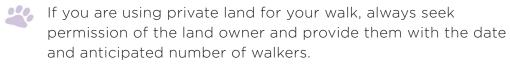
Community Fundraising, Canine Partners, Mill Lane, Heyshott, Near Midhurst, West Sussex, GU29 OED.



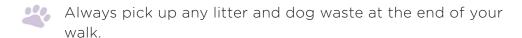
Our top tips for organising a successful walk

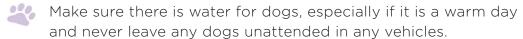






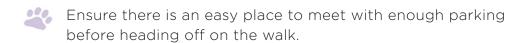












Consider if you will need any directional signs or hazard signs. We can send you some if you need them.



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.













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:







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!





Amazing dogs. Transforming lives.





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.



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| Entry fee:

Adult @ £ £ Child @ £ £ Family @ £ £ Donation £ Total enclosed £	Visa Mastercard Card No Card N		Gift Aid it eligible, Canine Partners can claim an extra 25% from HMRC. That means for every Eligible, Canine Partners can claim an extra 25% from HMRC. That means for every Elyou give, it is worth £1.25 to Canine Partners at no extra cost to you. It you give, it is worth £1.25 to Canine Partners at no extra cost to you. It you give, it is worth £1.25 to Canine Partners to cast a not extra cost to you. It you give, it is worth £1.25 to Canine Partners at no extra cost to you. It you give, it is worth £1.25 to Canine Partners on the same and and that it is may 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. Signed:
\ame of walk	Home tel Mobile	Please print clearly as directions and details will be sent via email where possible) 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 E: gemmat@caninepartners.org.uk T: 01730 716012 W: caninepartners.org.uk Contact us:

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 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	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.