

Welcome

Thank you so much for signing up to host your own **Paws for a Party** event. We hope this brings you much joy as you get together to celebrate with friends, family and colleagues.

Your support will help us to continue to change the lives of disabled people using our expertly trained dogs to improve their physical, emotional and mental wellbeing.

And, right now, they need your support more than ever.

This year is a special year, marking the occasion of HRH Queen Elizabeth II becoming the first British monarch to celebrate 70 years on the throne. However you choose to celebrate the Platinum Jubilee, by raising money at the same time, you will be making a real difference to the lives of disabled people.

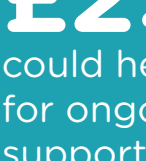
This pack is full of ideas to help you make your **Paws for a Party** event a success, kick starting your fundraising journey. However, if you have any questions or you need more information please don't hesitate to contact us at fundraising@caninepartners.org.uk

Thank you so much for your support. Happy partying!

Team fundraising
Canine Partners

£5

could pay for a tasty pack of treats to help train one of our future life changes



£10

could pay for a set of grooming equipment for one of our dogs in training



£25

could help pay for ongoing support and a 24 hour hotline for our partnerships



£100

could pay for dog food and insurance for a dog whilst in advanced training



How your money helps

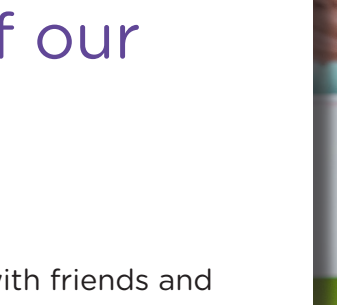
Every penny you raise really does matter. Whether you choose to take part in the The Big Jubilee Lunch with friends and family, or whether you Get Quizzical with work colleagues, your money directly helps those living with physical disabilities, bringing them new hope, opportunity and possibilities.

Majid from Scotland

"My life would look completely different if I didn't have Oxford. It's like being the complete package; me and Oxford. I am much more confident with him by my side and I feel whole again."

Whether you raise £10 or £100, your support really will make a difference.

If you would like more information about our work, please call us on 01730 716000 or visit our website at caninepartners.org.uk



Time to party!

Need some fundraising ideas? Here are just a few of our favourites

The Big Jubilee Lunch

Summer is the perfect time to get together with friends and family, with your local community or with work colleagues. So why not arrange a picnic lunch or a BBQ? After all, who doesn't love eating in the great outdoors! And it doesn't have to be labour intensive either; you could ask your guests to contribute a dish or food, to be shared. To mark the occasion of the Jubilee, how about a red, white and blue food theme? Or perhaps create a 1950s menu? See how creative you can be!

Don't forget to ask your guests for a donation to Canine Partners. And if you want to raise even more money, how about giving everyone a royal pseudonym to be used throughout the party? You could then fine those who forget to address other guests by their pseudonym!

The Great Royal Bake Off

Organise your very own 'bake off' for charity. Get as many work colleagues or pupils as you can to enter their tasty creations into the competition. Persuade everyone to pay an entry fee, which gives them a fixed number of voting tokens together with a voting sheet. An entry fee of £3, for example, could allow 3 voting tokens and participants can choose up to 3 cakes or puddings they want to taste and then score them in order of preference. Tot up the cakes or puddings with the most votes and award prizes. And why not sell off the remaining slices of cake or portions of pudding to raise even more money!

Virtual Bingo Night

Everyone loves a good bingo night, so why not host an online bingo fundraiser in the comfort of your own home or in the virtual office with colleagues? You can use a website like myfreebingocards.com to play a traditional game with a virtual caller or nominate a friend or family member to be your caller. Simply ask each person to pay £5 to take part, or whatever they feel comfortable donating. And if bingo isn't your thing and you prefer word games or card games, there's a variety of ways to play online.

Get Quizzical

Host an online quiz with work colleagues or gather friends and family at home or in your local pub. There are lots of ways to make your quiz a bit different this Jubilee. Make it fancy dress - perhaps a 1950s theme - and award extra points for the best dressed. Or ask everyone to draw a picture of a corgi or of Buckingham Palace and submit their entry to the quiz master for an entertaining round of 'guess who drew this picture'. There are so many ready-made quizzes online so you can do your own thing - or you can use our Jubilee Quiz included in this pack! You could even boost your fundraising by introducing fines for unsporting behaviour, or for the team or individual with the lowest score.

Dress Up Day

Persuade your colleagues to have a dress up day at work. Ask them to make a suggested donation of £2, with a prize for the best fancy dress. Whether you're working in the office or from home, this is a fun way to feel connected and break up the week. After all, who doesn't want to see their boss turn up in the office or pop up on screen in full costume? And as it's the Jubilee, to boost your fundraising, you could have a competition for the best homemade crown, asking for a donation for each entry!

Children's party

Why not put on a party for the young children in your life and sit back and watch them have fun. You could create a fun 'sports day' or treasure hunt, fancy musical chairs or hide and seek and, of course, make it fancy dress. How about 'Dragons, Princesses & Knights'? Ask parents to donate £5, or whatever they feel comfortable donating, and enjoy! Why not include our fun colouring competition, our Jubilee-themed wordsearch or Children's Quiz where you'll learn lots of fun facts about HRH Queen Elizabeth II and her family. All of which have been prepared for you as part of this pack.

Hold a Jubilee Afternoon Tea Party

Everybody loves a piece of cake and our nation is famous for elevenses and afternoon tea. Why not organise an event at home with friends and family? You can raise money by asking guests to donate the cost of their cuppa and treats. Or you could run a 'guess the weight of the cake' competition and put a donation box in a prominent place to boost your fundraising.

However you decide to fundraise for Canine Partners this Jubilee, it's important to choose something that you will enjoy organising and that your friends and family, or your work colleagues, will enjoy being part of. And if you still can't decide, then please visit our A-Z of Fundraising Ideas caninepartners.org.uk/a-z-of-fundraising-ideas

Getting started

1. Plan your fundraiser

Decide on the type of event you're planning and, once you've set a date, draw up a list of things you need to organise. If you're enlisting the help of friends and family or work colleagues, spread the load by assigning different tasks to different people. Why not also set a target for the amount you want to raise?

2. Promote your day

Now you've chosen your event, it's time to set a date and invite your guests. Once you've spread the word, keep it fresh in their minds by sending an invitation, which is included in this pack. If it's appropriate, please post it on your social media pages using [#pawsforaparty](https://www.instagram.com/pawsforaparty) and don't forget to share your JustGiving page, just in case some of your guests aren't able to come as they may still wish to donate.

3. Start fundraising!

A great way to encourage those taking part in your fundraiser to donate is to set up a JustGiving page. You'll also be able to share the link on your social media groups. You can also use our sponsorship form which is included in this pack.

4. Make your fundraising go even further!

If any of your guests are a UK taxpayer, Gift Aid is a simple way to increase the value of their donation. Please read the next section of this pack for more information on this. Lots of employers will run a matched giving scheme, which could double your fundraising total. Speak to your HR team or manager to find out if this is something you could do. Our Community Engagement Team can send you a letter confirming you are fundraising, to support this.

Important things to consider – ticking all the boxes

Raffles, Lotteries & Prize Draws 'in aid of' Canine Partners

Raffles, lotteries and prize draws are a great way to boost your fundraising - everyone loves the opportunity to win something! Small raffles (called an 'incidental lottery') that are part of a bigger event don't need a licence as long as there's no cash prize and you're not spending more than £500 on prizes. You're only permitted to sell tickets at one location, on one day, at the same event as the draw and the results of the draw are announced at the event or afterwards. If you plan to raise funds in this way please let us know and we can provide further information on how to explain that your event raffle is raising funds for Canine Partners.

If you are running a raffle, lottery or prize draw in any other way please make sure you follow the rules to ensure you are fundraising within the law. Check the latest guidance from the Gambling Commission fundraisingregulator.org.uk/guidance

Event Insurance

The support we can provide towards your fundraising event unfortunately cannot be extended to us accepting any responsibility or liability or providing required insurance.

If you are unsure, contact an insurance company to check you have the correct cover for your event. The different types of insurance you may need to consider include:

- Public liability insurance*
- Event cancellation insurance
- Travel or health insurance
- Damage to property owned, hired or borrowed

**Don't forget to ask if you are covered under a venue's own public liability insurance or whether you need to organise your own and allow enough time (at least a month) to apply for this.*

Using our logo

If you or a third party are fundraising for Canine Partners and would like to use our logo or reference the charity on any fundraising materials please contact us. This includes books, posters etc. that you may want to create. It's important that you get our permission before you commit to anything or allow

our logo to be used for marketing purposes. It's also important to use the correct logo and we will provide you with this. Please do not use images of our partners, dogs, volunteers or staff without the charity's express permission. For more information, please contact fundraising@caninepartners.org.uk

Business Promotions

If your business would like to run a promotion to generate funds to support us, you will need a written agreement. Please contact fundraising@caninepartners.org.uk for more information.

Data Protection

You'll need to make sure that your fundraising stays within data protection laws. This is not quite as daunting as it sounds! It's mostly about protecting people's names, contact details, photographs and other personal information.

- Be clear and upfront about what data you are collecting and how you intend to use it.
- Only collect, store and use the minimum amount of data you need for your purpose, e.g. name and contact number for a raffle.
- Don't keep extra data if you don't need it.
- Store data securely and destroy it as soon as it is no longer needed.
- Ask for consent if taking photos and inform people how they will be used
- Only use the data you've collected for the purpose for which it's intended, and do not share the data beyond this

Please check out detailed guidance for your particular fundraising activity here: fundraisingregulator.org.uk/guidance

Rules on Refreshments

Whether you're doing a bake off, a curry night or an afternoon tea, you must make sure your food is safe and clearly labelled. Government advice on food safety and food hygiene can be found at www.gov.uk/food-safety-your-responsibilities

Covid-19 Guidelines

The health and the safety of our supporters is really import to us. Please keep safe and follow the Government guidelines including any local lockdown requirements when doing any fundraising on our behalf. For all guidelines please check the Institute of Fundraising website ciof.org.uk/about-us/what-we-re-doing/covid-19 to ensure you are familiar with what is required of you, the fundraiser.

Gift Aid

If you are a UK taxpayer, Gift Aid is a simple way to increase the value of your donations. We can claim 25p from the Government for every £1 donated, at no extra cost to you or your sponsor.

To get started you'll need to complete a simple Gift Aid declaration form, which can be found on our website: caninepartners.org.uk/gift-aid-your-donations

Gift Aid can only be claimed on personal donations, which means it does not apply to:

- Donations paid on behalf of a group of someone else
- Public collections. However under some circumstances Gift Aid can be claimed where we have declarations from the individual donors
- A donation in return for a raffle, event or auction ticket

When fundraising, Gift Aid declarations need to be obtained from each donor if they wish to Gift Aid. To allow you to do this we recommend Just Giving's website or a sponsorship form which can be downloaded from our website: caninepartners.org.uk/brand-resources

When we claim Gift Aid, unfortunately, it cannot be added to your fundraising total because it's not sent to us on an individual basis by the Government. However, it's a fantastic way to change the lives of disabled people.

For full guidance please visit our brand resources page on our website: caninepartners.org.uk/brand-resources

Team fundraising
Canine Partners

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