



Fundraising Pack



Thank you for choosing to support FARA Charity's work in Romania- supporting children and their families out of poverty, transforming lives and creating brighter futures.

We hope this fundraising pack gives you some information and inspiration to take on a challenge or come up with your own fantastic fundraising event. Inside this pack you will find information about planning an event, information posters and sponsor forms to print, plus facts and figures about Romania and the people we help.

If you would like us to help publicise your fundraising activity, then we would love to hear from you. mail@faracharity.org. We use Facebook, Instagram and Twitter and are very happy to promote events that support us, so please tag us in your social media posts and we will share them.

You can set up a fundraising event page through our website, www.faracharity.org/donate.

From everyone at the FARA Family.
www.faracharity.org



How your fundraising efforts make a difference to a child and their family

FARA is celebrating 30 years of working in Romania transforming lives and building futures.

This year we are directing our fundraising efforts towards expanding the work we do with families in the rural villages who have little access to support and services.

Help us create a Child and Family Centre to provide:

- Access to a multidisciplinary team to promote the whole family's wellbeing
- Support with educational needs for children and young people
- Homework clubs and mentoring
- Access to medical care
- Clothing
- A community laundry
- Educational equipment
- Hot meals for children when they attend school.

£20 a month can provide vital support to a child and their family.

'Breaking the intergenerational cycle of poverty is essential.' - **World Bank Group**



30 smiles...

30 Years of FARA Family

Jane Nicholson first visited Romania in 1991 after watching appalling television images which exposed the cruelty inflicted within state run orphanages during the dictatorship of Nicolae Ceauşescu. She co-founded the charity FARA that same year.

In 1997 FARA built the first Family Home, St. Nicholas, for children rescued from the state system and from there FARA grew as a family for those without.

From one small home, FARA has cared for over 10,000 beneficiaries, across four service areas in three regions of Romania: Bucharest, north east and north west Romania.

Over the last 30 years thanks to our wonderful fundraising supporters in the UK and Romania and the FARA Charity Shops, so many lives have been transformed by being given the opportunity to grow and flourish, experiencing the joy and kind support of the FARA Family.

FARA today is one of the largest and most experienced NGO care providers in Romania, reaching out to the poor, the marginalised and most discriminated in society. The FARA family extends way beyond the beneficiaries it has supported over the last 30 years by also helping create secure lives for more than 230 employees.

“For me FARA Foundation means family and *hope*. I am grateful that I receive help in all my health problems. The whole staff takes care of me and gives me the affection I need. Many thanks to those in England who help us financially. At our home in St. Mary’s we built a *house* and a *hope* !!!”

- Eugen (St. Mary)

FARA is the place where I had the most beautiful childhood and adolescence. I want to thank everyone from FARA for what I became today.

- Larisa

“FARA Foundation, St. Teresa’s Centre, is my soul family, it was and is the best support and help for me and my child. I have no words to thank for everything you have done for my child.”

- Mother of David A. (St. Teresa)

FARA Foundation is ‘*my family*!’ Here I met love and dedication! Growing up at St. Nicholas Home I learned what *family, humanity, love* mean. For me, FARA is my family who educated me, and I will always be grateful to the FARA family, because without this family, I would probably have been lost and without education.

- Dana

(ex resident at St. Nicholas, staff at St. Teresa)

You are the family who changed my life and have always been with me. You are the family who made me happy. Because of you, I am another person, I am better because of you. I now have what I wanted: a job, a house. Thanks to you I know what love means.

- Adela

...for 30 years



Get Planning: what to remember when planning your fundraiser.

- 1. Decide what to do:** Whatever event you choose it needs to be fun and easy to participate in, the easier it is the more people will support you. See the fundraising event ideas page of this pack for inspiration.
- 2. Date and Venue:** When and where can you hold the fundraiser? Book equipment and venues if needed. Which day is best? Normally weekends and school holidays work best for community or children's events.
- 3. Set a target:** Be realistic and set a target of funds to raise, this can motivate you and your supporters to raise as much money as possible. Set-up an online fundraising page so it is easy and secure for people to donate. Use our sponsor form to get sponsored for a challenge. Please do not collect money door to door, this is illegal.
- 4. Gift Aid:** Don't forget to ask people to gift aid their donation as it means more money goes to our charity. For every £1 donated we will get another 25p if it is gift aided. There is a gift aid declaration form in this pack, but the online donation sites do the work for you as well.
- 5. Shout about it:** Promote your event by putting up posters, sending emails and using social media. If you are undertaking an unusual or particularly adventurous challenge then perhaps ask your local press to promote it for you. Always remember to add details of how to donate!
- 6. Spread the word:** Who else would support your event? Some businesses will match fund the fundraising total of an event, ask friends and family if their work place would match fund or promote the event. There may be local businesses who would donate refreshments or raffle prizes to support your event or promote it by displaying posters.
- 7. Follow the rules:** Charity fundraising is regulated by law. Please follow the enclosed guidance.



Ideas to inspire!

Bake off event and cake sale.

Challenge your friends and family to make a wonderful chocolate cake showstopper, a tray of perfect cookies or a batch of scones with jam and cream.

Get the bunting out and have a garden fete where the cakes are judged and trophies given out and then tea and cake is served to the paying guests. It is a fabulous way to get people together and raise funds at the same time.

Sponsored walk

Take part in a sponsored walk or run, there are many around to take part in. Or challenge yourself to walk 30k for 30 years of FARA in a month.

Double it to 60k if you have the legs for it and support FARA as it begins planning for the next 30 years.

Quiz night

Hold an online quiz and ask people to donate to join the quiz.

Ask local companies to donate prizes for the winner.

Collection box

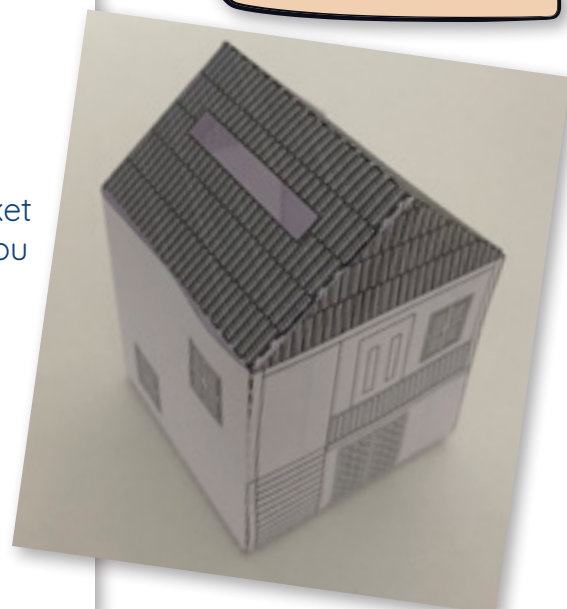
You could make the collection box included in this pack and think of ways to fill it.

Perhaps it could be a box to collect spare change in which can be donated to help someone, rather than gathering dust.

Perhaps you could donate a percentage of your pocket money to FARA charity. Or for every sweet or treat you have put 20p in the box, every donation helps.

Don't forget to social media about your event and challenge #FARAFAMILY

 FARA Charity
  @faracharityuk
 FaraCharity



Please Sponsor Me

giftaid it
If you pay UK tax* and tick the Gift Aid box the government will give 25% on top of your donation. It won't cost you a penny! Remember to put your full name and home address and tick below so we can claim Gift Aid.

Full name	Home address	Postcode	<input type="checkbox"/>	Total amount	Date paid
			<input type="checkbox"/>		
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*** Gift Aid Information for Sponsors:**
You will need to have paid UK Income/or Capital Gains Tax this year equal to the 25% Fara Charity will claim on your donation. Council Tax and VAT do not count for Gift Aid purposes.

Total raised:

Thank you

The money you have raised will contribute towards the many children, young people and families we support in Romania. To find out more about the work we do visit our website: www.faracharity.org



Come to our
fundraiser

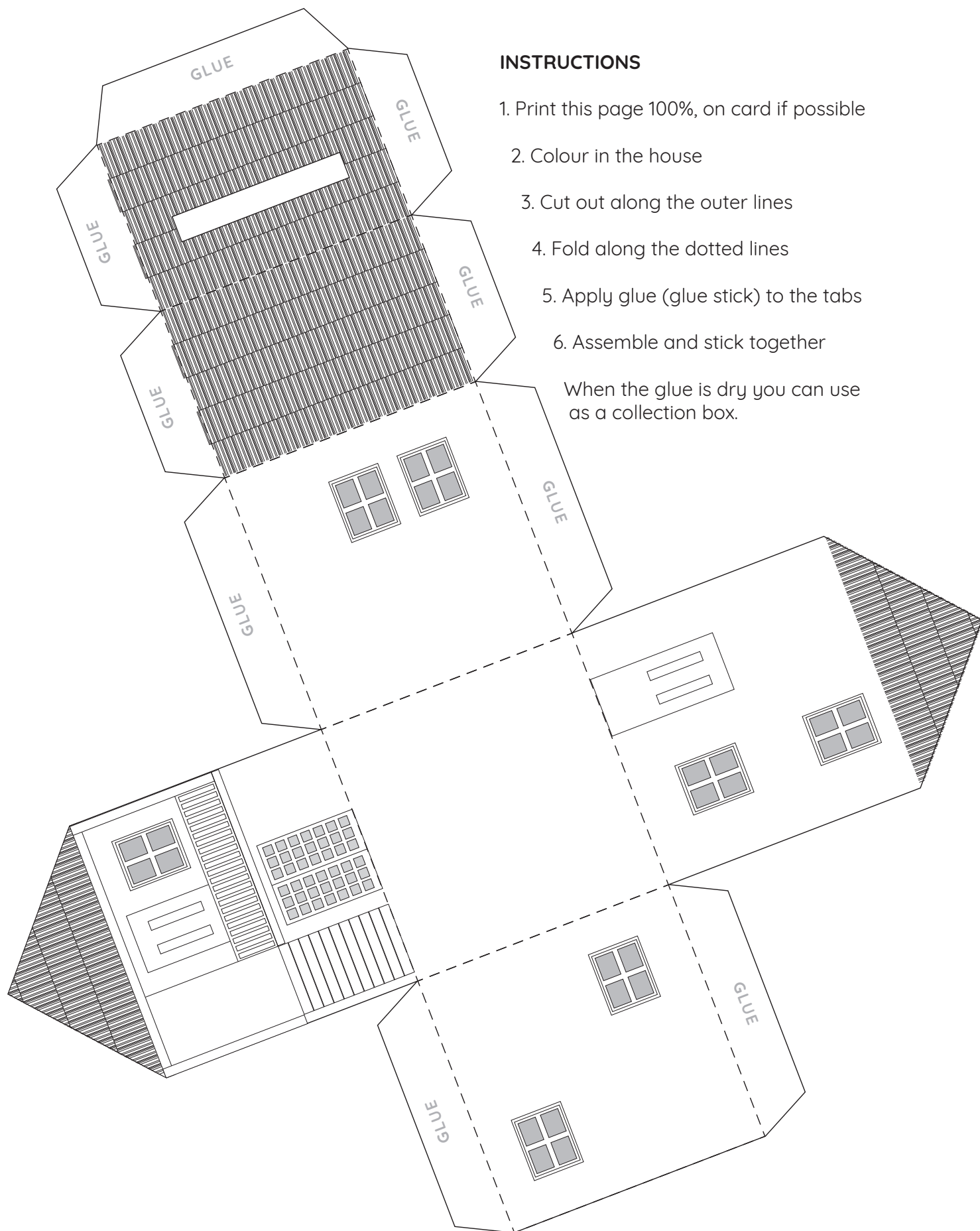
Event details

When

Where

Contact

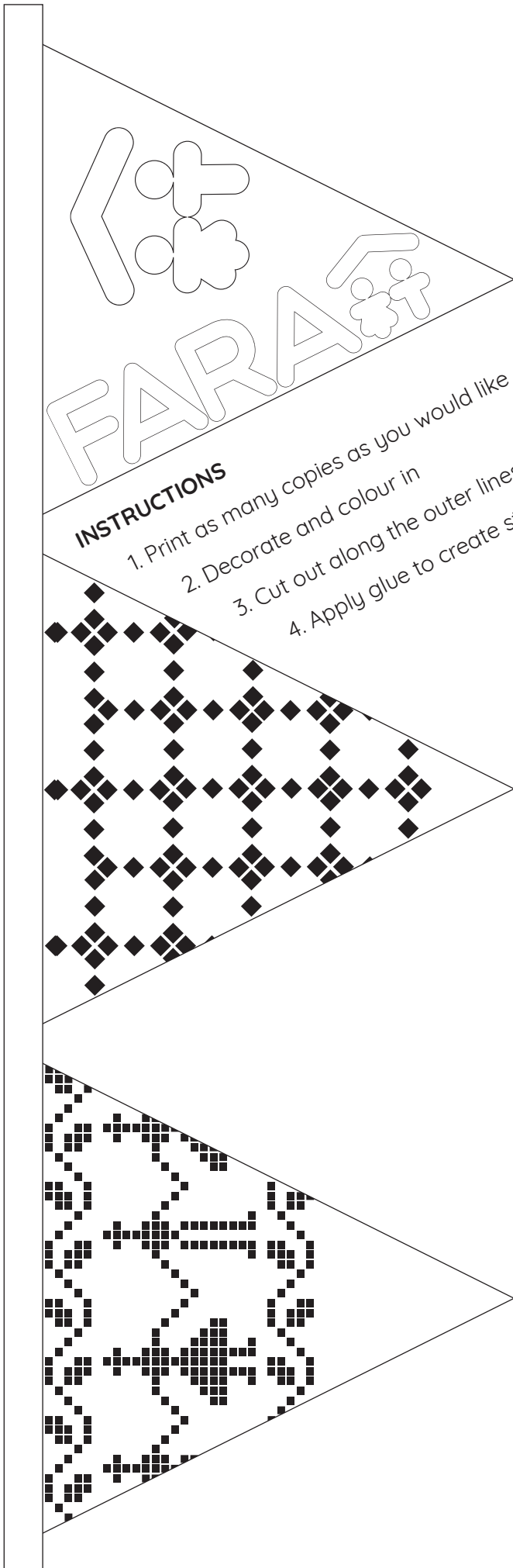
FARA creates a sense of belonging, building families and communities with love and care. FARA's work is life changing for children and their families living in poverty.



INSTRUCTIONS

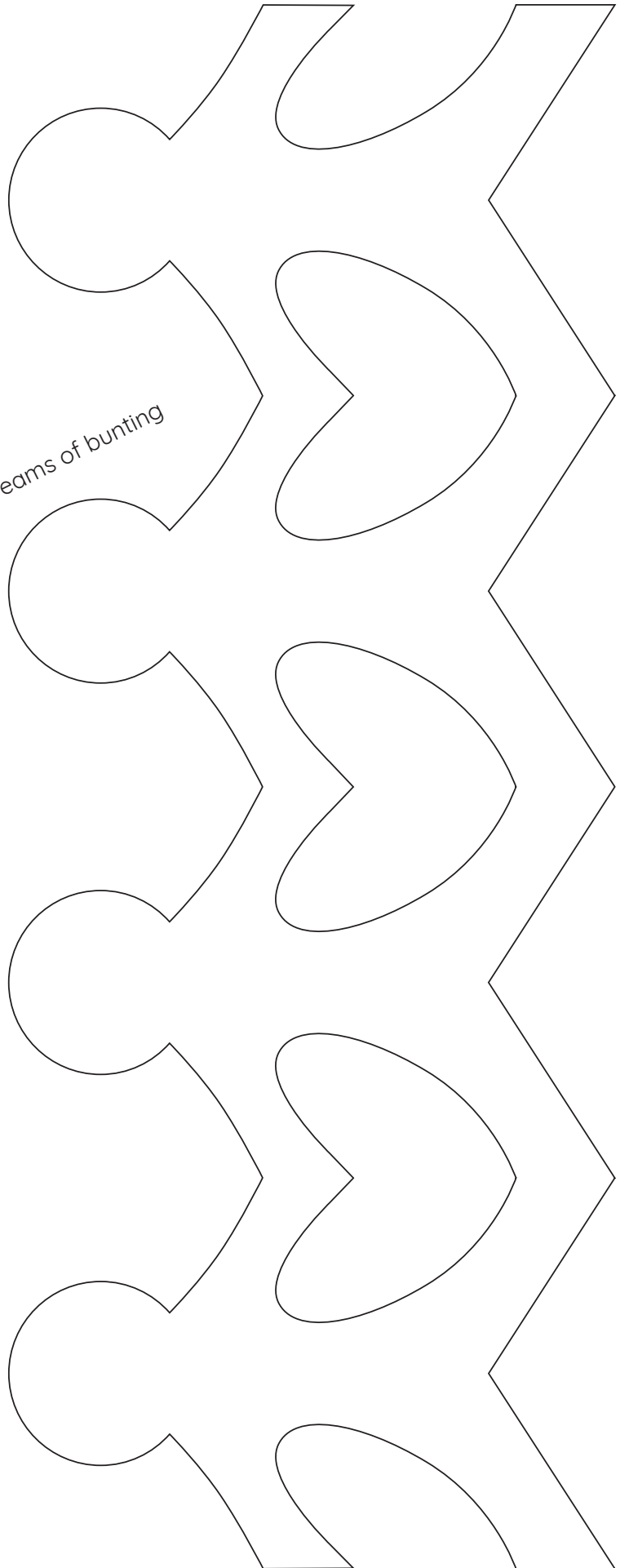
1. Print this page 100%, on card if possible
2. Colour in the house
3. Cut out along the outer lines
4. Fold along the dotted lines
5. Apply glue (glue stick) to the tabs
6. Assemble and stick together

When the glue is dry you can use as a collection box.



INSTRUCTIONS

1. Print as many copies as you would like
2. Decorate and colour in
3. Cut out along the outer lines
4. Apply glue to create streams of bunting



The important legal stuff!!

Follow the rules

Charity fundraising is regulated by law. It is important that all events however big or small follow the guidelines. Please ensure you follow this guidance.

Street Collections

If you wish to do a collection in a public space, your street, then you must obtain a license from the local authority. If you wish to collect on a private property like a shopping centre you must receive permission from the property management company.

Raffles

Small raffles held as part of a larger event are acceptable as long as ticket sales and the announcing of results takes place during the event and there are no cash prizes. Larger raffles are when tickets are sold over a period of time before the draw takes place. This kind of raffle must be registered with your local authority. A named promoter should be nominated to take responsibility for the raffle. If ticket sales exceed £20,000 you must register with the Gaming Board. For more guidance, please check the rules with your local authority.

Alcohol

A license will be required if you are selling alcohol at your event. This issue can be avoided if you hold your event within licensed premises or by asking your local pub to organise a bar at your venue.

Food

Food safety laws apply when food is available, whether it is being sold or not. You should be aware of this and follow food hygiene guidelines which will be available from your local authority environmental health department.

Risk Assessment

You should check that you have everything in place for the safety of your participants. Assess the event, location and venue for possible risks and write down how to deal with them.

FARA Charity Branding

All of your fundraising should make it clear that you are fundraising on our behalf, but that you do not represent the charity. You MUST include our charity name and the wording, 'A registered charity' on all posters and advertisements that invite people to participate. You can use our charity logo in the format it appears within this document on posters and sponsor forms, but only in conjunction with the charity name and number.

Transfer of Funds

All funds collected should be sent to the charity within 4 weeks of collection. Expenses must not be deducted from the sums collected unless you have approved this with us and provided us with a receipt.

You can run your event through our donate platform and the funds automatically come to FARA or you can send by BACS transfer, cheque or as a one-off donation through our donate platform. Please remember to tell us so we know when to expect the funds and who to thank!

How to send us your fundraising money

Thank you so much for raising funds for FARA charity!

The money you have raised will go towards the development of Child and Family support services in Northern Romania, keeping families strong and together.

Please fill in the below form with all requested details and forward to FARA Charity together with your fundraising cheque.

Name: _____

Address: _____

Postcode: _____

Email: _____

Fundraising Event: _____

Event Date: _____

Total collected: £ _____

Check list

Please send the following:

1. Completed paying form- this page
2. All sponsorship forms so we can claim gift aid.
3. Cheques made payable to FARA Charity for the money raised, with your name and address on the back (if you receive cash, or cheques made payable to yourself, please bank them and write a cheque to FARA Charity.)

Send your completed forms to:

FARA Charity

51 High Street

Walsingham

Norfolk NR22 6BZ

Tel: 01328 821444

www.faracharity.org

mail@faracharity.org

FARA Charity

51 High Street

Walsingham

Norfolk NR22 6BZ

 **FARA Charity**

 **@faracharityuk**

 **FaraCharity**

#FARAFamily

