



## Holding a charity fun day

Bring the local community together whilst raising funds for a fantastic cause. Our top tips will help you put on the best local fun day ever!

### Planning the day

- Choose a date that doesn't clash with other local fun days or community events, or with sporting events like football matches or Wimbledon finals.
- Book your venue well in advance. A local pub garden, school field or community hall are all good places to hold a fun day. If you need to pay for a venue try to get a charity discount.
- Allow yourself plenty of time to organise the day and put together a time plan, both for the run up to the event and for the day itself.
- Don't rely on the British summertime; have a plan B of activities ready in case it rains!
- Get together a team of trusted volunteers: If any of your friends have a talent (for example baking, sports, selling, sewing or graphic design) put their skills to use. Delegate key tasks, for example sourcing tombola prizes, publicity or organising a stall or race.
- Get the local community involved; are there any bands or dance groups you could approach or local groups who may want to run a stall?
- Get creative: everyone loves a traditional fun day or fete, but give it a twist by choosing a theme for the day with fancy dress, tombola prizes and food all tying in.
- Get the word out in your local area well in advance; place posters in local supermarkets and at the doctors and post fliers through doors.

### Put the fun in fundraising

It's a good idea to get a balance of entertainment and fundraising to make the day really fun. The more things there are to do the longer people will stay! Check out our fun day ideas below.

- A tombola is a great money spinner, so make sure that this is easy to spot with all your prizes on display. Mix a few top prizes in with some smaller prizes, making sure you have a variety for different ages, male and female.
- Cake sale or baking competition.
- Book stall or table top sale.
- Lucky dip.
- Guess the... sweets in a jar, teddy bear's name.
- Crazy races – from space hoppers to the traditional egg and spoon.
- Youth dance clubs.

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Website: [www.southamptonhospitalcharity.org](http://www.southamptonhospitalcharity.org)

Charity registration number: 1051543

Southampton  
Hospital  
Charity





### How to hold a charity fun day

- Local singers and bands.
- Tug of War.
- Themed fancy dress competition for kids.
- Ladies pamper area – massages, nails, hair and make-up.
- Garden games – giant jenga, obstacle course, croquet.
- Children's treasure hunt.
- Magician.
- Arts and crafts activity stalls.
- Bouncy castle.
- BBQ, ice cream, popcorn or candy floss.

### Boost your fundraising

Try to get a charity rate on anything you have to pay for, and as many freebies as possible. When you approach local businesses for tombola prizes, products to sell or discounted entertainment make sure that you go armed with reasons why the charity needs support.

If you spend a bit of money we suggest that you stick to a three to one ratio where you raise three times the amount you spend, but ideally keep your costs as low as possible. Double your money! If anyone on your team works for a company that offers matched giving, make sure they organise the activity that will raise the most money, for example the tombola. Matched giving can only be claimed from a company if an employee is responsible for the fundraising (for example they have run a stall themselves, or undertaken a sponsored event).

### The legal stuff

**Handling money:** Keep any money made in a lockable container out of sight. Always have two people present when handling money. Keep a record of any expenses. These should be costs for the day itself such as printing or venue hire. Claiming costs for volunteer time or effort are not legitimate expenses.

**Raffles and tombolas:** It's easiest to stick to selling raffle tickets on the day itself to avoid needing a license. If you want to sell tickets in advance you will need to obtain this from your local council.

**Food and drink:** Take a look at the [Food Standards Agency](#) website in advance to ensure that you follow their guidance if you plan to sell food. It is good practise to accurately label any food with any ingredients that could cause an allergic reaction.

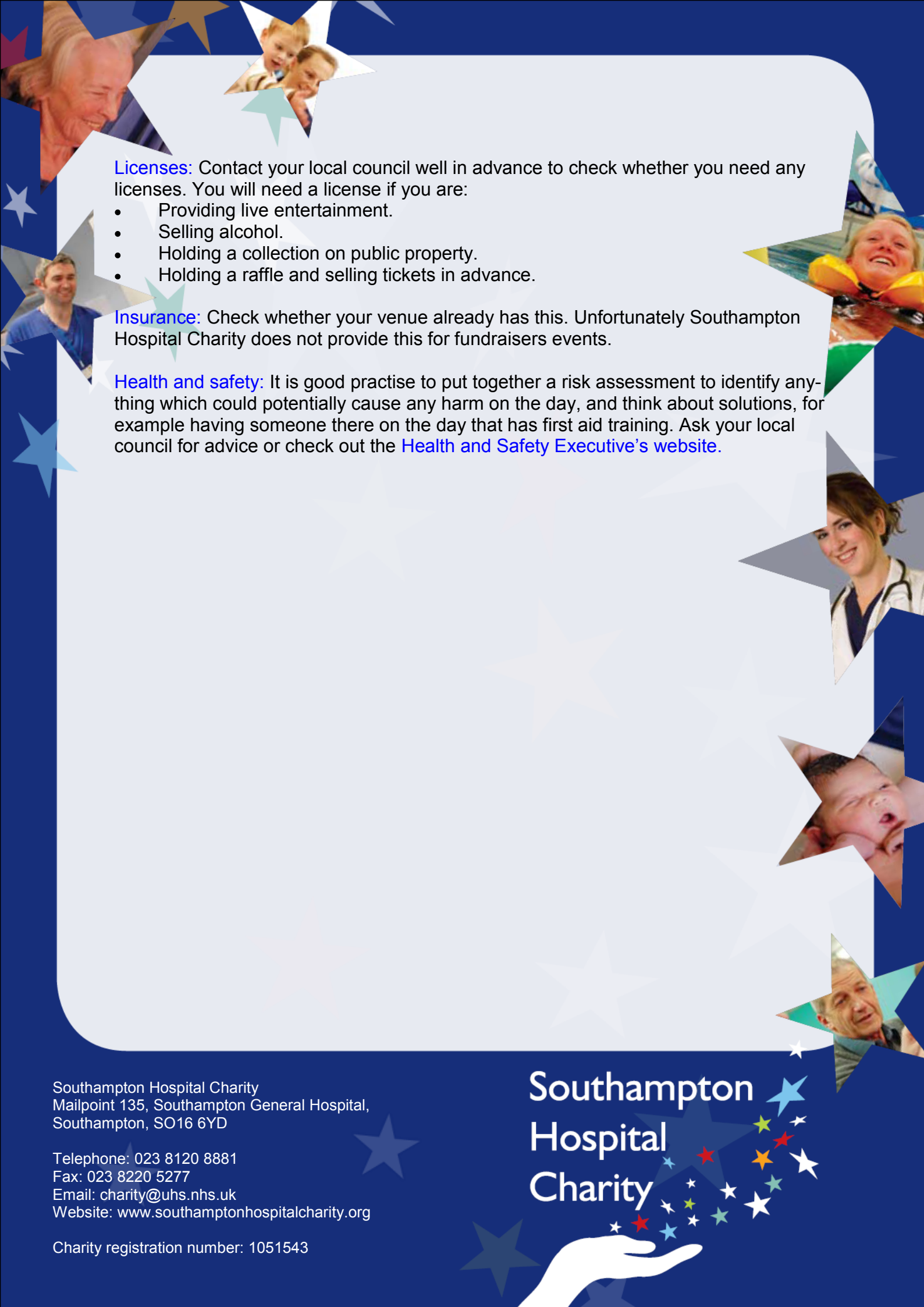
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**Licenses:** Contact your local council well in advance to check whether you need any licenses. You will need a license if you are:

- Providing live entertainment.
- Selling alcohol.
- Holding a collection on public property.
- Holding a raffle and selling tickets in advance.

**Insurance:** Check whether your venue already has this. Unfortunately Southampton Hospital Charity does not provide this for fundraisers events.

**Health and safety:** It is good practise to put together a risk assessment to identify anything which could potentially cause any harm on the day, and think about solutions, for example having someone there on the day that has first aid training. Ask your local council for advice or check out the [Health and Safety Executive's website](#).

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