



ceda
community, equality, disability action

**Celebrating
Every
Donation
Always**

**Fundraising
Information**



Thank You

Thank you for choosing to fund raise for CEDA.

This booklet will help you to plan your event and to raise as much money as possible. If you need any more help or advice please contact us at CEDA and we will be more than happy to help.

Email: amazing@cedaonline.org.uk

Telephone: 01392 360645

Facebook: facebook.com/cedaonline

Twitter: [@cedaexeter](https://twitter.com/cedaexeter)

Online: www.cedaonline.org.uk



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About CEDA

If you didn't know already, CEDA is an Devon based charitable organisation working with disabled adults and children.

CEDA was established in 1988 by parents who wanted stimulating, purposeful and fun activities for their disabled children. This ethos is at the heart of everything we do and each person has their own development plan and is supported to achieve their own personal goals. We have a 'can do' approach founded on our belief that barriers are obstacles to be overcome and that, by working creatively together, we can make what seems impossible become possible. Our motto is 'Your Choice; Your Say; Your Way'.

We pride ourselves in listening to all our users and their families, doing all we can to support them in every aspect of their lives. We have supported people to move home, to appropriately challenge their families, to end difficult relationships and contest professional decisions that adversely affect their lives, helping each person to find their own voice in an often frightening and disempowering environment.

Our passion and enthusiasm for making a real difference shines through everything we do.

£1500 RAISED



Fundraising can be challenging and fun and you don't have to do it alone. Greg, a past CEDA service user, was definitely up for a challenge, wanting to raise funds for his favourite charity (CEDA) and wanting to challenge himself as well as his enabling team, when he decided that it was time to enter a half marathon. Planning and promoting the event was a task in itself. Greg needed to rope in a team of people to help push his wheelchair, as well as a volunteer to cycle alongside them with emergency supplies and refreshments, for all eventualities.

'The CEDA Streamers', comprising of Greg, Rich, Liam, Kylie and Nikki, all rallied together to make the event fun and Greg completed the Exeter half marathon in 2 hours and 47 minutes!



"I would just to take this opportunity of thanking everybody for helping making it possible for me to be a part of this year's Great West Run, also for coming along and supporting the CEDA Streamers on the day, and for giving a donation to CEDA, a very worth-while charity.. – SIMPLY A HUGE THANK YOU!..." Greg



CEDA is also keen to work with organisations and other charitable foundations to raise funds. We can provide as much or as little support and happy to send representatives to events.



£1500 RAISED



Gareth ran for CEDA and increased his personal fitness, set new running records and raised a lot of money for CEDA.

£2000 RAISED

Anne has set herself the challenge more than once to raise funds for CEDA and she has now completed two marathons around the world, competing in the Rome, Doncaster and London Marathon.



Invictus games gold medal winner Andrew White challenged himself to raise money for CEDA and together with his coach they cycled over 1500 miles around the South West peninsular.

**£800
RAISED**



**£435
RAISED**



We will promote your fundraising activity via our social media pages and celebrate your successes. Dan got sponsorship to style his tash and eventually shave it off, all for CEDA.



What does it cost?

It costs a lot of money to offer the unique opportunities our service users get to access.

£8 will pay an entrance fee a child to have a day out

£60 will pay for a group to enjoy a day of music workshops

£100 will allow us to bring in experts to support with learning and development

£350 will buy a new iPad which can be used to support communication

Our Activity Hub run a diverse range of learning and social opportunities all year round. Grant funding supports some of this, but costs continue to rise and we want to ensure our quality remains high at all times.

£5 will provide tea and coffee for hub members for a day

£30 will enable us to run a one hour arts workshop

£100 pay for a whole day trip on one of our accessible minibuses

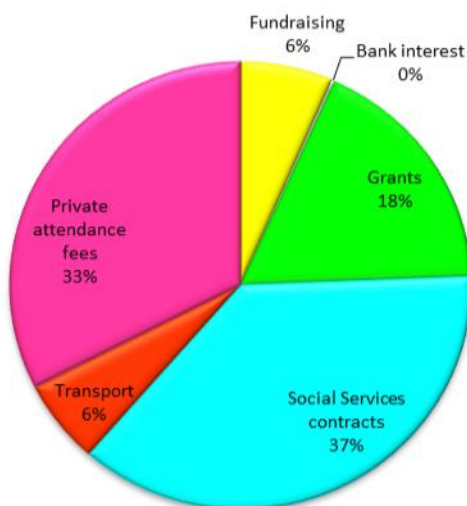
£1,000 will buy some fibre optic lights



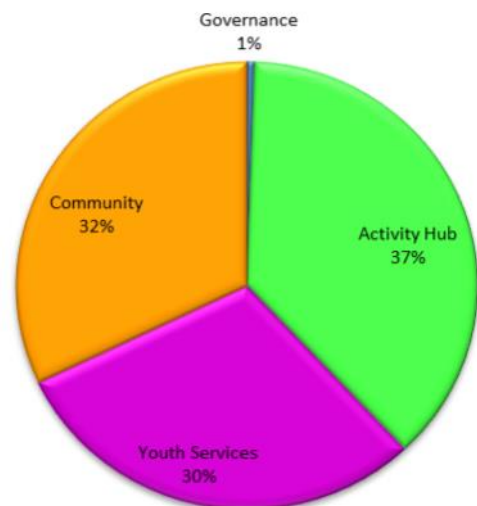
How your money helps

All the money you raise goes directly back into the services CEDA deliver. Your fundraising will make a direct difference to the disabled people who access our services.

Where our income comes from



How CEDA spends its income





What could you do?

A

Apprentice day
Afternoon tea
Art exhibition
Assault course

B

Bake off/ sale
Barn dance
Beard growing
Book sale

C

Car boot sale
Cheese and wine night
Coffee morning
Cycle ride

D

Dance event
Dare to bare
Darts match
Dinner party

E

Easter egg hunt
Ebay your items
Eighties night

F

Fancy dress
Fashion show
Fright night
Fun run

G

Garage sale
Garden party
Guess the baby photo
Gym challenge

H

Hair shave/dye/wax
Horse show
Half Marathon

I

It's a knockout

J

Jazz night
Job swap
Jumble sale

K

Karaoke
Knitting marathon

L

Ladies' lunch
Letter from Santa
Line dancing
Loose change boxes

M

Masked ball
Muddy run
Marathon
Music event

N

Name that tune
Nearly new sale
Netball tournament
Non-uniform day

O

Odd jobs
Open garden
Office party
Office Olympics

P

Pamper day
Parachute jump
Pet show
Pub quiz

Q

Quit something
Quiz evening

R

Raffle
Record breaker
Rock climbing
Rugby cup

S

Silent auction
Sponsored silence
Swear box
Sweep stake

T

Teach your skill
Tennis tournament
Tombola
Tug of war
Text Giving

U

Ultimate challenges
University Challenge
Unwanted gifts

V

Variety show
Village Fete
Volleyball tournament

W

Waxing
Walks
Wine tasting
Weight Loss Challenge

X

X-Factor competition

Y

Yogathon

Z

Zip Wire Adrenalin
Zumbathon



Making your event a successful one

Planning

Even the simplest event will need to be planned in advance, the better prepared you are the more successful it will be.

Think about what you want to achieve – is it to raise money, to raise awareness or to do both?

- ⇒ Do you want to attract media coverage?
- ⇒ Are you participating in someone else's event or organising your own, if you are entering someone else's event are you able to raise funds for CEDA, is there a deadline for entries?
- ⇒ If you are organising an event, who do you think will attend?
- ⇒ When and where will the event take place, does this clash with other events, is the venue big enough, are there sufficient facilities to host the event, do you have permission to hold the event, do you have to book or find other resource?
- ⇒ How long will it take you to organise? Make a list of everything that you need to do to prepare for the event and set a realistic timescale to achieve these.
- ⇒ Will you need help from other people to organise or run the event?
- ⇒ If you are hosting an event what will you charge as an entrance fee?

Promoting your fund raiser

Once you have decided what you are doing it is time to get other people interested in what you are doing, tell all your friends, family, colleagues and all your social contacts about the event, the more people you tell the more donations you will collect.

Get on line and set up a donation page, they are simple to set up and secure and easy to share with other people via email, Twitter and Facebook. At CEDA we are registered on various online donation sites. We tend to suggest Virgin Money Giving and BT's My Donate, All you have to do is to create an account and link it to and CEDA's page and they will do the rest, passing on all donations plus the gift aid due on the donations!



How to register with online donations

Visit www.virginmoneygiving.co.uk or btmydonate.co.uk

Click on 'Start fundraising' button; then click on 'Create My Challenge'.

Complete 'Personal Registration' by either clicking 'Create a fundraising page' or 'Create a fundraising team' as appropriate. Click on 'Create My Challenge' (again) Enter 'CEDA' in 'Search for a charity' box and click on 'search now'; select 'CEDA'.

Complete 'About your fundraising activity'.

Next promote your page to your friends, family and colleagues!

Note: Hints and tips to help you in your fundraising are given on the 'Start Fundraising' page.

Tips on creating a donation page

- ⇒ Personalise your fundraising page, add photos, videos and write updates about your progress and plans.
- ⇒ If possible make sure your first pledge is a high one – this will encourage others to be generous too.
- ⇒ Set yourself a fundraising target and include this in all your fundraising information.
- ⇒ Promote your page using social media
- ⇒ Share your page on your Facebook timeline.
- ⇒ Ask your friends to 'like' or 'share' your status and news of your event.
- ⇒ Tweet a link to your page and ask your followers to re-tweet

Tell people what you are up to

Be persistent – send an email to all your contacts when you have decided what event you are doing, once you have signed up for your challenge, while planning or training, just before and just after your event.

If you're using sponsorship forms make sure everyone completes the required information. Tell people what you're up to on social media and if you use Facebook– you can get donations for CEDA via Facebook charities.

Put posters up to tell as many people about the wonderful things you are doing. If you want information about CEDA to give to people just contact us and we will send you some.

Track your progress and make a VLOG and capture an audience to follow what you've been up too and the amazing work you are doing.

Text giving - you can donate to CEDA by text message

text CEDA5 to 70085.

Thank People

Remember to thank your supporters once your fundraising has finished. If you do it through social media it will remind people who haven't sponsored you yet! Also remember to tell us so we can personally thank you too.

Think Social

CEDA are active on all the big social media sites, follow us and share with us all your amazing fundraising efforts. Search @cedaonline or CEDAExeter to find us.



Keep it safe Keep it legal!



It is really important for you and everyone else to be safe when you fundraise for charity. Here are some things to consider:

Food Hygiene – food safety laws apply wherever food is available – whether it is for sale or not, so make sure you follow all food hygiene procedures. If you need advice contact your local council for food hygiene regulations at events, or visit www.food.gov.uk

Licenses – Ask your local authority if you need a special license, e.g. a public entertainment, collection or alcohol license. If you are holding the event in a public place, you must have permission from the council or the land owner.

Raffles – If you hold a small raffle on the day of the activity you do not need a license, as long as the draw itself takes place during the main event. Tickets must be sold at the same price and no discounts applied. You must make it clear who is running the raffle. Please visit www.gamblingcommission.gov.uk for the latest information.

Risk assessments - Identify any hazards or risks that are likely to happen during the event and need to be considered. Make sure you have sufficient first aid to cover the event. If you are not sure check with the local council.

Collections –It is illegal to make house-to-house collections without a license. Different councils will have rules around street collection and it is best to check with the fundraising officer at CEDEA or the council about licencing requirements.

Insurance – It is your responsibility to make sure that there is sufficient insurance in place for the event, CEDEA does not accept any responsibility for insuring any fund raising activity. If the event involves the general public you will need to have public liability insurance, if you are having an event in a public place, such as a village hall, make sure they have sufficient insurance that covers your activity.

Money – for your own protection it is always better to count the money that has been collected with another person present so that they can verify the total amount raised. Ask people who want to make a donation by cheque to make it payable to CEDEA rather than to you personally. Make sure any money collected is banked as soon as possible. You should send CEDEA the money you have raised within 28 days of your event.

Get consent – You will need to get parental permission if children are helping or if you will be taking photos of children. Children under 17 must be accompanied by an adult. If the event is on private property get permission for the owners or manager.

Keep records of everything you do – it will help in the long run.

Event: _____ Date of event: _____

NAME	
ADDRESS	

I'm doing something remarkable to raise money for CEDA. If you don't know CEDA is a Devon based charity, working with disabled people aged 5 – 105. We create a wide range of opportunities that enables each person to live a life that they have chosen for themselves, offering a wide range of fun filled experiences and activities that will challenge and engage.

giftaid it

Please help me make a difference by sponsoring me today

Please gift aid your donation so we can claim Gift Aid tax relief of 25p on every pound you give – at no extra cost to you. Just tick the box on your sponsorship line and don't forget to give your full home address and postcode.

If you have filled in the box headed 'Gift Aid' ☒, I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want the charity, Community Equality Disability Action (CEDA) to reclaim tax on the donation detailed below, given on the date shown.

I understand that I must pay an amount of Income Tax and/or Capital Gains Tax in the tax year at least equal to the amount of tax that all the charities I donate to, who will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand that the charity will reclaim 25p of tax on every £1 that I have given.

Full name	Home address (please give your full address or we can't claim Gift Aid)	Postcode (essential for gift Aid)	Gift Aid <input checked="" type="checkbox"/>	Amount paid
				£
				£
				£
				£
				£
				£



Registered with
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Full name	Home address (please give your full address or we can't claim Gift Aid)	Postcode (essential for gift Aid)	Gift Aid <input checked="" type="checkbox"/>	Amount paid
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				£
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fundraising information

Registered Office

The Clare Milne Centre
Emperor Way
Exeter Business Park
Exeter
EX1 3QS

Phone:

01392 360645

Web:

www.cedaonline.org.uk



creating opportunities with disabled people

www.cedaonline.org.uk

Registered Charity no. 1096528



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