



**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: [info@cedaonline.org.uk](mailto:info@cedaonline.org.uk)

Telephone: 01392 360645

Facebook: [facebook.com/cedaonline](https://facebook.com/cedaonline)

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

Online: [www.cedaonline.org.uk](http://www.cedaonline.org.uk)



# 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 Thank You



Fundraising can be challenging and fun and you don't have to do it alone. Greg, a 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!

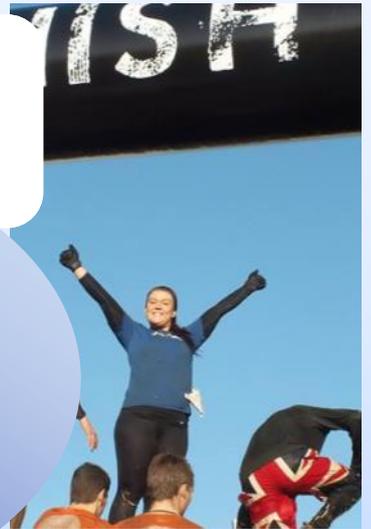


*"I would just to take this opportunity of thanking everybody for helping making it possible for me to be a part of this year's Great West Run, also for coming along and supporting the CEDA Streamers on the day, and for giving a donation to CEDA, a very worth-while charity.. – SIMPLY A HUGE THANK YOU!..."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



Ally and Naomi rose to the Rock Solid challenge, raising over £380 – they assured us that every bruise they collected along the way was worth it!

£380  
RAISED Thank You



Kylie and Abbey both wanted to challenge themselves while raising money for charity. They both did a parachute jump, raising over £800 for CEDA.

£800  
RAISED Thank You



Anne celebrated her 60th Birthday raising money for CEDA and completing a lifetime ambition to run the Rome Marathon. Thanks to her commitment she raised £350 for CEDA.



**£350**  
RAISED *Thank You*



**£1000**  
RAISED *Thank You*

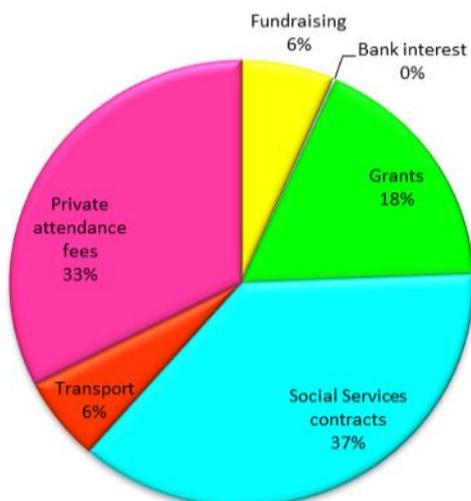
Anthony completed the London to Brighton challenge for CEDA. The company he works for also match funded some of his donations. He raised money by getting people to donate online and raised over £1000 for CEDA.



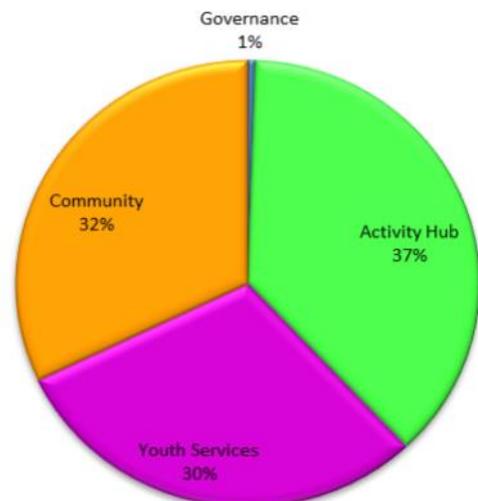
# How your money helps

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**



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

**£5** will pay an entrance fee a child to have a day out

**£40** will pay to hire a minibus for the day so we can go out and about in the community

**£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

**Currently we are trying to replace the equipment in the sensory room and are well on track to raise £18,000.**

**£20** will buy a spikey massage ball

**£25** will buy a vibration cushion

**£1,000** will buy some fibre optic lights

**Our lovely red wheelchair accessible minibus also needs to be replaced as soon as possible and we need to raise £50,000.**

**£500** will buy a wheel

**£2,500** will buy a set of wheelchair clamps and seatbelts

**£4,000** will buy a wheelchair tail lift





# What could you do?

- |  |  |   |  |  |
|--|--|---|--|--|
| <p><b>A</b></p> <ul style="list-style-type: none"> <li>Aerobathon</li> <li>Apprentice day</li> <li>Afternoon tea</li> <li>Art exhibitions</li> <li>Assault course</li> </ul> <p><b>B</b></p> <ul style="list-style-type: none"> <li>Bake off</li> <li>Barn dance</li> <li>Beard growing</li> <li>Book sale</li> </ul> <p><b>C</b></p> <ul style="list-style-type: none"> <li>Car boot sale</li> <li>Cheese and wine night</li> <li>Coffee morning</li> <li>Cycle ride</li> </ul> <p><b>D</b></p> <ul style="list-style-type: none"> <li>Dance event</li> <li>Dare to bare</li> <li>Darts match</li> <li>Dinner party</li> </ul> <p><b>E</b></p> <ul style="list-style-type: none"> <li>Easter egg hunt</li> <li>Ebay your items</li> <li>Eighties night</li> </ul> | <p><b>F</b></p> <ul style="list-style-type: none"> <li>Fancy dress</li> <li>Fashion show</li> <li>Fright night</li> <li>Fun run</li> </ul> <p><b>G</b></p> <ul style="list-style-type: none"> <li>Garage sale</li> <li>Garden party</li> <li>Guess the baby photo</li> <li>Gym challenge</li> </ul> <p><b>H</b></p> <ul style="list-style-type: none"> <li>Hair shave/dye/wax</li> <li>Horse show</li> <li>Half Marathon</li> </ul> <p><b>I</b></p> <ul style="list-style-type: none"> <li>It's a knockout</li> </ul> <p><b>J</b></p> <ul style="list-style-type: none"> <li>Jazz night</li> <li>Job swap</li> <li>Jumble sale</li> </ul> <p><b>K</b></p> <ul style="list-style-type: none"> <li>Karaoke</li> <li>Knitting marathon</li> </ul> | <p><b>L</b></p> <ul style="list-style-type: none"> <li>Ladies' lunch</li> <li>Letter from Santa</li> <li>Line dancing</li> <li>Loose change boxes</li> </ul> <p><b>M</b></p> <ul style="list-style-type: none"> <li>Masked ball</li> <li>Muddy run</li> <li>Marathon</li> <li>Music event</li> </ul> <p><b>N</b></p> <ul style="list-style-type: none"> <li>Name that tune</li> <li>Nearly new sale</li> <li>Netball tournament</li> <li>Non-uniform day</li> </ul> <p><b>O</b></p> <ul style="list-style-type: none"> <li>Odd jobs</li> <li>Open garden</li> <li>Office party</li> <li>Office Olympics</li> </ul> <p><b>P</b></p> <ul style="list-style-type: none"> <li>Pamper day</li> <li>Parachute jump</li> <li>Pet show</li> <li>Pub quiz</li> </ul> | <p><b>Q</b></p> <ul style="list-style-type: none"> <li>Quit something</li> <li>Quiz evening</li> </ul> <p><b>R</b></p> <ul style="list-style-type: none"> <li>Raffle</li> <li>Record breaker</li> <li>Rock climbing</li> <li>Rugby cup</li> </ul> <p><b>S</b></p> <ul style="list-style-type: none"> <li>Silent auction</li> <li>Sponsored silence</li> <li>Swear box</li> <li>Sweep stake</li> </ul> <p><b>T</b></p> <ul style="list-style-type: none"> <li>Teach your skill</li> <li>Tennis tournament</li> <li>Tombola</li> <li>Tug of war</li> </ul> <p><b>U</b></p> <ul style="list-style-type: none"> <li>Ultimate challenges</li> <li>University Challenge</li> <li>Unwanted gifts</li> </ul> | <p><b>V</b></p> <ul style="list-style-type: none"> <li>Variety show</li> <li>Village Fete</li> <li>Volleyball tournament</li> </ul> <p><b>W</b></p> <ul style="list-style-type: none"> <li>Waxing</li> <li>Walks</li> <li>Wine tasting</li> </ul> <p><b>X</b></p> <ul style="list-style-type: none"> <li>X-Factor competition</li> </ul> <p><b>Y</b></p> <ul style="list-style-type: none"> <li>Yogathon</li> </ul> <p><b>Z</b></p> <ul style="list-style-type: none"> <li>Zany hair day</li> <li>Zumbathon</li> </ul> |
|--|--|---|--|--|



# 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 prefer to use BT's My Donate, CEDA is registered on their site and all you have to do is to create an account and link it to and CEDA's mydonate and they will do the rest, passing on all donations plus the gift aid due on the donations!



## How to register with mydonate

Go to front page of CEDA's web site and click on the mydonate button or go direct to the mydonate website [www.mydonate.bt.com](http://www.mydonate.bt.com)

**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.

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 to and the amazing work you are doing.

**Text giving - you can donate to CEDA by text message  
text CEDA36£2 to 70070.**



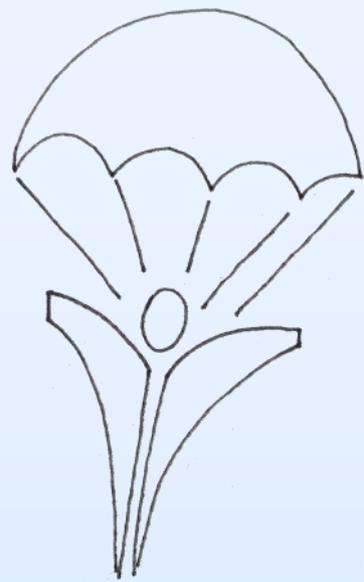
**Donate to CEDA**  
**Text** CEDA36 + your amount  
to **70070**

**JustTextGiving™**  
by  **vodafone**

## Thank people

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

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](http://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](http://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.

**Insurance** – It is your responsibility to make sure that there is sufficient insurance in place for the event, CEDA 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 CEDA rather than to you personally. Make sure any money collected is banked as soon as possible. You should send CEDA 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
				£
				£
				£
				£
				£
				£





## fundraising information

### Registered Office

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Exeter  
EX1 3QS

### Phone:

01392 360645

### Email:

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### Web:

[www.cedaonline.org.uk](http://www.cedaonline.org.uk)



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