



Thank you so much for agreeing to raise funds for Little People UK.

The majority of our income comes from voluntary donations, which is the generous support of individuals and groups in our community raising funds through exciting and inspiring ways.

At Little People UK we have a fundraising co-ordinator who will work with individuals, local groups, schools and businesses to raise money.

We're here to help make your event or activity a success. In this pack you should find lots of useful information, ideas and tips.

If you need any more information or help please do not hesitate to contact us by emailing fundraising@littlepeopleuk.org

About Little People UK

Little People UK was launched in January 2012.

We are an organisation that offers friendship and support to people with dwarfism, their families and friends.

We aim to become an essential resource for the social, medical and financial needs of the little people community.

Ultimately, Little People UK will be about friendship, sharing information and having fun.



There are lots of ways you can support Little People UK whilst having fun at the same time, here are a few ideas:

- Come along to a Little People UK event. See our events calendar for more details
- Hold a cake sale, quiz night or car wash
- Donate a prize for a raffle or auction
- Collect your loose change in a Little People UK collection box
- Help out at a bucket collection
- Collect used stamps and send to Little People UK
- Have a dress down day at school or work
- Organise a fashion show
- Hold a Family Fun Day

For the more adventurous, take part in a more challenging event, which could include:

- Jumping out of a plane
- Getting muddy in the ultimate assault course
- Getting sponsored to shave your head or be waxed!



Here is a helpful list of some things you should consider when organising an event or activity:

- **Venue** - think about how many people you would like to invite and ensure you have enough room. If you are planning an outside event, make contingency plans for the British weather!
- **Refreshments** - If you are going to offer food at your event contact your local council for food hygiene regulations, or see www.food.gov.uk
- **Legal requirements** - If you are holding a street collection, giving out flyers or organising an event you may need a special licence, please contact your local Council or Police Force for advice. We really appreciate your support; however Little People UK cannot accept liability for any fundraising event or activity you undertake for our benefit. Please check if you need insurance when planning your event.
- **Health and safety** - Please think about health and safety if you are holding an event. Do you have a first aider? Have you identified any potential risks or fire hazards? Do you have a secure place to keep any money collected and can you transport it safely from the event?
- **Costs** - For any event or activity, think about how much you are spending; ask for a free local venue, speak to local companies for donations, source local entertainers or bands who will perform for free or at a charity rate.



Things to consider

- **Marketing and publicity.** To make your event or activity a success you will need to tell people about it.

Promotion can include:

- **Posters** - Download one of our blank posters and add the details of your event. If creating your own poster please make it clear that you are raising funds in aid of Little People UK and you are not a representative of the charity. You will need to add the registered charity number which is 1151829.

- **Press release** - be sure to inform local papers and magazines of your event

- **Social media** - add details of your event or activity to your Facebook and twitter accounts and ask others to share. Tell the team at Little People UK about your event and we will add to the Little People UK Facebook page. Tweet to @LPUKOnline and we will retweet!

- **Website** - tell the team at Little People UK about your event and we can add your event to our events calendar.

Raising extra money.

Here are a few things you can add to your event or activity to raise even more money:

- **Raffles and auctions** - ask local businesses, family and friends to donate prizes that you can raffle or auction at your event.

- **Gift Aid** - Please encourage your sponsors who are taxpayers to gift aid their donations adding a further 25p for every £1 donated.

- **Funds Matching** - find out if the company you work for will match fund the money you raise at your event or activity.



Fundraising online is the fastest and most convenient way to get sponsored for an event or activity. You can set up a sponsorship page for free and family and friends can donate online immediately.

Little People UK are registered with Just Giving. All you have to do is visit www.justgiving.com/littlepeopleuk and you can set up your own page within a few simple steps

Once you have set up your web page use social media networks such as Facebook and Twitter to encourage people to visit your site and increase your sponsorship.

Offline sponsorship. You can also raise funds offline by asking family, friends and work colleagues to complete a sponsorship form.

If you haven't set up an online fundraising page please send us your donations after your event. There are a number of ways you can send the money to us:

- To make a payment directly via your bank account, please telephone or email us.
- Alternatively cheques, made payable to Little People UK, can be sent to: Little People UK P.O Box 1292 Peterborough PE2 2NT

We hope this fundraising pack has given you lots of thoughts, ideas and tips for your activities. If you have any further questions please get in touch with the fundraising team by emailing fundraising@littlepeopleuk.org