

How we can help

Autism Berkshire can provide general advice about fundraising events and activities and refer you on to other sources of information if necessary, as well as help with ideas for publicity and promotion. Call us on **01189 594 594** or email admin@autismberkshire.org.uk

Corporate Support

Businesses and other corporate organisations can help to support the work of Autism Berkshire in a number of ways.

Whether you want to sponsor us, hold a fundraising event or just have a collecting pot, we will be delighted to work with you to make sure the partnership is a success, as well as helping your staff to make a difference to people living with autism.

If you adopt us as your charity of the year, we can offer autism awareness training for your staff.

If you would like more information about any aspect of corporate fundraising for Autism Berkshire, call **01189 594 594** or email contact@autismberkshire.org.uk

Autism Berkshire – the working name for Berkshire Autistic Society.

Registered office: Unit 7 Richfield Place, 12 Richfield Avenue, Reading, RG1 8EQ

Charity no: 1076217, Company number: 3750656

Facebook: AutismBerkshire Twitter: @autismberkshire www.autismberkshire.org.uk

Fundraising for Autism Berkshire



Thank you for your interest in fundraising for Autism Berkshire.

Without the efforts of our supporters, we wouldn't be able to fund our services to support people and families living with autism in Berkshire. Giving up a bit of your time to raise money for us by organising a fundraising event or taking part in a sponsored challenge can be really rewarding for you, the people who take part - and the people we support.

£10
covers the cost of
offering advice to a
caller to our Helpline



£50
will pay for a trained
Home Visit worker to
support a family

Talking sense about autism.

Helpline: **01189 594 594** 
www.autismberkshire.org.uk





In this booklet you will find plenty of fundraising ideas and advice on organising and running events to help you raise as much money for us as possible, while having fun or getting fitter and making new friends.

From holding a coffee morning, tackling a sponsored walk or bike ride to hosting a dinner dance for your friends and family - however big or small the contribution, it all makes a difference.

Other activities people have organised recently to help us include football picnics, headshaves and a relay swim across the English Channel by an intrepid seven-strong team from Bracknell.

Ideas you could try

1. **Take on a sponsored challenge** – we have teamed up with Global Adventure Challenges to make it easy for you to sign up for challenges at home and abroad, such as cycling, trekking, rafting and motorcycling while raising funds for us – and don't forget to ask your friends to join you. For more details, see www.globaladventurechallenges.com/choose-charity/autism-berkshire/
2. **Hold a fundraising dinner or barbecue at home.** Keep it simple. People are normally happy to pay £8 or so for a bowl of chilli and a social occasion. If you also hold a small raffle as well, you may find that you have raised in the region of £100 with your friends and had a great time too.
3. **Buy some cloakroom tickets and a cheap bottle of Champagne** (often £10 from supermarkets). Have a raffle on a Friday at work, deduct the cost of Champagne and tickets and you may find that you have raised £25 or £30 quite painlessly.
4. **Hold a themed event** – a pamper night, a wine-tasting evening, a golf tournament, country walk, run, football match or quiz night.
5. **Go cold turkey** – if you have a weakness for chocolate or coffee, get sponsored to give up your favourite craving for a week or a month.
6. **Penalty pot** - if your language gets out of line on occasion, pop a pound in the pot every time you stray.
7. **Collect your used computer printer ink cartridges.** We sell them on for recycling and reuse. We also accept used stamps. You can drop them off at our office in Reading and we will do the rest.
8. **Hold a bake sale at your workplace.** We can provide a banner and publicity material. Or ask your employer to invite us in for a Cakes for Autism sale.
9. **Organise a sports or outdoor event**, such as a five-a-side football contest or a golf tournament.
10. **Sponsor your child to be silent** or to take part in an activity challenge, such as doing a number of star jumps while trampolining or lengths of the pool while swimming.

Planning your event

1. **Choose an event or activity** – whether it's something simple or a big challenge, make sure it's something you will enjoy, as well as everyone else who gets involved or comes along.
2. **Spread the word** – make sure people know what you're doing, the more who know, the more money you can raise. Email your friends or let them know via Facebook or Twitter, let your local newspapers know so they can tell other people, and put up posters at work or see if a local shop can display one.
3. **Remember to tell Autism Berkshire**, so that we know and can support you. We may be able to help with publicity and point you towards sources of advice.
4. **Make it simple to sponsor you** – if you're doing a sponsored challenge, set up a Virgin Money Giving page, tell people about it and remind them to use Gift Aid to increase the value of your donation – for every pound donated, the taxman will give us an extra 25p.
5. **Remember to ask your employer** if they operate a matched giving scheme so that for every pound you raise, they will match it, to double the amount raised. Or they might sponsor your event instead.
6. **Collect the cash** – make sure that you gather up all the proceeds from an event or collect sponsorship money as soon as you can and pay it in to us. See 'Money Matters' below.

Stay safe and legal

1. **Health and safety** – if you organise an event, you are responsible for keeping everyone involved safe at all times, so make sure the venue is suitable, and assess and address any potential risks. But don't be daunted, it should be straightforward, and the Health & Safety Executive website has plenty of advice, see www.hse.gov.uk
2. **Insurance** – Autism Berkshire cannot accept liability for your event or for any accidents or injuries. Make sure that you, or the owner of the site where you are holding an event, has insurance that will cover your event.
3. **Data Protection** – make sure that any records you keep about people involved in your event comply with the Data Protection Act and don't keep any information longer than necessary and don't share it without permission.
4. **Raffles** – If you plan to hold one, check the rules first, because there are strict legal requirements about raffles and the way prizes are organised. We can offer guidance. And if you are using private premises, make sure you have the owner's consent.

Money matters

Once you have held your event, or completed a challenge, then you need to pay in the proceeds – here's how:

1. **Use our Virgin Money Giving page** uk.virginmoneygiving.com/charities/autismberkshire2. This our preferred method as they collect Gift Aid automatically.
2. **Pay in using internet banking or via a branch of your bank**, using sort code **40-52-40** and account number **00021540**, for the credit of **Berkshire Autistic Society**.
3. **By cheque, made payable to Berkshire Autistic Society**, and posted to our office or dropped off at the office between 10am and 4pm on weekdays.

