



FUNDRAISING GUIDE



THANK YOU FOR CHOOSING TO SUPPORT THE ROYAL NAVY AND ROYAL MARINES CHARITY

Fundraising is our lifeblood, and without our generous supporters, tireless fundraisers and selfless volunteers, we wouldn't be able to help the thousands of remarkable men and women of the Naval Service as we do every day, both full-time and reserve, serving and veteran - and their families.

It's fantastic that you are giving your time, energy and commitment to fundraise for The Royal Navy and Royal Marines Charity. We want to do all that we can to make your fundraising experience both straightforward and enjoyable so we've put together some handy hints and pointers to help you on your way.

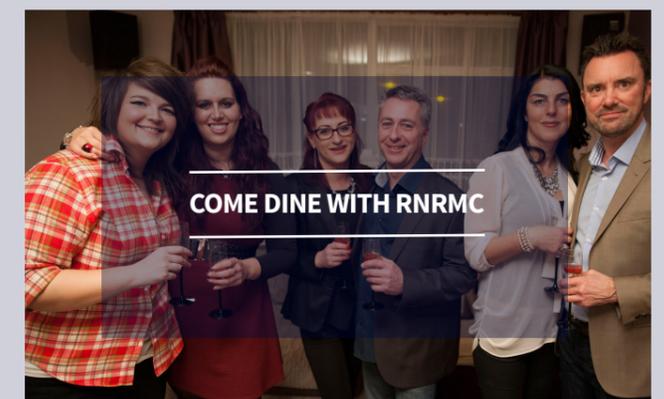
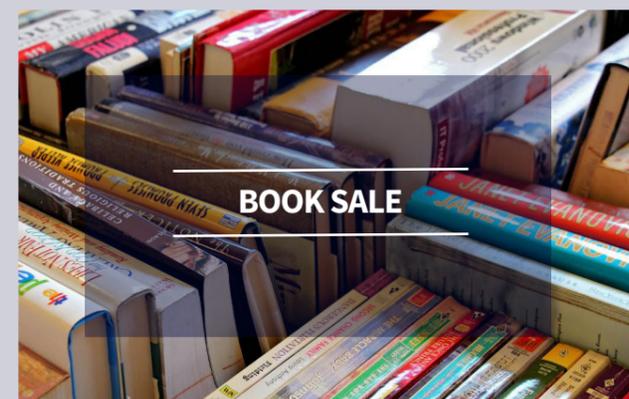
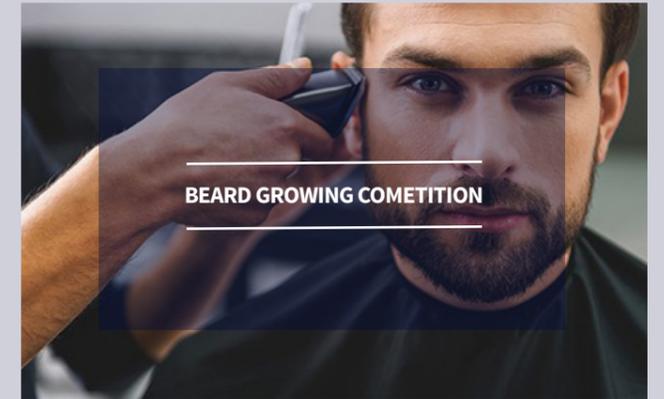
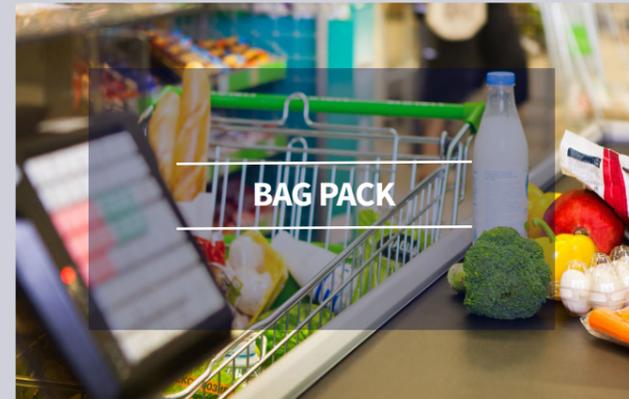
fundraising@mrmc.org.uk
023 9387 1532

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A WORLD IN WHICH OUR SAILORS, MARINES AND THEIR FAMILIES ARE VALUED AND SUPPORTED, FOR LIFE

FUNDRAISING IDEAS



HOW YOUR FUNDRAISING CAN CHANGE LIVES

£25

could provide a much needed hot meal, overnight shelter and a medical check-up for a homeless veteran.

£50

could provide a session of counselling when deployment has taken its toll on relationships and family life.

£100

could provide life-enhancing speech, recreational and physiotherapy to a physically disabled veteran for a week.

£400

could assist with a veteran's funeral costs.

£1,000

could fund a Family Day for ship's company about to deploy to support the families left at home.

£10,000

could enable us to refurbish, replace and enhance communal and onshore facilities, both social and sporting. This helps to knit serving communities together, support families and boost morale when facing long separations.

THE DIFFERENCE YOU CAN MAKE

WE'VE HELPED

876

MEDICALLY DISCHARGED VETERANS BACK INTO WORK



WORKING CLOSELY WITH OTHER ORGANISATIONS, WE HAVE FINANCIALLY SUPPORTED

4,570 INDIVIDUALS AT THEIR TIME OF GREATEST NEED



THANKS TO OUR FUNDING

87 LONDON TAXIS DROVE

97 D-DAY VETERANS

BACK TO THE BEACHES OF NORMANDY



96

OLDER VETERANS RECEIVING HIGH QUALITY RESIDENTIAL CARE



7,500

BY 3 MEDICALLY DISCHARGED VETERANS TO ACHIEVE A YACHTMASTER QUALIFICATION FUNDED BY US THROUGH TURN TO STARBOARD

170

CHRISTMAS STOCKINGS DELIVERED

TO A SUBMARINE FOR CHRISTMAS DAY

804 CHILDREN HAD BEDTIME STORIES TO LISTEN TO

WHILE A PARENT WAS AWAY ON DEPLOYMENT THANKS TO OUR FUNDING OF STORYBOOK WAVES

BUCKET COLLECTING



Chief Petty Officer Andy 'Gibbo' Gibbs. Gibbo, who spends much of his free time volunteering, has raised over £40,000 for the RNRMC.

"It's also not only about raising funds for the charity but more importantly raising the profile of the charity and spreading the word of what the charity stands for and promotes".

Public collections are donation collections that take place in a publicly owned place. Public collections are governed by strict legal requirements and must be licensed by the Local Authority. Before you approach your local authority for a licence, please contact us first. Private collections are collections on private premises and do not need the permission of the local authority; only the permission of the owner of the premises concerned (e.g. pub, supermarket).



KEEPING IT SAFE AND LEGAL

Fundraising is definitely about having fun and raising money but it's also about being safe. Please take some time to read the information below.

Health and safety, risk assessment, and first aid

It's all about common sense. Follow the professional advice of equipment manufacturers and staff supervising any facilities. Events need to be adequately assessed to identify, minimise and control the risk to all those taking part and members of the public who may be attending. The RNRMC cannot accept liability for any loss, damage or injury suffered by yourself or anyone else as a result of taking part in a fundraising event.

Food hygiene

Please take great care when handling food and work to basic rules for safe preparation, storage, display and cooking. Useful information can be found on the Food Standards Agency website www.food.gov.uk

Data protection

Make sure any electronic or paper record you keep about people involved in a fundraising event complies with Data Protection regulations. Do not keep information about people unless absolutely necessary and never share personal data unless the individual gives their explicit consent.

Insurance

By organising a fundraising event you are responsible for taking adequate steps to ensure that the event poses no risk to others. Check that any buildings or equipment that you hire are covered. Often insurance is included in the hire fee but not always. You may need to consider arranging public liability cover for some events which will protect you against claims.

Alcohol and public entertainment licence

If your event involves the sale of alcohol and/or live or recorded music, dancing, showing of a film or performance of a play, an indoor sporting event (including a boxing or wrestling match), or any entertainment of a similar nature, you may need a licence. Liaise with your local authority, the police and other relevant parties as necessary.

Collections

Public collections are donation collections that take place in a publicly owned place. Public collections are governed by strict legal requirements and must be licensed by the Local Authority. Before you approach your local authority for a licence, please contact us first. Private collections are collections on private premises and do not need the permission of the local authority; only the permission of the owner of the premises concerned (e.g. pub, supermarket).

Raffles, lotteries and prize draws

There are strict legal requirements governing the organisation of raffles, lotteries and prize draws. If you aren't sure, please check with us, you'll also find the latest rules and regulations on gamblingcommission.gov.uk



PROMOTING THE CHARITY

Don't forget that we can supply you with copies of our logo and materials to help promote your event. If you're creating your own, you need to make it clear you're raising money for us and must therefore state in some manner that you are raising funds 'in aid of The Royal Navy and Royal Marines Charity, a company limited by guarantee registered in England and Wales (no. 6047294) and is a registered charity (no. 1117794) and Scotland (SC041898). Registered Office: Building 37, HMS Excellent, Whale Island, Portsmouth PO2 8ER'

If you require proof of your association with the Charity, perhaps to make a collection or approach a corporate donor, you should contact us and ask for a 'Letter of Authority'.

Use all your social and professional networks to help spread the word and share your fundraising page. Tell everyone why you are fundraising for the Royal Navy and Royal Marines Charity, what has inspired you and how much you are hoping to raise. Explain how they can help you reach your target and why it is important to you. And don't forget to thank them for supporting you.

Please send us your stories and photographs and we will do our best to share as many as we can.

If you're unsure about anything, please ask – we're here to help: fundraising@nrmc.org.uk 023 9387 1532



THANKING AND BANKING

Congratulations, you have raised and collected the money, so all that is left is for you to get it to us so that we can put it to use as soon as possible. If you have any stories or pictures for us to share we would love to receive those too.

JustGiving Page

If you set up a page on JustGiving, then you have nothing to do as they transfer the money directly to us including all the Gift Aid. Although please be patient as it can take up to 6 weeks for us to receive your funds.

Paper sponsor forms

If you have paper sponsor forms then simply pop the forms in to us in person or post and transfer the money in one of the ways listed below. Please make sure that you add a note if sending the money separately so that we can match them up and thank you!

Thanking your supporters

If you have benefited from exceptional support locally and would like us to thank your supporters directly then do let us know as we would be more than happy to acknowledge their contribution with a letter.

Cash/collecting boxes

Please do not send money in the post, it is sadly not safe to do so. Instead use one of the following methods to get the cash to us. If you are finished with the collecting box then please bring this in or post the empty box back to us if possible, otherwise ring us to arrange collection. We can post a new security label to you if you wish to keep the box for re-use

Ways to send in money:

1. Bring cash/cheque to us in person at our fundraising office.
2. Post cheque to us at our fundraising office address with a cover letter telling us all about the event.
3. Pay cash into your bank account and send us a cheque for the whole amount with a cover letter telling us all about the event.
4. Pay money directly into our charity bank account but please email us and tell us the date, the amount, reference used and what this was for so that we can match it up and more importantly thank you!
5. Pay money in online using your credit/debit card or PayPal. Click on our website's 'Donate' button which will link you to the giving facility.

Cheques payable to:

The Royal Navy and Royal Marines Charity

Bank details:

Sort Code 16-19-26 | Account Number 10532515

Address to post or visit:

RNRMC Fundraising Team, Building 37, HMS Excellent, Whale Island, Portsmouth, PO2 8ER.

Phone us: 023 9387 1532

Email: fundraising@nrmc.org.uk

OTHER WAYS TO HELP

In addition to raising money, there are many other great ways that you can support the RNRMC.

Volunteering

Giving your own time is just as valuable to the RNRMC as money. Whether helping out in the HQ offices or becoming a community volunteer to gather collection tins, be a mascot or help at events engaging with the public. There are many ways you can volunteer, just get in touch.

Fundraising groups

We would love to set up RNRMC Fundraising Groups in all of our areas across the UK. If you could recruit friends and family to create a group in your area, we would love to hear from you.

Regular giving

Regular giving helps us plan ahead. It can be any amount and can be donated through payroll giving, standing order or a regular donation through the website. Contact fundraising@rnrmc.org.uk for further details.

Leave a gift in your Will

However much you can afford, large or small, a gift in your Will can help us support Sailors, Marines and their families for life.

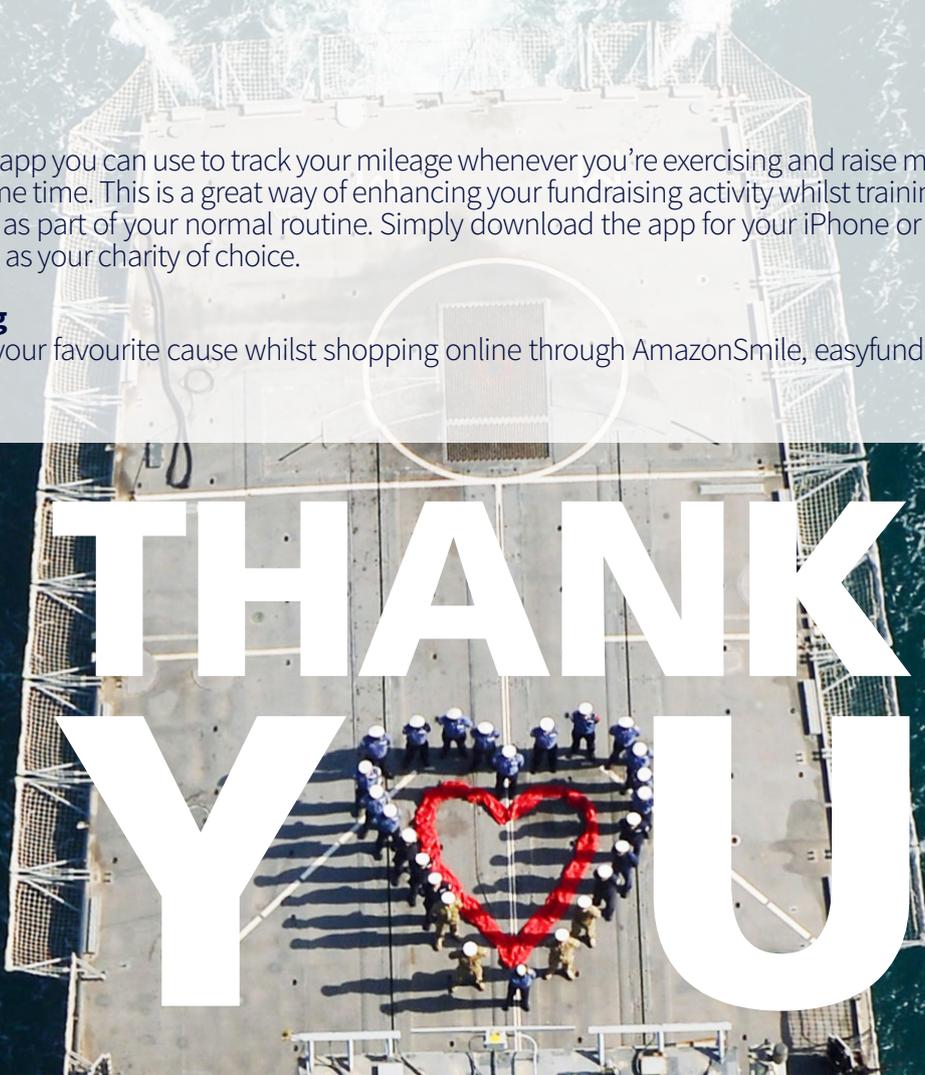


Fit4Change

Fit4Change is the app you can use to track your mileage whenever you're exercising and raise money to support the RNRMC at the same time. This is a great way of enhancing your fundraising activity whilst training for your big event or just keeping fit as part of your normal routine. Simply download the app for your iPhone or Android device and select the RNRMC as your charity of choice.

Easy fundraising

Raise money for your favourite cause whilst shopping online through AmazonSmile, easyfundraising and ebay for charity.



THANK YOU

rnrmc.org.uk  

You can find us at

The Royal Navy and Royal Marines Charity
Building 37, HMS Excellent, Whale Island,
Portsmouth, Hampshire PO2 8ER

Proud to be part of



VS Veterans
Scotland

