



BOSP (Brighter Opportunities for Special People) is a charity organisation that depends on generous donations and assistance. Without supporters such as you, our work supporting Essex families with children and young people with complex disabilities would not be possible.



# BOSP'S FUNDRAISING PACK

## WELCOME TO BOSP'S FUNDRAISING PACK

**Thank you for choosing to fundraise for BOSP. The following pages provide a range of hints and tips to get your fundraising off to a fantastic start.**

We provide examples of some wonderful supporters who demonstrate how fundraising can be both fun and satisfying, giving you a great sense of achievement. You can fundraise alone or as a group making it a great excuse for a party, a cake sale, pub quiz or to finally undertake that sporting challenge you have always wanted to do.

We hope that reading this guide will inspire you to organise similar activities or perhaps something completely different!

**There's really no limit to what you can do - just get your creative thinking caps on!**

To help promote your activity, you can request free fundraising materials such as leaflets, collection pots and fundraising buckets. Please get in touch and let us know of your ideas and plans so that we can give you the help that you need. We can also provide paper sponsorships forms if you need them for your event!

We would love to hear how your activity went and see photographs. If you agree, also to share your success with others via our social media, website and our newsletter.

**Please contact us at The BOSP Office for more information on 01268 553117 or at [community@bosp.co.uk](mailto:community@bosp.co.uk)**

**Before you begin to raise funds for BOSP, we ask that you read our guidance 'Fundraising in aid of BOSP - Essential Information'.**

**As charity fundraising is regulated by law we are obliged to inform you of these guidelines. Copies are available on our website or from The BOSP Office.**

Registered with



**FUNDRAISING  
REGULATOR**



### FUNDRAISER CASE STUDY: 100k Peak District Ultra Challenge Raised £1,722.50

Amazing Aga took on this Ultra Challenge for BOSP. Via her online fundraising page, shared on social media, Aga managed to raise a wonderful £1,722.50 for BOSP!

Aga said, "The walk was great and whilst the weather held for most of the time, we had some pouring rain on day 2 for about 20km. Remembering that it was all for an amazing cause, kept me going. Perseverance has definitely paid off!"



## WHY SUPPORT BOSP?

BOSP are a South Essex based Charity (no.1107392) who have been supporting families for over 30 years by providing fun short break care for children and young people from birth to 25 years, who have complex disabilities or life-limiting conditions.

**BOSP is a small charity with a big impact.** Over 400 children, parent carers and siblings regularly benefit from our services, providing nearly 50,000 hours of support a year, and there remains a high demand for BOSP's unique services. BOSP is fully self-funded and is reliant on donations from charitable trusts and fundraising & sponsored events to enable us to do what we do. This makes your fundraising even more important than ever, as we try and support more families in need.

With YOUR help we can transform lives, your funds will help BOSP to:

- Enable children and young adults with physical and learning disabilities; who require specialist feeding; have complex health needs or behaviours that challenge, the option to access fun activities readily available to their mainstream peers
- Relieve family pressures by providing much needed respite, advocacy and peer support
- Develop the children and young people's independence, self-esteem, physical & social skills and well-being in a fun and supportive environment
- Enable children, young people and families to enjoy a better quality of life



**BOSP**

Brighter Opportunities  
for Special People



BOSP.CO.UK



BOSPESEX



BOSPCHARITY



BOSPCHARITY

Brighter Opportunities for Special People

The BOSP Office, Wat Tyler Country Park, Pitsea Hall Lane, Pitsea, Basildon, Essex SS16 4UH

Telephone: 01268 553117 email: [enquiries@bosp.co.uk](mailto:enquiries@bosp.co.uk) Website: [www.bosp.co.uk](http://www.bosp.co.uk)

Registered Charity No. 1107392. Registered in England & Wales. Company No. 5284004.



# HOW TO START YOUR FUNDRAISING, STEP BY STEP

## Step 1 - Make a plan

Ask yourself.....

- Have I set a target amount to raise and a date to achieve it?
- Can I utilise any skills or talents?
- Who do I know who could help me (e.g. with sponsorship goods, services or prizes)?
- Am I going to organise or take part in an event or series of events?
- Who is my target audience and have I allowed enough time for planning and preparation?
- Could your employer possibly match fund your efforts?

## Step 2 - Create an online sponsorship page

To make collecting money easier, BOSP recommends setting up a free online sponsorship page at <https://www.givey.com> or Just Giving.

Pages are simple to set up and all donations are sent to BOSP automatically, saving you the trouble of dealing with cash.

Tips for a successful fundraising page include:

- Make it personal. If you have a special reason for supporting BOSP, please share it on your page. Add pictures and information about BOSP so that people understand why they are supporting you. Please contact BOSP if you would like help writing your page
- Show your fundraising target on the page. Be ambitious, as pages with high fundraising targets raise more than those without. You can also increase the amount you plan to raise as you get closer to your target

## Step 3 - Let everyone know!

Once you have decided what you want to do and when, tell everyone you know! You will be amazed how generous people can be when you are passionate about why you are raising money for BOSP.

- Use your network to raise funds; family, friends and colleagues at work, the pub, the gym, your church, school or social club may all be willing to support you
- Contact local businesses to see if they can help with things like raffle prizes or the use of free space for events. BOSP can provide an official letter confirming that you are fundraising for the Charity
- Share your plans and details of your online fundraising page via your blog, email signature, Facebook, Instagram, Linked In and other social media! It's a great way to keep your family and friends updated on your progress too!
- Recruit a team of friends and family to help fundraise on your behalf

**TOP TIP!**

Get Ideas from 'BOSP's A to Z of Fundraising Ideas'.

Copies are available on our website or from The BOSP Office!

**TOP TIP!**

**Social media is not only a great way to tell friends about your event but also brilliant for sharing BOSP posts and keeping friends and family updated along your fundraising journey!**





**FUNDRAISER CASE STUDY:**  
**Easter Charity Bakesale**  
**Raised £471.40**

Friends At BOSP (FAB) Natalie and her work colleagues held an Easter Charity Bakesale to raise much needed funds for BOSP.

This 'FAB' group of supporters made cakes and biscuits to 'sell' to colleagues for donations to BOSP and they collectively managed to raise a wonderful £471.40!

Natalie arranged a date and time in her office, got friends at work on board to help and advertised the event to her department through email and social media.



## STEP BY STEP.....

### Step 4 - Get noticed

- Local newspapers and radio stations are always interested in positive community stories, so if you are organising an event, or doing something particularly remarkable to raise funds, why not get in touch to let them know? BOSP can help you with guidelines on writing a press release and preparing for a short radio interview
- Make use of BOSP promotional materials. We can provide posters, leaflets and other items should you need them
- On the day itself, remember to take some pictures to share with BOSP and your supporters after the event

### FRIENDS AT BOSP - FAB PEOPLE NEEDED!

# FAB

**FRIENDS AT BOSP**

**Volunteers wanted to join our committee!**  
**Help raise funds and awareness for BOSP!**

- Develop new skills
- Meet new friends
- Make a difference

**Sound interesting?**

**Like to know more?**

**We would love to hear from you!**

**TOP  
TIP!**

**Work as a team and share responsibility with friends and family  
to source anything from raffle prizes to catering and ticket sales!**



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## WHAT WILL BOSP DO WITH THE MONEY YOU RAISE?



**£50**

will pay for an activity at a holiday club session

**£200**

will pay for Chill Zone activities in the community for 6 young people (our Out & About 18+ club)

**£500**

will pay for group music therapy sessions for 90 children/young people

**£1000**

will pay for 6 hydrotherapy sessions supporting 48 children/young people

**£2600**

will pay for a specialist medication Support Worker at our Saturday Club for a year, enabling children on life maintaining medication to attend

**£3000**

will support up to 272 people at BOSP TOTs (inclusive parent and toddler group) over 17 sessions

**Colette:**

*"In March I ran with an international group of ladies in the Paris Half Marathon. Knowing how difficult it is to train through the winter, I couldn't think of a worthier cause than BOSP to get me out of the house and keep me motivated! We are a BOSP family so choosing BOSP was my way of saying thank you for all their support, by giving my support".*



## HOW TO SEND YOUR DONATIONS AND SPONSORSHIP MONEY TO BOSP



### IF YOU HAVE BEEN RAISING FUNDS OFFLINE AND HAVE MONEY TO SEND US, HERE'S HOW TO DO IT:

**Bank Transfer** - send over to the BOSP account:

**Account Name: BOSP**

**Account No: 51481215**

**Sort Code: 40-10-27**

Please use your name as the reference for this transaction.

**Cheques** - Please make them payable to 'BOSP' and send them to us at: The BOSP Office, Wat Tyler Country Park, Pitsea Hall Lane, Pitsea, Basildon, Essex SS16 4UH

**Cash** - You can bring to us at The BOSP Office during office hours. Please do not send cash to BOSP in the post.

**Please do not forget to let us know your name and address so we can thank you! If you have any queries please contact: [community@bosp.co.uk](mailto:community@bosp.co.uk)**

**Paper Sponsorship Forms** - You can pay the money in using any of the above methods but please do send us the paper forms - we need them to be able to claim Gift Aid.

**Online Fundraising Pages** - All funds raised through online fundraising pages will have been automatically transferred to BOSP, you do not need to worry about that!

**Gift Aid it!** - Gift Aid is a government scheme which enables charities to claim 25% on top of any donation made by individuals who pay Income Tax. Please encourage people to Gift Aid their donations and boost your fundraising total! If you are sending a personal cheque or donating money to BOSP via BACS, please let us know that you would like to Gift Aid your donation. You can find a Gift Aid Declaration Form on the following page.

*giftaid*

## GIFT AID DECLARATION



Using the Gift Aid scheme means that for every £1 you give, BOSP can claim an extra 25p from HMRC, helping your donation to go further at no extra cost to you!

To enable BOSP to claim the Gift Aid on your donation, simply complete the form below and return to the address at the bottom of this form. BOSP takes your privacy seriously and will only use the personal information you provide to process your giving, and to contact you about any services and information you have requested.



<b>Full Name:</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

By signing this form, I confirm that I am a UK tax payer and would like all my donations, past, present and future to BOSP to be treated as Gift Aid donations. I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations to charities and CASCs in the current tax year it is my responsibility to pay any difference. I understand the charity will reclaim 25p on every £1 that I have given.

Please notify BOSP if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient tax on your Income and/or Capital Gains

☐

We would like to send you our quarterly newsletter so that we can keep you up-to-date about how your support makes a difference, as well as ways you can get involved and help support and fund our work. Please tick this box to confirm that you consent to BOSP sending you our newsletter via email.

You can withdraw or change your consent at any time, by contacting The BOSP Office.

For further information about how we use and store your personal data, our privacy notice is available at [www.bosp.co.uk](http://www.bosp.co.uk) or from The BOSP Office.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Thank you for supporting BOSP**



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