



# Do Your Own Fundraising

We'll provide you with everything you need to make your fundraising event a success

**lrsn** 







# Welcome to the LRSN fundraising family!

**Thank you for supporting Lincolnshire's agricultural and horticultural communities.**

Your fundraising efforts will help LRSN support Lincolnshire's agricultural and horticultural communities and allied industries when they are in need. Every penny you raise will make a big difference to those who are in need of a listening ear.

This booklet is full of fun ideas to get you thinking about how you can help to raise some pennies or even pounds but more importantly, raise awareness of the work that LRSN does.



# What We Do!



**Provision of a dedicated, confidential helpline, available 8 am to 8 pm, 365 days of the year, and answered by trained volunteers who listen, understand and care.**

**Provision of personalised 1:1 support across a range of issues including emotional wellbeing, mental health, family and relationship, practical and business-related issues. Support delivered by trained volunteers working alongside our staff team, and who bring a wealth of skills and experience in the agricultural and horticultural sector.**



**Provision of physical health screening services, delivered by registered nurses who offer confidential screening and advice across a range of medical issues.**



**Advocacy: building a greater understanding of the challenges faced by individuals within the agricultural and horticultural sector, fostering a greater understanding of the importance of personal wellbeing and building resilience.**





# What Our Funds Do!



£17.50

£17.50 will provide an hour of support with LRSN

£19.62 will provide a health check with an LRSN nurse



£19.62

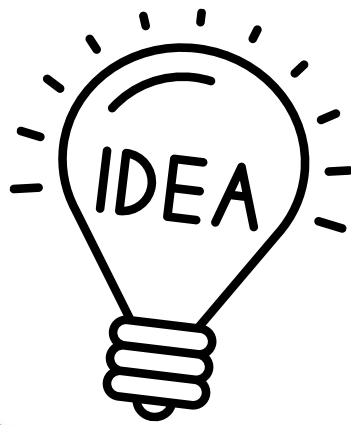


£23

£23 will provide an hour with an LRSN mental health nurse

# Top Tips for Fundraising!

There are so many ways you  
can help support our  
agricultural and horticultural  
communities in Lincolnshire.  
We have included some tools  
and ideas to help get you  
started with your fundraising  
activities.





# Decide on your Fundraising Event!

Any money you raise can make a significant difference to Lincolnshire's agricultural and horticultural communities but let's keep the fun in your fundraising



Thinking of an idea for your fundraising activity can be difficult, so we've put together some ideas for you to get the ball rolling, you can use them as they are or adapt them to suit your friends, family, or colleagues.

## In no particular order our top 5 fundraising activities...



**Marathon events** - Before you skip and read onto the next idea, remember a marathon doesn't have to mean running! You could raise money with a marathon walk, cycle, or dance. Just decide if you want an activity that will take you 26.2 miles or hours.

**Office Collection Day / Office Fundraising** - Short of time but eager to make a difference? Then fundraising in the office could be the right activity for you. Charity fundraising activities for the office could include bake sales, an office Olympics, a dress-down day or perhaps take breakfast orders and set-up your own tea trolley. A morning coffee could make your colleagues more than happy to sponsor you!



**Quiz night** - The pub, village hall, local sports centre and your best mate's garden are all venues suitable for hosting a quiz. Decide what's the best option (and available) to you and get working on those questions. Will the theme change by rounds or will your quiz be more niche, with all questions specific to a particular band, film or book? You host the night and guests pay to play. Simple... but the questions might not be.

**Raffle - A raffle is great to have at a charity fundraising event. Just charge a fee for tickets and the winner gets a prize. This could also work as a standalone fundraising activity. Just be aware of offering that unwanted Secret Santa gift you got last year as a prize: your friends may recognise it!**

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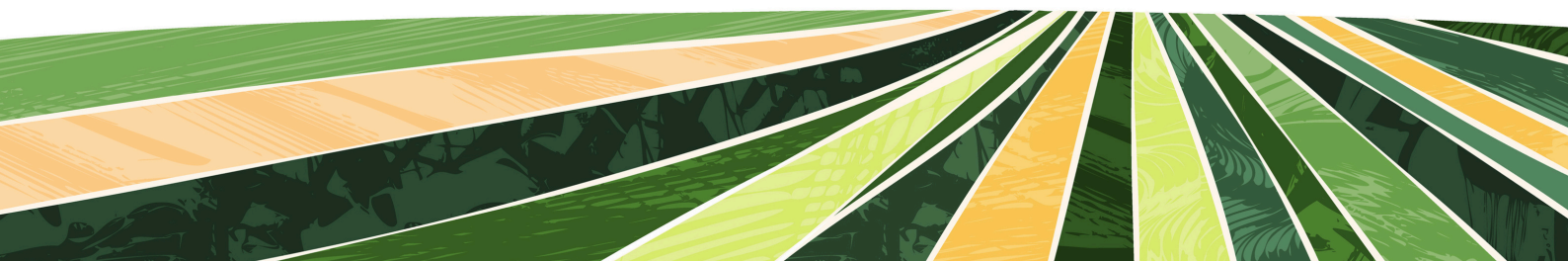
**Coffee mornings - Most people rely on a coffee to get them through the day so hosting a coffee morning is a great way to fundraise (gathering donations is much easier when you're offering something people want anyway!) If you're looking to host outside of the workplace, why not tie in with your local book club? Or if you know a friend who is already running a bake sale, remember you can partner up. They can focus on the cake, while you make sure you've got the right beans and brew.**

If none of these take your fancy there are plenty more ideas you can try, including these...

6. Bag packing day
7. Fancy dress party
8. Walk to work week
9. Give it up
10. Murder mystery evening
11. Donate a day's wage
12. Carol singing
13. Battle of the bands
14. Charity Calendar

15. Summer fete
16. Charity ball
17. Big brunch
18. Donate your birthday
19. Sponsored walk
20. Charity head shave
21. Zumba class
22. Safari Dinner
23. Bingo

24. Why not add your own fundraising idea to the list? Don't forget to let us know what you get up to so we can shout about what you're doing .







## Set a Date!

**Remember to give yourself plenty of time to plan your fundraiser and invite other people to take part.**

## Tell us about your event!



**Drop us an email to [info@lrsn.co.uk](mailto:info@lrsn.co.uk) and tell us what you are planning. We might be able to help!**



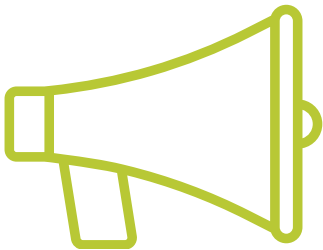
## Set a target and plan your budget!

**Setting a fundraising target will help to shape your fundraising activity. Aim high and push yourself. Our team is here to help your heroic fundraising. Keep in mind you may need to set a budget to buy everything you need for your event.**



# Spread the Word

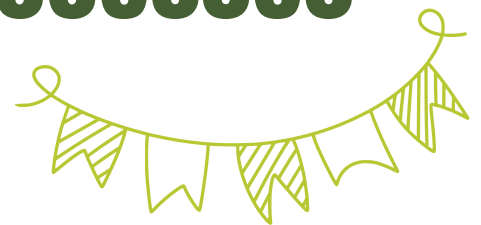
Tell as many people as you can about your plans and invite them to take part, using as many channels as possible.



**Social media can you be your best friend during fundraising, but it can also be hard to stand out. Try and make your posts as interesting as possible.**

- **Post photos of you preparing! Whether it be training, planning or prepping.**
- **Post engaging images or posters to entice people to your event or contribute to your fundraising target.**
- **Share pictures and stories on the day.**
- **Thank people afterwards, including those who haven't contributed yet...it's never too late! And remember to update your supporters with your progress.**

# Celebrate your Successes



**Remember the money you raise will make a real difference to help support Lincolnshire's agricultural and horticultural communities and allied industries.**

*Every penny makes a difference!*



**JustGiving**

# JustGiving

This is the #1 online platform for giving!

**Set up a JustGiving page so friends and family can sponsor you. The earlier you start the better. We've got some top tips to help give your page a push in the right direction: consider things like adding a profile picture, a page summary, and your fundraising target to your page. Also, think about keeping everyone in the loop with text updates and links to the page. Don't forget to share your page on social media!**

## Keep in Touch

**Drop us an email at [info@lrsn.co.uk](mailto:info@lrsn.co.uk) if you need to chat, or would like merchandise or inspiration...We're in this together!**

**Here are some links that you might find useful:**

**Facebook:** [lincsruralsupportnetwork](#)

**X:** [@Lincsruralhelp](#)

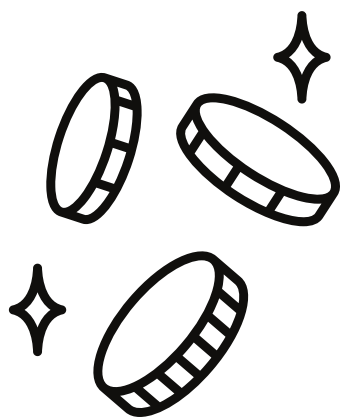
**Instagram:** [lincsruralsupport](#)

**Web:** [lrsn.co.uk](#)

**Justgiving:** [justgiving.co.uk/lrsn](#)

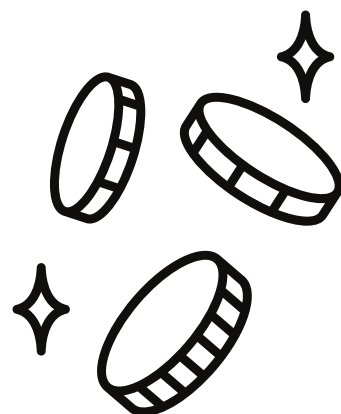


**We have a range of materials to help you add just a little bit of LRSN charm to your event and make sure your fundraising goes off with a bang! Email [info@lrsn.co.uk](mailto:info@lrsn.co.uk) to find out more.**



# Fundraising Stories

"I completed the  
Windermere Marathon for  
LRSN. it was brutal but  
amazing. It has been a great  
opportunity to raise  
awareness of LRSN and the  
fantastic work that you do."







### **Collingham Young Farmers Club**

**We are all aware of the challenges our industry faces and that it can be hard for many people to come to terms with this. As a club, we acknowledge the support that LRSN offers our community and felt this was a worthy charity to support as a group of young farmers. Our donation is made up of fundraising we did at various events throughout the year.**

### **Louth Livestock Market**

**We wanted to have a charity event to help spread the word that no one in the rural community should feel isolated or alone. As a community, we came together and made our event a success.**



### **Charity Auction**

**Our event was a great success, we raised a fantastic amount of money for LRSN but more importantly, we were able to tell people about the amazing work and support that is available for the agricultural and horticultural communities. It was emotional to see how much support is out there for LRSN.**

# Keep it legal and be safe

We want you to have a fabulous time fundraising. Most importantly, we want you to be safe and keep your fundraising on the right side of the law. The small print here is a big deal to us. So settle down, make yourself comfortable and read our guide to fundraising success.



## Venue

- Ensure the venue is suitable for your event. Make sure there is adequate lighting, sanitary facilities and it is accessible for all.
- Do not exceed the safety capacity of the venue.
- All exits must be free from obstructions at all times, in case an evacuation is necessary.
- Check if there is adequate parking and if there is a need for stewards.
- Ensure your event is adequately supervised or marshalled and provide information and instructions for new or inexperienced helpers.



## First Aid and emergency measures

- Ensure you have adequate emergency and first aid procedures for your type of event (eg: what will you do in the event of a fire?). Do notify the emergency services in case of any emergencies.
- You may need a first aider present or at least a well-stocked first aid box.
- Make sure there is a telephone available.
- Make sure you know where turn-off valves and fire extinguishers are located.



## Equipment

- Ensure all portable electrical equipment has been tested and is safe to use.
- Use equipment safely to avoid trailing cables.
- Ensure all equipment is in good repair and is operated by people who are competent to use it.
- Check the stability and strength of trestle tables before piling things them on.
- Avoid lifting heavy loads - provide trolleys where appropriate.



## Food and refreshments

- It is the legal responsibility of anyone selling or processing food to do so safely and hygienically, so ensure that at least one helper has a foundation level food hygiene certificate. Ensure all food handlers have read the guide to 'Providing food at Community & Charity Events'.
- If there is BBQ food, follow the guidance provided by the Food Standards Agency.
- Label food which contains nuts or other allergens.
- Keep children and animals out of food preparation areas.
- Provide appropriate protective clothing (plastic gloves, aprons, etc).





## Children

- Do not allow children under 16 to collect money from the public without an adult.
- Ensure children are adequately supervised.
- Make provision for lost children at your event, if applicable.



## Insurance

- We strongly recommend checking you have adequate insurance (eg. public liability insurance) and that you take all reasonable steps to ensure the safety of all concerned
- It is the responsibility of those joining in with any activities to ensure that they are fit enough to take part.
- LRSN cannot accept responsibility for accident, injury, loss or damage as a result of your event



## Money matters

- Keep money and fundraising equipment in a lockable box.
- Take care of your personal security when carrying money. If possible, don't go alone. Make sure that no one puts their personal safety in jeopardy by tackling a thief.
- Only collect sponsorship in a safe environment.



## Raffles and Sweepstakes

- The Gambling Commission requires us to meet certain criteria so there are different guidelines you need to follow, however big or small your raffle is. Just get in touch if you're thinking of holding a raffle and we can talk you through what you need.
- Sweepstakes are another way of raising money and we've got sweepstake grids all ready for you! Let us know if you'd like to hold one and we'll be happy to help.



## Waste

- Do dispose of any rubbish or waste materials safely!
- Avoid use of hazardous cleaning chemicals. Provide protective clothing where appropriate.



## Health and Safety at Work Act

- The Health and Safety at Work Act 1974 applies to volunteers as well as paid workers.
- You will need to consider whether and how your event could be harmful to organisers, guests, volunteers and the public. Think of how you can minimise risks.



## Licenses

You need a license for the following:

- Music and dancing
- Sale of alcohol
- Extended hours
- Provision of food and drink
- Copyright and royalties for drama or film shows
- Collecting money or selling goods in public places.



## Legal guidelines

- The advice given in this section is clearly intended to provide general guidance only and to that extent the information conveyed is accurate.
- Any fundraising materials you use should say: In aid of LRSN, Registered Charity No. 1137678





### **Further points to consider**

- It is illegal to sell cigarettes, alcohol, solvents or knives to children.
- Remember to get parental permission for any children helping at your event.
- If your event is on private property, you will need to get permission from the owner/ manager.
- Please do not collect money from door to door. This is illegal without a license. When collecting funds, be aware that everyone's situation differs in their ability to give.

**For further information, please  
call our Fundraising Manager on  
07738 74150 or email  
info@lrsn.co.uk**

# Banking your fundraising

Now that you've done all the hard work, you can pay in the money you've raised in lots of different ways.



## By post

You can download a form at [www.lrsn.co.uk/want-to-help/donate](http://www.lrsn.co.uk/want-to-help/donate) If you'd like our team to post one out for you, you can email us at [info@lrsn.co.uk](mailto:info@lrsn.co.uk) or call us on 07738 741150. Fill in the form and post it with any cheques, made payable to Lincolnshire Rural Support Network, to the following address: LRSN, 35 Queens Road, Oakham, Rutland, LE15 6ED. Please do not send cash in the post.



## Online

You can pay the money directly into our bank account using online banking: LRSN Lloyds Bank Account number: 29148568 Sort code: 30-67-76 Please quote your event name when you make the payment.



## At the bank

You can pay it in at any Lloyds bank using Account number: 29148568 & Sort code: 30-67-76



## Any questions

Feel free to email [info@lrsn.co.uk](mailto:info@lrsn.co.uk)

Thank you, every donation makes a difference!





### LRSN's Vision

Our vision is that no one in Lincolnshire's agricultural and horticultural community should face difficulty alone.

### LRSN's Mission

Our mission is to provide a lifeline to members of the agricultural and horticultural community and allied industries across Lincolnshire.

By providing personalised and accessible services, LRSN aims to improve the ability of Lincolnshire's agricultural and horticultural community to live well in the present and thrive and flourish in the future.



**C/O Lincolnshire Showground  
Grange de Lings  
Lincoln  
LN2 2NA**

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