



# NET Patient Foundation

Help and Support for Patients and Families affected by Neuroendocrine Tumours  
[www.netpatientfoundation.com](http://www.netpatientfoundation.com) • Registered Charity Number: 1092386

**FUNDRAISING PACK**



# WHAT WE DO...

The NET Patient Foundation incorporating Living with Carcinoid has been working since 2006, with the following aims:

1. To provide accurate and up-to-date information for people living with, or affected by, neuroendocrine tumours. We do this through information and forums provided on this website (and links to other sources of information on the web).
2. To provide support for patients and others affected by neuroendocrine tumours. We offer a support line which is manned by an experienced healthcare professional; and organise patient support groups around the UK and Ireland.
3. To improve the quality of life for patients and their families. We can do this by providing support and information about treatments available, as well as by funding and publicising research and existing medical initiatives.
4. To raise funds, which will help to support research and diagnosis initiatives around the UK.
5. To raise awareness of neuroendocrine tumours throughout the UK and Ireland, and also within the medical community.

# WHY WE NEED YOUR HELP...

The NET Patient Foundation is the only registered charity in the UK helping patients and their families to live with Neuroendocrine Tumours. We also work hard to raise awareness of this unusual disease, and to raise funds for medical research.

The incidence of NETs has increased fivefold since 1993, and NETs are now twice as frequent as pancreatic cancer.

Even though NETs are now more common than ever, NET patients often face a lack of understanding of their condition, both amongst medical professionals, and in the wider community. This can lead to a sense of isolation, and - in some cases - results in the patient not receiving the best possible care.

We rely on donations to keep going, and urgently need funds to help us to support the growing patient population, and to gain a better understanding of this condition and how best to treat it.

YOU can help us by organising a fundraising event. And please remember, whether you raise £10 or £10,000, you'll also be helping to make people aware of NETs...



# HOW YOU CAN HELP...

There are all sorts of fabulous ways to raise funds, and whether you run a marathon, shave off your eyebrows or organise a coffee morning, it's important that you have fun. Your enthusiasm will be infectious! On the following pages, there are some great fundraising ideas, but before you start, here are a few golden rules for making the most out of your event:

## **Shout about it!**

Make sure as many people as possible know about your event.

- We can send you T-shirts and posters, which you can put up at work, at the local library, post office, GP surgery...
- Make the most of email and the internet (facebook, myspace). Send out an email to everyone you know and ask them to pass it on.
- Use your local media - send a press release (we can help you draft it) to local newspapers, newsletters, web listings.
- Tell people why you're doing it, and how the money they give will help people.
- Get your friends involved. It'll be more fun if there's a group of you, and they'll help to drum up more donations.

## **Aim high.**

Set yourself a personal target, and go for it! If you have sponsorship forms, make sure the first donation is a big one - this will encourage others to follow suit. Try asking your employer to match any money you raise.

## **Make the most of it.**

Make sure people sign up for Gift Aid when they donate. It won't cost you a penny, but will add almost a third to the amount the NET Patient Foundation receives.



# SPONSORED ACTIVITIES...

Here's an opportunity to set yourself a challenge, go on an adventure you'd always dreamed of, or just do something silly. Whatever your idea, make sure it's something you'll enjoy doing. Don't worry if you don't complete it - most people will be happy to donate anyway. You can download sponsorship forms on our website, or we'll send you some by post. It's also easy to set up your own sponsorship page on [www.justgiving.com](http://www.justgiving.com) - this makes it easier for friends and family from far and wide to donate. Do make sure you get some nice big donations on your form as early as possible to get the ball rolling.

Try one of these...

## GET ACTIVE

Run a marathon (or a mile!)  
Cycle  
Swim the channel (in your local pool)  
Climb Kilimanjaro  
Do the Hula Hoop

## GIVE IT UP

Chocolate  
Talking  
Smoking  
Driving  
Shaving

## GO CRAZY

Dye your eyebrows red  
Sit in a baked bean bath  
Have your chest waxed  
Walk backwards for a day  
Wear pyjamas to work



# ORGANISE AN EVENT...

From bingo to a black-tie ball, an event is a great way to get people together, give them a good time, and encourage them to part with their cash. There are certain rules and regulations to be aware of if you're organising raffles or lotteries, if there is any special equipment, or if children are involved. Please have a look at our "Keep it safe and legal" section at the end. Here are some ideas for ways to put the fun into fundraising...

Black-tie Ball

Bingo Night

Pub Quiz

Karaoke Night

Fancy Dress Party

Speed Dating

Coffee Morning

Firework Display

A day to remember - National Crumpet Day?

Auction of Promises

Fashion Show - ask your friends to model and donate clothes

Ask artists to donate paintings and hold an auction

Wacky Races - babies, paper aeroplanes...

Ask a local music/drama group to perform in aid of NPF

Arrange a sweepstake around a major political or sporting event

Organise a treasure hunt

Golf Tournament

Talent Contest

5-a-side Football Match

Tug of War

Pamper Party

Snooker Tournament

Dress Down Day

Wine Tasting

From lawn-mowing to swear-boxes, there are plenty more ways to raise money. Whether it's at work, at school or in your local community, the key is to let people know why you are doing it. If you're offering to do chores, like car-washing, try putting a flyer through your neighbours' letter-boxes explaining that you'll be knocking on their door over the weekend with a bucket and sponge in hand. And don't forget to ask for one of our lovely t-shirts! If you're doing something at work, send out a mass email and put a poster up next to the coffee machine.

# OR FOR SOMETHING COMPLETELY DIFFERENT...

The possibilities are endless, but here are some ideas to get you going...

## CHORES

Car washing  
Cleaning  
Dog-walking  
Gardening  
Packing bags at a local supermarket

## SALES

Cakes  
Books  
Bring and Buy  
Second-hand school uniform  
Christmas gifts and decorations

## AT WORK

Donate an hour's salary  
Matched funds  
Raffle a day's holiday (speak to your boss!)  
Swop jobs for a day  
Management-jargon box

If you'd rather make a personal donation, please have a look at our website or give us a call about becoming a Friend of the NET Patient Foundation, or about Leaving a Legacy.

## HOW TO GO ABOUT IT...

First of all, thank you for deciding to help us!

When you've thought about how you'd like to raise funds - or if you'd like to discuss it with us - just give us a ring on 0800 434 6476 or email us at [hello@netpatientfoundation.com](mailto:hello@netpatientfoundation.com). We can send you posters, t-shirts and badges, and help you to draft a press release. If you're organising a sponsored event, we'll send you some sponsorship forms or you can print your own from the one attached with this pack.

You may like to set up a JustGiving page. JustGiving is a website that enables people to donate online. It automatically reclaims Gift Aid, and then sends the money to us after taking a commission. You can set up your own page quickly and easily at [www.justgiving.com](http://www.justgiving.com). Please don't forget to ask people to sign up for Gift Aid when they donate - it won't cost them a penny but will add almost a third to the amount the NET Patient Foundation receives.

If you've collected money yourself, please make cheques payable to NET Patient Foundation, and send to:

Enton Mill  
Enton  
Godalming  
Surrey  
GU8 5AH



# KEEP IT LEGAL AND SAFE...

If you're organising an event, please take the time to have a look at this checklist.

**Health and safety** – use common sense - Make sure you know where the fire escapes are in your venue, and don't obstruct them. Don't exceed the venue's capacity. Will you need marshals or stewards: Brief all your event staff so they know what to do in case of an emergency. Test all equipment and make sure it's only operated by those who know how to use it. Don't leave cables trailing and don't leave equipment unsupervised.

NET Patient Foundation cannot accept liability for any loss, damage or injury suffered by you or anyone else as a result of taking part in a fundraising event.

**Food hygiene** – please take care when handling food and work to basic rules for safe preparation, storage, display and cooking. You can check rules at the Food Standards Agency - [www.food.gov.uk](http://www.food.gov.uk)

**Data protection** – Make sure any electronic or paper record you keep about people involved in a fundraising event complies with the Data Protection Act. As a rule of thumb, don't keep information about people any longer than you have to, and don't share information or data about someone without their permission.

**First aid** – put in place emergency and first aid procedures as appropriate for your event.

Try contacting:

**St John's Ambulance**  
[www.sja.org.uk](http://www.sja.org.uk)

**the British Red Cross**  
[www.redcross.org.uk](http://www.redcross.org.uk)

**The National Association of Private Ambulance Services**  
[www.ambulanceservices.co.uk](http://www.ambulanceservices.co.uk)

**Collections** – it's illegal to carry out street or door to door collections without a special licence from your local authority. If you're collecting money at work or at an event, please keep it safe and locked away.

**Raffles and lotteries** – There are strict and complex laws relating to raffles and lotteries. There are also legal requirements regarding prizes, the costs of running a raffle or lottery and the way they are organised. You can hold a raffle as part of your event provided tickets are sold and prizes announced at the event, and there are no cash prizes. Get in contact with your local authority or the Gambling Commission – [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk) - before holding one of these events and before you spend money on getting tickets printed. Believe it or not, some events you might not think of as lotteries, such as duck or balloon races, are covered by lottery laws.

**Children** – If children are involved in your event – organising, helping or attending – you need to get parental permission. Supervise children if they're collecting money, and don't let them collect money from strangers.

## Useful websites

### Food Standards Agency

[www.food.gov.uk](http://www.food.gov.uk)  
[www.eatwell.gov.uk/keepingfoodsafes](http://www.eatwell.gov.uk/keepingfoodsafes)  
Lots of useful information on how to prepare food safely and hygienically.

### Health and Safety Executive

[www.hse.gov.uk](http://www.hse.gov.uk)  
Provides advice on keeping safe and legal.

### Institute of Fundraising

[www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk)  
Features information on the best ways to fundraise.

