# FUNDRAISING PACK




BETHLEHEM CARE & HOSPICE TRUST

# WELCOME!

Thank you for being here and for your interest in supporting the important work we do in Occupied Palestine. There are so many ways to get involved and raise money for our cause! Whatever you are good at, enjoy doing or have always wanted to try, can be transformed into a successful fundraiser for us whilst creating some lovely memories and experiences for you... everyone wins!

We have created this pack which is full of useful information and expert tips, to support and help you to safely deliver your fundraiser and have a great time doing it!

There is a comprehensive list of ideas and activities plus useful tools and resources, all guaranteed to give you tons of satisfaction and happy memories whilst raising some much-needed funds.

> **"I am really excited to be doing a skydive for BCHT later this year... I have always wanted to do one and this is the perfect opportunity. I am so grateful to our medical staff in Palestine, who overcome enormous difficulties and obstacles to unfailingly provide compassionate care to people suffering in Occupied Palestine. It's my privilege to make this small contribution in solidarity with them and their patients."**

BETHLEHEM CARE & HOSPICE TRUST

# WHY FUNDRAISE?

We are the only organisation in Occupied Palestine providing palliative medical care to people with life-threatening and life-limiting illness, completely free of charge. To continue with our mission and not only sustain, but to expand our reach to the other regions where this care is so desperately needed, we need your help. Keep reading to find out more and to see what a positive difference you can make to the lives of people suffering chronic illness in Palestine.

> **I am immensely privileged to be part of, and now lead, the organisation that has been the first to deliver specialist palliative care services in the West Bank.**
>
> **The BCHT Home Hospice service has already established a strong reputation in the region. Our pioneering work is being viewed as a model for the development of similar services in other parts of the West Bank. We have been approached by Palestinian doctors for our support in setting up services in post-war Gaza."**
>
> (Professor Philip Hopkins, Chair of the BCHT Board of Trustees).

# OUR IMPACT

> **My passion lies in easing the burden of those facing terminal illnesses or life-threatening diseases. I believe in approaching each patient with empathy and understanding, striving to comprehend their unique needs and concerns. By doing so, I aim to not only improve their quality of life but also bring a sense of comfort and solace during challenging times."**

Helen Hazboun, Palliative Care Nurse

At the Bethlehem Care and Hospice Trust, we are extremely fortunate to have an exceptional team of medical staff who are dedicated to the treatment and care of people with life-threatening and terminal illness in Palestine.

Each doctor and nurse is highly skilled in controlling pain and managing symptoms, all with the primary aim of alleviating suffering.

They strive to create a peaceful, pain-free and loving environment at a time when its needed most, providing comfort and safety to every patient as well as compassionate emotional support to their families.

Between 1st January and 1st June 2024, we made over **1,000 patient visits** in Palestine, easing their physical pain and personal distress in very difficult circumstances.

Frustratingly, we are unable to help all the people in need of our services, as the demand for medical care is greater than our resources can handle. We are determined to expand our reach into the rest of the Occupied Palestinian Territories and bring vital support to all the people who deserve it.

Donations are essential to our work, and we very much appreciate your interest in becoming involved and supporting us.

You are amazing!

Heartfelt thanks.

فرسان الميلاد
Knights of the Nativity
Duha Alassah

# HOW YOUR MONEY HELPS

We appreciate and value every single pound you raise, here is how your donation will help us to care for the sick and the dying in the Occupied Palestinian Territories.

**£5**
Covers the transport costs of the nursing team for one day

**£10**
Medication for one day for a patient

**£25**
Pays for a nurse's uniforms

**£50**
Provides a consumables kit for one week per patient

**£125**
Covers the cost of taking a patient for an MRI

**£500**
Covers the cost of a nursing team for one week

**£1000**
Covers a nurse's salary for one month

# Fundraising Ideas and Activities:

**Easy Stuff:**

- **Sign up to Easyfundraising**; this channels retailer's profits to us at no cost to you, what's not to love?!
- **Matched/Payroll Giving**; donate direct from your salary, tax free
- **Gifts in Celebration**; asking friends and family to make a donation rather than buying birthday or anniversary presents.
- Sponsored beard/head shave

**Food and Drink Stuff:**

- Bake sale
- Coffee Morning
- Tea Party
- Dry Month (no alcohol)
- Cocktail Evening

**Sociable Stuff:**

- Quiz/University Challenge
- Karaoke/Gig Night
- Games/Film Night
- Summer Fair
- Office Collection Day
- Fancy Dress/Dress Down Day
- School Non-Uniform Day
- Open Mic Night
- Open Garden Day
- Raffle or Sweepstake
- Nomination Challenge/Sponge a Boss or Teacher!

**Kind to the Planet Stuff:**

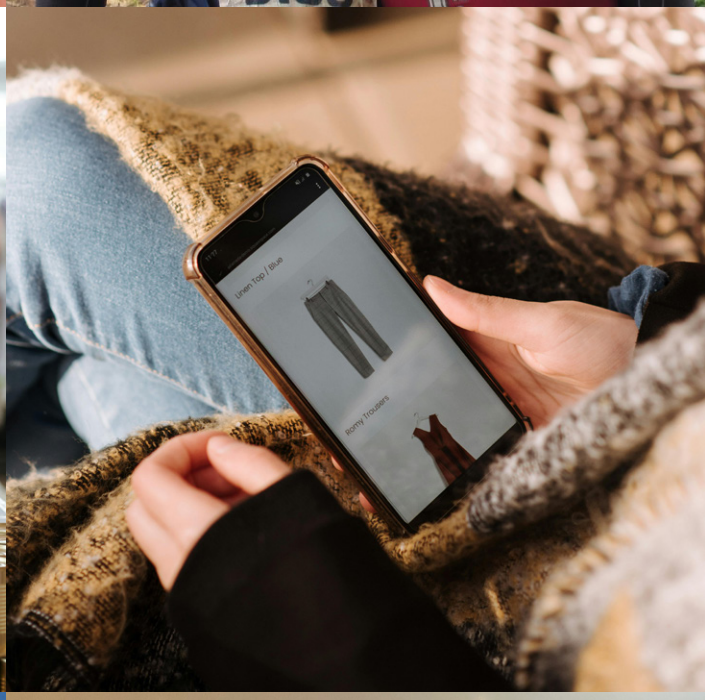
- **Recycling for Good Causes**; turn unwanted items into a donation.
- Arty Crafty; making and selling knitting, pottery, cards, crochet

**Active Stuff:**

- Sponsored walk, run, cycle, or swim
- Skydive
- Bungee Jump
- Charity Adventure Trip
- Santa Dash
- Golf/cricket/basketball/bowls tournament
- 5-a-side football match

runner
5188

Donation


Linen Top | Blue
Roomy Trousers

BETHLEHEM CARE & HOSPICE TRUST
Providing
AJBell
WILLIAM
52331
GOODMOVE by M&S

JustGiving®

# FUNDRAISING TIPS

**Set a date!** Give yourself plenty of time to plan your fundraising and invite people to get involved.

**Having targets** is very helpful, whatever activity or event or you are holding. The list above shows how we spend our money and the running costs of our services. Using this as a basis for setting your own fundraising target gives you a clear goal and helps other people decide how much they can contribute.

**Have a budget** set in advance so you know exactly what you need to buy for the activity or event. This will also help you to set your fundraising target.

The easiest way to collect sponsorship money is by setting up a page on **Just Giving** to share with family, friends and communities. Follow this link to create your own page and set it up as early as possible. Adding your fundraising target, photos, and why you want to fundraise for us, helps a lot to bring personal energy and encourage people to give more.

Consider having an **event plan and/or inventory**. If you have a few people as helpers, its very useful to write up who everyone is and what they are doing and when. This will prevent uncertainty on the day and ensure that everything gets done smoothly. Make a list of everything you need so you aren't caught short on the big day.

**Share, share and share again!** Using your social media to share your Just Giving page and tell everyone about your venture is very important and will have a big impact on how much money you raise. It makes it easy for people to forward it on to others and can be a huge boost to your profile. Adding updates and photos as you progress will generate momentum and keep people interested.

**Let us know!** Giving us a heads up about your endeavour means that we can tag you on our social media and encourage more people to support you. Completing a photo consent form helps a lot! If you would also like to chat with an expert for some additional help then get in touch with us here.

# PHOTOGRAPHY TIPS

- Make sure the light is in front of you, not behind you
- Keep away from shadows
- Always take selfies in portrait mode
- Selfies look best when taken from an angle
- Smile!

# LEGAL & SAFETY INFORMATION:

### VENUE

- Be sure the venue is right for your event! It needs to be accessible for anyone, have sanitary facilities and adequate lighting.
- Do not exceed the capacity of the venue. Ensure all exits are free of obstructions
- Check the parking in advance and have a steward if necessary.
- Be sure you have enough supervision for your event and that inexperienced helpers are well supported.

### FIRST AID & EMERGENCIES

- Make sure attendees are briefed on emergency exits and know where the assembly point is.
- Make sure you know where all the fire extinguishers are. Have a well-stocked First Aid kit on site.
- You may also want to have a First-Aider present. Be prepared to call the emergency services in the case of anything going wrong.

### EQUIPMENT

- All portable electrical equipment needs to be tested to be sure that is it safe for use during the event.
- The equipment must also be in good repair and operated by people who are competent for the job. Avoid trip hazards like cables or rugs, use electrical or gaffer tape to secure or cover them if necessary.
- If using trestle tables, test the weight of the table before piling it with things!
- Do not carry heavy loads, use trolleys where appropriate.

### FOOD & BEVERAGES

- Anyone selling or processing food is legally responsible to do so hygienically and safely. Make sure that anyone handling food has read this guide, Providing food at Community & Charity Events.
- Keep children and animals away from areas where food is being prepared.
- If there will be a BBQ on site, follow the guidance found here Food Standards Agency.
- Label food containing allergens, (dairy, gluten, nuts).
- Be sure to have plenty of protective equipment like plastic gloves and aprons and encourage anyone with long hair to tie it back!

**UNDER 16s**

- Never allow children under 16 to collect money from the public without an adult.
- Remember to obtain parental permission for any children helping out.
- Have a provision for lost children if appropriate.
- Ensure that all children are properly supervised.

**MONEY**

- Have a lockable box for money and a secure place for fundraising equipment.
- Be mindful of personal safety when carrying money, preferably never do this alone.
- Make sure everyone knows in advance that they are not to put their personal safety at risk by tackling a thief.
- Please do not collect money door-to-door, this is illegal and requires a licence!
- Remember that people vary greatly in their circumstances and ability to give, please read through this Safeguarding Vulnerable Adults policy.

**HEALTH & SAFETY AT WORK ACT 1974**

- This act covers volunteers as well as paid staff. You need to be aware of how your event may be harmful to anyone involved and the public.
- Take appropriate precautions to minimise the risks.
- It is the responsibility of everyone joining the activities to ensure they are fit enough to participate.
- BCANDHT cannot accept responsibility for accidents, injuries, loss or damage as a result of your event.

**WASTE**

- Be sure to have plenty of rubbish bags and dispose of all the waste safely!
- Avoid using hazardous cleaning chemicals on the day and provide protective clothing if necessary.

**RAFFLES**

- If you are considering holding a raffle, then please get in touch with us so we can let you know what you need. However big or small your raffle is, there are guidelines that must be followed, and the Gambling Commission requires us to meet those criteria.

# HOORAY! You Did It!!

## BANKING THE MONEY

Here are the different ways you can send your collection to us:

### Bank Transfer:

**Account Name:** Bethlehem Care and Hospice Trust
**Account Number:** 00032686
**Sort Code:** 40-52-40

### Donate On Our Website:

**Send the money directly to us using this link:**
www.bethlehemcareandhospicetrust.org/donate-online-to-the-bethlehem-care-and-hospice-trust/

### Send a Cheque in the Post:

**Make your cheque payable to:**
Bethlehem Care and Hospice Trust

**Send it to:**
Fundraising and Supporter Care
Bethlehem Care and Hospice Trust
Hallam Pastoral Centre
St Charles Street,
Sheffield, S9 3WU

# GIFTS IN WILLS

## Willpower

Leaving a gift in your will enables us to fund our medical team and services in Palestine. Legacies are a simple and wonderful way to support our work and help us to continue to provide our care where it is needed most.

**The most common types of gifts are:**

**Residuary Gift:** A percentage or the entirety of your estate after all other gifts, debts, and expenses have been settled.

**Pecuniary Gift:** A specific sum of money.

**Specific Gift:** Donating specific assets such as property, stocks, or shares.

We understand that writing a will and leaving a gift are big decisions, so we appreciate you taking this time to consider supporting us in this way.

Please feel free to use our will-writing service here to help you with this process.

You can also complete the legacy form below; we will treat all the information confidentially and it will help us to plan how we continue to provide our care to our patients in the future.

If you want to add us to your will without informing us, here is the information you will need to do this:

**Bethlehem Care and Hospice Trust**
**Hallam Pastoral Centre, St Charles Street, Sheffield S9 3WU.**

Charity Registration Numbers: England 1158406; Scotland SC048752; Republic of Ireland 2026049

MakeAWillOnline.co.uk

We are pleased to have partnered with **makeawillonline.co.uk** a **free** will making service.
**Scan the QR code to start making your Will today.**

# Donation Form

**Thank you for your kindness today, helping us to provide medical care in Occupied Palestinian Territories.**

## YOUR DETAILS

FULL NAME* TITLE

POSTAL ADDRESS*

EMAIL*

SIGNATURE

## SINGLE PAYMENT DONATION

I ATTACH MY CHEQUE FOR **£** PAYABLE TO **BETHLEHEM CARE AND HOSPICE TRUST**

## STANDING ORDER/DIRECT DEBIT

TO THE MANAGER OF (YOUR BANK)

BANK ADDRESS POSTCODE

Please pay to CAF BANK (**sort code 40-52-40**) for the credit of **BETHLEHEM CARE AND HOSPICE TRUST**

**ACC NO. 00032686** THE SUM OF **£** AMOUNT IN WORDS

FROM MY ACC NO. STARTING ON AND THEREAFTER

MONTHLY: ☐ WEEKLY: ☐ ANNUALLY: ☐ UNTIL FURTHER NOTICE (PLEASE TICK)

## GIFT AID DECLARATION

giftaid it

***Required field** Gift Aid Declaration: I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that if I pay less income tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give or have given in the last four tax years.

PLEASE TICK

☐ **YES**

☐ **NO**

## STAY IN TOUCH

CONTACT ME WITH NEWS VIA: **EMAIL** ☐ **POST** ☐

YOUR DATA MATTERS

We will always store your personal data securely and we will never sell, exchange or transfer your details to anyone else.

Please make cheques payable to: **Bethlehem Care and Hospice Trust**

Ensure this completed form is included and send to:
**Bethlehem Care and Hospice Trust, Hallam Pastoral Centre, St Charles Street, Sheffield, S9 3WU.**

Bethlehem Care & Hospice Trust is a registered charity in England and Wales (1158406) and Scotland (SC048752)

Registered with FUNDRAISING REGULATOR

# Sponsorship Form

is hoping to raise _____

giftaid it

**Make your donation worth 25% more!** (You must be an Income or Capital Gains taxpayer, paying more tax then we reclaim for us to receive Gift Aid for your donation).

| FULL NAME | EMAIL | AMOUNT | GIFT AID Y/N | FULL ADDRESS (ESSENTIAL FOR GIFT AID) | PAID |
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| FULL NAME | EMAIL | AMOUNT | GIFT AID Y/N | FULL ADDRESS (ESSENTIAL FOR GIFT AID) | PAID |
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# Legacy Form

FULL NAME*

POSTAL ADDRESS*

EMAIL*

PHONE*

- [ ] I am leaving a legacy gift to support Bethlehem Care and Hospice Trust in my will and have confirmed this with my solicitor.
- [ ] I intend on leaving a legacy gift to support Bethlehem Care and Hospice Trust in my will but have not yet confirmed the arrangements with my solicitor.
- [ ] I have informed my family, friends and/or next of kin of my wish to leave a legacy gift to Bethlehem Care and Hospice Trust.
- [ ] I have not informed my family, friends and/or next of kin of kin to leave a legacy gift to Bethlehem Care and Hospice Trust.
- [ ] My legacy gift to Bethlehem Care and Hospice Trust will be a fixed sum.
- [ ] My legacy gift to Bethlehem Care and Hospice Trust will be a percentage of my estate.

If you would like to give us more details then do so here, or just leave it blank.

Signature

Date

The data you have provided here is confidential and will be stored in accordance with the General Data Protection Regulation 2018 and not shared with anyone else.

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Registered with FUNDRAISING REGULATOR

# Photography Consent Form

Images are a huge help to us as they are instantly relatable and carry enormous impact. By completing this form, you give us permission to use your images in materials which promote our work. This could be in any digital or printed format, including our website, social media, emails, and other mediums utilised in the future to help us grow as a charity. Images will be:

- **Not** shared, sold or swapped with third parties
- Used **only** to promote BCANDHT and its services and activities
- **Securely** stored for up to four years

You can withdraw or change your consent at any time by emailing **hello@bcandht.org**. In any situation involving the media, we will try to contact you prior to publication.

| | |
|---|---|
| Your full name | |
| Your child's name (if applicable) | |
| Email | |
| Phone | |
| Signed | |
| Date | |
| Preferred method of contact | ☐ EMAIL ☐ PHONE |

YOUR DATA MATTERS

## DATA PROTECTION STATEMENT:

The information you provided here will only be used by us to contact you about the images. We will not pass any of these details to anyone else without your permission.

Ensure this completed form is included and send to:
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# THANK YOU!

Your kindness is making a real difference, you are amazing.

www.bethlehemcareandhospicetrust.org

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