

SIFA fireside



*Thank you for
fundraising for
us!*



This fundraising pack contains helpful hints and tips to help maximise your fundraising efforts. If you have any questions, please feel free to reach out to us.

SIFA Fireside is a charity registered in England & Wales (1049728)
and a company limited by guarantee in England (3094905)



Registered with
**FUNDRAISING
REGULATOR**

Creating your page

Create your fundraising page! We recommend JustGiving as it is simple to set up. Fill your page with your story and your motivation for fundraising.



Set a fundraising target. Pages with a target raise an average of 46% more. Don't forget to choose us as your cause and add a photo of yourself. Pages with photos tend to get more engagement and donations!

Once you have set up your page, share it with your family and friends! This could be in person or on your social media, make sure to include the link to your page and tag us in the post!

On the day of your fundraiser, post an update for your supporters and thank them for their donations!

Useful Information

So everyone knows where their donations are going, please make sure any posters or information about your event includes the following: "SIFA Fireside is a registered charity in England and Wales (1049728)".

If your event is in a public place, you must get permission first, from the local authority or property owner. It's a good idea to get the permission in writing for your records.

Depending on your event, you might need insurance. If your event involves the general public, it's important to have Public Liability insurance. Your venue may already have insurance that would cover your event, so check with them first. If your event is at home or on private property, check your insurance covers this.

Serving up sweet treats at your event? Although you don't need approval or certificates to prepare and serve food, make sure you follow the guidelines at www.food.gov.uk to make sure any food is safe for people to eat.

If you are planning on collecting donations in a public place (e.g. on the street), you will need a licence and an authorisation letter from us. Please contact us so we can help.

Raffles are a really great way to boost your fundraising efforts. To keep things simple and legal, just remember to only sell raffles at the event, not before the event or offsite/online and provide physical tickets to those who enter the raffle.

If you have fundraised through JustGiving, your donations (and any Gift Aid) comes directly to us! If you have cash that you have raised, please pay the cash into your account and either write a cheque payable to SIFA Fireside or contact us for our bank details to do a BACS transfer.

Please use the sponsorship form below to allow us to claim Gift Aid on cash donations.
Thank you!

Sponsorship and Gift Aid declaration form



Your details

Name	
Address	
Postcode	
Phone number	
How did you fundraise?	

Gift Aid: boost your donation by 25p for every £1 you donate, at no extra cost to you

If I have ticked the box headed 'Gift Aid?', I confirm that:

- I want to Gift Aid my donation below and any donations I make in the future to SIFA Fireside.
- I am a UK Income or Capital Gains taxpayer.
- The donation detailed below is my personal money, has not been made on behalf of someone else, and the donation has not been made in return for something (e.g. sweepstakes, proceeds from sales or collections).
- I understand that if I pay less Income Tax or Capital Gains 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.

Please let us know if you want to cancel the declaration, change your name or home address, or no longer pay sufficient tax on your income.

Sponsor details

Please use blue or black pen and write in CAPITAL letters.

Please ensure the details of each donation are recorded accurately in your sponsor's own handwriting – forms in the same handwriting or printed are not valid for Gift Aid purposes.

Remember: You must provide your full name, home address, postcode & ✓ Gift Aid for SIFA Fireside to claim tax back on your donation.

Sponsor's Full Name (First name & surname)	Sponsor's Home Address Only needed if claiming Gift Aid. NOT work address.	Postcode	Date paid	Donation Amount	Gift Aid? ✓
DANNY EXAMPLE	12 EXAMPLE ROAD BIRMINGHAM	B1 ABC	1/1/24	£20	✓

