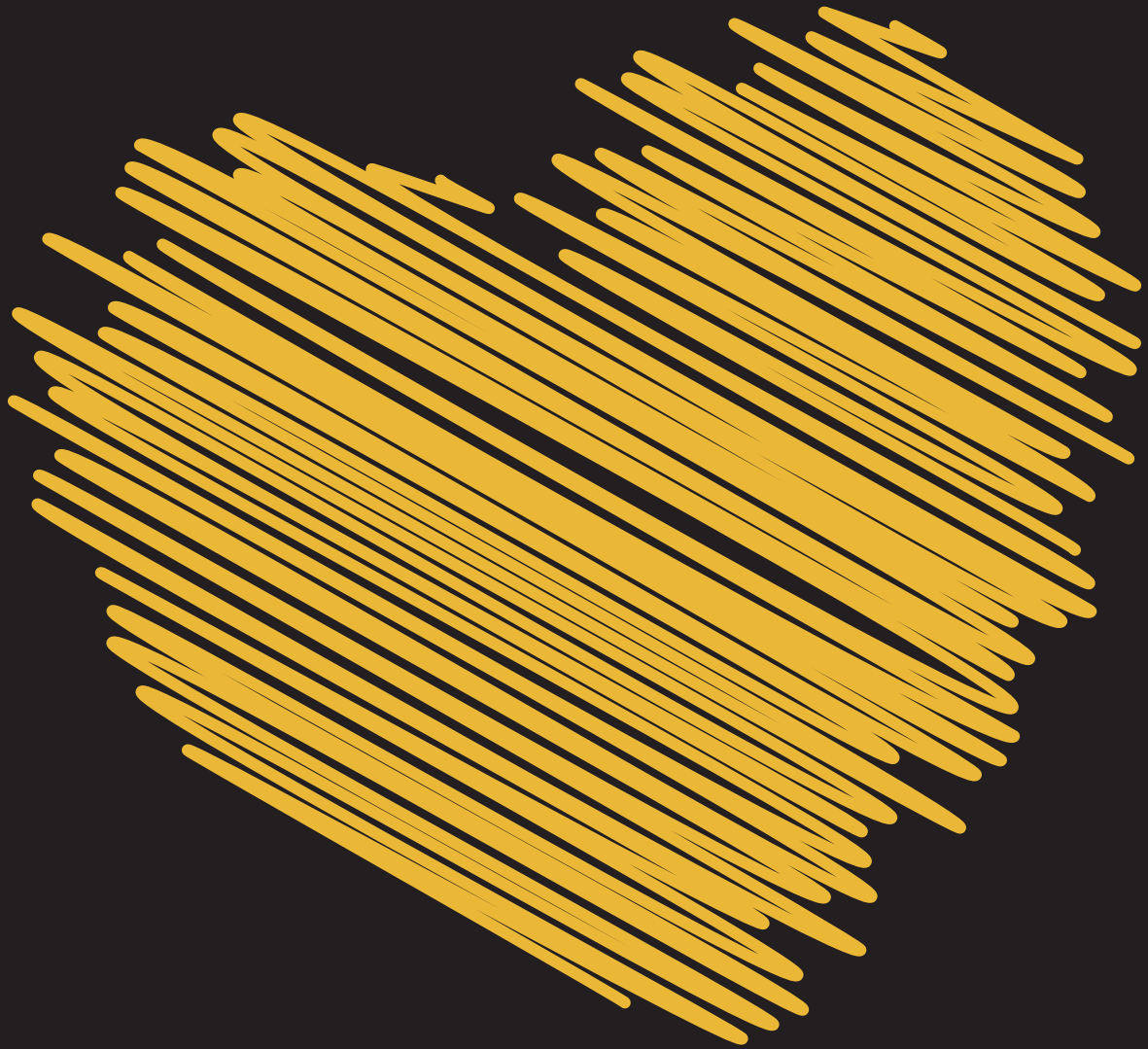




Friends of
ALLIANCE



FUN draising pack

Host a virtual coffee morning, organise a regular fun run, book out your local pub for a gay karaoke night, cycle in fancy dress, arrange a life drawing class and offer to be the first model...

The Friends of LGB Alliance is an initiative designed to give you the excuse you need to get together with friends, and make new ones, as you celebrate everything that's creative, joyous and fun about our community.

It doesn't matter whether you collect £25 or £25,000 because the point is to build the friendships and support network we all need to make life that much better.

However you decide to raise money for the LGB Alliance, and however much you raise, you can be certain that your efforts will help us make a huge difference for lesbian, gay and bisexual people.

Take a look at guidance about making your event a success on the following pages. And remember to let us know about your plans in advance and we'll be happy to promote your event on all of our social media channels.



*Thanks so much for
being a supporter. It
means the world to us.*

Essentials

For the best outcome whilst fundraising, you should observe some basics:

- **Keep to LGB Alliance Values**

We engage with others respectfully. We discuss, propose and oppose ideas; we do not attack individuals. Disagreement does not equal hate. We do not condone, endorse or encourage any abusive or discriminatory behaviour towards any group or individual. Take a look at our Code of Conduct at the end of this pack.

- **Write a statement of purpose**

Write a short statement describing what you're hoping to achieve, how you're going about it, including who's in charge of decision making. See our template on page 7.

- **Assess the risks**

Protect yourself by assessing the risk to organisers, volunteers and participants. If your event is very large, you may need to consider having an insurance policy in place.


- **Secure the money**

You must write down how you'll keep track of the money you raise (cash and online) so that there's no room for accusations later. It's best to do your calculations with pen and paper for ease of signing and dating. Scan or photograph the document at the end for saving and for future reference.

Organise a fun fundraiser in six questions

Consider six questions with the other organisers and write down what you agree:

1. What do you want to achieve?
2. Why are you doing this event?
3. When will the event take place?
4. Where will the event take place?
5. How will you advertise the event?
6. Who will do what to make it happen?



If you have ambitious plans, get in touch and we may be able to support you to make them happen.

Organise social outings: coffee morning, treasure hunt, pub quiz

Social events are the foundation of civil society. This is where the relationships are made that sustain the organisation. You can do this by general publicity, which, of course, might bring security issues, or by invitation, which is a good way to start a friendly local group. And it's a great way to raise a little money by asking for a small donation from each participant. It's also an opportunity for a raffle and a sales table. And, to minimise complaints, it's a good move to get a couple of people to count the money and announce at the end how much is going to the LGB Alliance and how much will be retained locally to facilitate your next gathering.

Auction goods or promises

Actioning goods or promises can be an entertaining focus for a social gathering. It can be the main event or a side show in a bigger gathering. You'll need to find someone who is good at taking the stage and plugging your sales. With promises, you need to be clear what's on offer. It's best to get it in writing.

Organise a raffle

Add a simple raffle to any social, such as picnic or coffee morning, or as a build up to a bigger, formal gathering. You just need to find suitable prizes, including the option of cash from your takings, buy some cloakroom tickets, get an extrovert to officiate and a VIP to draw the tickets. It can be a great focus for a small gathering and a light-hearted side show to a big event.

Run a sales stall, sale of work, car boot

This is an opportunity for some discrete fund raising that's easy to organise. Ask for donation of sale goods from supporters and set up your stall at a local event.

Promote regular donations

Regular donation is the best way to provide the LGB Alliance with a steady income to support its work. Your challenge is to publicise the opportunity to supporters and to encourage people to sign up. Perhaps have someone with a phone or tablet that people can use to sign up on the spot. As the donor will have a direct relationship with the HQ donor team you won't have to do any auditing, although you may want to keep track of donor activity to measure your success.



Set up challenge-event sponsorship

A small, local challenge can be as much fun in the organising as in the doing. It works well with a small group of people seeking sponsorship from friends and family. You can simplify the money handling by registering with a sponsorship website such as JustGiving or GoFundMe. You could organise your own challenge event or participate in one organised locally or nationally.

Organise crowd funding for a named LGB Alliance service

Crowd funding through an established internet site is easy to arrange. Your challenge is to publicise it with the good arguments needed to generate support. It's also a secure method to transfer the money you raise to the LGB Alliance bank account, via the donate button on the website, with auditing done by the crowd funder site.

Organise ticketed celebrations

A ticketed celebration event can be a great occasion to raise money and socialise. But you need to start your advertising in good time to sell tickets in advance, unless you're going for the high-risk convenience of sales at the door.

Organise ticketed dance, drama or musical entertainment

Any ticketed event is a good focus for a social gathering, but it requires longer term planning and good advertising. You'll need to find performers as volunteers or at a good price for your audience. And you'll need to give some thought to security on the day.

Organise a ticketed talk, lecture, debate

This can be an effective way to highlight an issue you feel may have an impact on LGB people. But, a ticketed event needs long term planning and good advertising if you are to get the desired effect. You'll need to choose your venue, speaker or panel carefully.



Arts & Crafts Sale
 Auction of Promises
 Alcohol Free Month
 Abseil
 Barbecue
 Barn Dance
 Bingo Night
 Book Sale/Group
 Bake Sale
 Bike Ride
 Boardgame Night
 Cookery Competition
 Come Dine With Me
 Coffee Morning
 Car Boot Sale
 Disco
 Danceathon
 Dance Competition
 Dinner party
 Dog Walk
 Ebay Sale
 Eurovision Party
 Easter Egg Hunt
 Eighties Night
 Fete
 Fancy Dress
 Fashion Show
 Five-a-side Tournament
 Film Night
 Fun Run
 Gig for local bands
 Go Karting
 Guess the Name
 Garden Party
 Garage Sale

Half Marathon
 Halloween Party
 Hill Climb
 Indoor Games Night
 International Food Evening
 Ironman Triathlon
 Jazz Night
 Jumble sale
 Jigsaw Contest
 Jewellery Sale
 Joke-athon
 Jogging
 Karaoke
 Knitathon
 Kite Flying
 Lunch Event
 Long Distance Walk
 Live Music Night
 Magic Show
 Mountain Bike Race
 Murder Mystery Evening
 Midsummer Ball
 Marathon
 New Year's Eve Party
 Netball Tournament
 Nature Trail
 Overseas Trek
 Obstacle Course
 Odd Socks Day
 Picnic
 Parachute Jump
 Ping Pong Competition
 Pub Quiz

Quiz Night
 Quit Something
 Rock and Roll Night
 Rowing
 Raffle
 Summer/Solstice Fair
 Sponsored Silence
 Sixties / Seventies Night
 Salsa Evening
 Sweepstake
 Talent Show
 Treasure Hunt
 Tea Party
 University Challenge
 Valentines Ball
 Volleyball Competition
 Vegetarian/Vegan Evening
 Variety Show
 Video Game Tournament
 Wine Tasting
 Walking Event
 Xmas Fair
 Xmas Party
 Yoga Event
 Zorbing
 Zip Lining

A - Z of fundraising Ideas

Name of the fund-raising event you're planning:

Event date, time and venue:

Your name:

Your contact details:

Names of other organisers:

Name of the person controlling the money:

What are you hoping to achieve?

FUN FUNDRAISING EVENT
Statement of Purpose



<p>Step 1. What's the activity you're assessing?</p> <p>Conduct a risk assessment for activities of setting up, running and breaking down the event. Eg. Arranging furniture; separating participants and vehicles.</p>	<p>Step 2. What hazards are present or may be generated?</p> <p>Look for hazards that could be reasonable expected to result in significant harm under the conditions at your event. Eg. Slips, trips, weather, moving machinery, power failure.</p>	<p>Step 3. Who may be harmed by the hazards?</p> <p>List the groups of people affected: contractors, participants, performers, volunteers etc.</p>
<p>Step 4. What precautions are already in place?</p> <p>For the hazards listed, ensure precautions already taken represent good practice and reduce risk as far as reasonably practicable.</p>	<p>Step 5. What additional precautions are required to eliminate or reduce risk?</p> <p>Where the risk is inadequately controlled under Step 4, indicate what more you need to do in this section (an 'action' list) Eg. Use suitable barriers; make hazards clearly visible; use of safety equipment, if appropriate; ensure stewards are clearly identifiable.</p>	<p>Notes.</p> <p>Consider public liability insurance in consultation with your venue. If purchased, attach a copy of the PLI certificate to the risk assessment.</p>

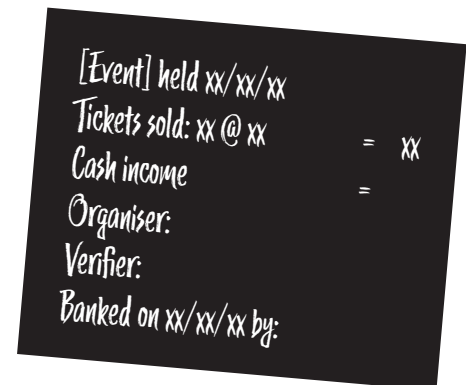


Small-scale informal fundraising is vulnerable to accusations of theft. You must follow a sound audit procedure to counter that.

Cash-income audit

Ticket sales

- Reconcile the cash taken with the ticket sales
- Get a trusted and independent person to verify your calculations
- Deposit the cash in your bank account
- Transfer the money to the LGB Alliance account using the 'Donate' form online. You'll see that there's a box to tick to show it's a Friends donation
- Take screen shots of your bank transactions
- Redact screen shots where necessary
- Attach redacted screenshots to the cash audit



Collection

- Get two people to count the cash
- Do the counting in public view
- Get a trusted and independent person to verify your calculations
- Deposit the cash in your bank account
- Transfer the money to the LGB Alliance account using the 'Donate' form online. You'll see that there's a box to tick to show it's a Friends donation
- Take screen shots of your bank transactions
- Redact screen shots where necessary
- Attach screenshots to the cash audit



Finally, you can transfer the money you raise by using the 'Donate' button on our website. We couldn't be more grateful for your support.



Please take a few moments to read our code of conduct. As you are organising an event to support us, we would ask that you only proceed if you are able to meet the standards we impose upon ourselves as an organisation.

Principles

All adults working at or for LGB Alliance – whether as a member of staff or a volunteer – have a responsibility to ensure that everyone attending or otherwise engaged in LGB Alliance’s activities, particularly children, young people and adults at risk, are protected from harm. It is the responsibility of each adult working in LGB Alliance to ensure that:

- ✓ their behaviour is appropriate at all times;
- ✓ they observe the rules established for the safety and security of children, young people and adults at risk;
- ✓ they follow the procedures following suspicion, disclosure or allegation of child abuse;
- ✓ they recognise the position of trust in which they have been placed; and
- ✓ in every respect, the relationships they form with children, young people and adults at risk are appropriate

All persons who wish to work in or for LGB Alliance, must accept and understand this policy. They must also agree to put LGB Alliance’s policies on safeguarding children and young people and adults at risk into practice.

Meeting your responsibilities

To give positive guidance, the Code of Conduct (below) provides a list of ‘do’s and don’ts’ to help you ensure that:

- ✓ the welfare of the children and/or young people and/or adults at risk for whom you have a duty of care is safeguarded;
- ✓ you avoid compromising situations or opportunities for misunderstandings or allegations.

Code of Conduct



Code of behaviour

- a) **DO** put this code into practice at all times;
 - b) **DO** treat everyone with dignity and respect;
 - c) **DO** set an example you would wish others to follow;
 - d) **DO** treat all young people equally – show no favouritism;
 - e) **DO** plan activities that involve more than one other person being present, or at least are within sight and hearing of others and particularly those from the host organisation or authority e.g., a school at all times
 - f) **DO** follow recommended adult/young people ratios for meetings and activities;
 - g) **DO** respect the right to privacy of a child, young person or adult at risk, except where they disclose any plan or activity by themselves or others that will put them at serious risk of harm
 - h) **DO** allow children, young people and adults at risk to talk about any concerns they may have;
 - i) **DO** encourage others to challenge any attitudes or behaviours they do not like;
 - j) **DO** avoid being drawn into inappropriate attention seeking behaviour, eg: tantrums and crushes;
 - k) **DO** follow LGB Alliance's 'no alcohol' guidance;
 - l) **DO** make everyone aware of LGB Alliance's procedures for safeguarding children, young people and adults at risk;
 - m) **DO** remember this code even at sensitive moments, e.g. when responding to bullying, bereavement or abuse;
 - n) **DO** keep other members of staff/volunteers informed of where you are and what you are doing;
 - o) **DO** remember someone else might misinterpret your actions, no matter how well-intentioned;
 - p) **DO take any allegations or concerns of abuse seriously and refer immediately.**
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- I. **DO NOT** trivialise abuse;
 - II. **DO NOT under any circumstances** form a relationship with a child, young person or adult at risk that is an abuse of trust;
 - III. **DO NOT** engage in inappropriate behaviour or contact – physical, verbal, sexual;
 - IV. **DO NOT** play physical contact games with children, young people or adults at risk;
 - V. **DO NOT** make suggestive remarks or threats to a young person, even in fun;
 - VI. **DO NOT** use inappropriate language – writing, phoning, email or internet;
 - VII. **DO NOT** let allegations, suspicions, or concerns about abuse go unreported;
 - VIII. **DO NOT just rely on your good name to protect you.**

Code of Conduct

