

# Your guide to fundraising for ACCORD

ACCORD  
Hospice

Join the ACCORD community and you can help us to make a difference to those in Renfrewshire and parts of East Renfrewshire living with a life limiting illness.



Volunteers of ACCORD donate in excess of **10,000 hours** of their time throughout the year

ACCORD Hospice improves life for people living with a life limiting or progressive illness. Our work is centred around an individual's needs which means specialist support, wherever it is required. Whether at home, in a community setting or at the hospice.



Over 1,200 patients and families supported each year by the Hospice

Our Community Hub Team provides care to people in their own homes and in community settings.



The Hospice is not just 'a place to die'. We provide various services including complementary therapies, bereavement support and specialist Lymphoedema care. **'Dying with dignity'** is our goal. Patients receive the very best of end of life care including complementary therapies, symptom control and specialist care from our team.

# Facts & Figures



June and Caroline



A patient enjoying the view from their bed

Thank you for supporting your local hospice



# #ACCORDHospiceHero

Every penny you raise means that someone can receive expert care in the comfort of their own home or at the Hospice, surrounded by memories and loved ones.

While some people are only with us for a matter of days, others need months or years of support to live their lives to the fullest.

By supporting our patients

**£32**

One hour  
care

**£20**

Complementary  
Therapy

and their families you are

**£250**

Sponsor a  
nurse



While we cannot add days to life, we can put life into days



Dame Cicely Saunders



**£32** could pay for an hour of care, keeping a patient comfortable and enabling families to make the most of the precious time with loved ones.

**£20** could pay for our team to provide complementary therapy care during the 'End of Life' stage of the patient's illness.

**£250** will sponsor a nurse to receive specialist palliative care training and provide the best possible care for our patients.

# ACCORD Care

a #ACCORDHospiceHero

Your support matters.  
Your support really makes a difference.



Carolann and Laura - Two of our dedicated Inpatient Unit Nurses



**ACCORD**  
Hospice

# Creating a Successful Event

Thank you for becoming a #ACCORDHospiceHero and for choosing to support ACCORD's care in our community. Whether you are planning something big or something small, every £1 you raise will make a difference to our work.

your friends and colleagues how you are getting on.

## Planning your event or activity

- Tell us what you are planning.
- Get friends and family to help. Ask them to take on roles – many hands make light work.
- Check your dates before you commit, you don't want to choose a date that no one can come to because it's someone's birthday, special occasion or something is going on locally that people will want to attend.
- Give yourself enough lead in time to organise the event
- Add it all up and figure out what it will cost and do some sums to work out how much money you could raise.

- **Gift Aid it!** Encourage everyone that sponsors you to Gift Aid their donation – that way for every pound you raise, an extra 25p will be donated at no extra cost to you or your sponsors. Just make sure that your sponsors clearly put down their full address including post code.

If they are UK taxpayers, then that's all they have to do, it's that easy!

Taking on a challenge and raising sponsorship money? Here are some tips to help you achieve your target:

- When getting sponsorship, go to people who will be your top sponsors first - by having a series of 5 - 10 sponsors on the top of the form, others will follow suit.
- Chart your progress and tell



## Tell the world!

If you are planning an event where you want people to attend who fall outside your circle of family and friends then you will need to promote your event:

### **Local Press – Social Media – Blog or Video Blog**

You can get in touch with the Hospice about Press Releases, you can talk to the local newspapers or even simply tagging the Hospice on Social Media.

### **We are here to help!**

Do let us know what you are doing in advance, by emailing us at [fundraising@accord.org.uk](mailto:fundraising@accord.org.uk). We are always here to give you support and advice.

To request materials (eg. banners, leaflets, posters, pin badges, balloons and t-shirts) please get in touch.

Or give us a call on 0141 581 2000 and we'll be only too happy to give you pointers to help you get your fundraising underway.

# Tell the World



**ACCORD**  
Hospice

# #TeamACCORD

## Looking for ideas

Every event, big or small, raises vital funds for ACCORD Hospice. Below you will find some ideas to hopefully inspire you to take on your own event.

**Running or Walking**—Register for an organised event such as the Great Scottish Run or the Kiltwalk and support ACCORD through sponsorships. Alternatively, you can create your own run or walking challenge—come up with a distance that would challenge you, map out where you will do it, set a date and let us know! We can help you on your way!



Joanne and Laura host an annual Golf Day for the Hospice!

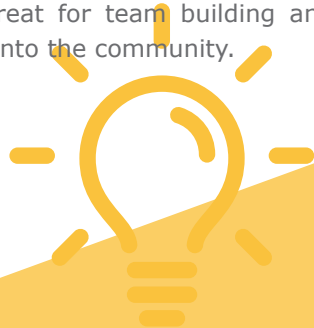
**A Music Event**—'Gig in the Garden' which can be streamed live on ACCORD's Facebook page. The Organisers of Gig in the Garden performed in a marquee in their back garden. They opened a justgiving page and whilst they were live streaming their gig, saw the figures on the page go up and up!

**Quiz Night**—Host your own quiz night. The fundraising team have a large number of quiz questions and can make you up a quiz pack. We can provide the quiz master and markers too. Book a hall and sell tickets with a raffle to raise the funds.

**Coffee Morning**—Book a hall, get all your friends and family baking, and host a coffee morning. Charge for tickets, or charge per item sold—you decide! A great way to pull everyone together to raise funds for care at ACCORD.

**A Bucket collection**—try and get to a busy supermarket or perhaps a football stadium and get your friends collecting at the doors—the fundraising team can provide you with buckets and tabards!

**Corporate**—get your employers involved! It's great for team building and to put back into the community.





# Say thank you

Remember to thank everyone involved. Anyone who sponsored you, donated goods, supported you, gave up their time or did anything to help will love to receive a summary of how it all went.

## Ways to pay:

Once you have completed your event you can pass on the money you have raised for ACCORD Hospice via a number of ways:

**Online** - Visit our website [wwwaccordhospice.org.uk](http://wwwaccordhospice.org.uk) and pay your money in from your event, challenge or in memory of a loved one.



**Cheque** - Send your cheque to:  
ACCORD Hospice, 7 Morton Avenue,  
Paisley, PA2 7BW.

Remember to tell us how the money was raised.

**Call us!** - If you would like to make a payment over the phone then please call us on: 0141 581 2000.

## Visit Us!

We love to meet our amazing supporters, come visit the Hospice – we can even take some nice photo's – between 9am-5pm – Mon-Fri.

Ways to pay,  
get involved

# Keeping things legal

It's important to make sure that your fund raising event is safe and legal as well as fun and successful!

## Lotteries and Raffles

Make sure you check the latest information and advice at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk).

If your raffle lasts longer than 24 hours, you will need a lottery licence and printed tickets, which must have certain details on them. Please contact our fundraising team for help with this.

**Insurance** - If your event involves the public you will need public liability insurance. Your venue may already have the insurance you need - remember to check with them. If you are using suppliers or contractors, you should obtain a copy of their risk assessment and public liability insurance.

For more information please refer to our website [www.accordhospice.org.uk](http://www.accordhospice.org.uk)

## Do you need a licence?

You will need a licence from your local authority for any of the following activities:

- Music and dancing
- Sale of alcohol
- Extended hours
- Provision of food or drink
- Collecting money or selling goods in a public place

Please contact your local authority directly for further details and how to

apply. Whatever you are doing, please ensure that you are safe and above board with all of your activities. If you aren't sure then just ask us.

## Safety

You are responsible for the safety of your guests so make sure there are no trip hazards or other hazards that can cause danger. Why not download and complete your own risk assessment before the event? This way it highlights any areas you may need to think about, for example, first aid.

If you're holding an event involving many people, make sure that you have appropriate first aid support in place. You can get advice from St John's Ambulance or the British Red Cross.

## Handling Money

Ensure there are always two people present when counting money and moving it from place to place. Ensure that any monies are kept in a safe place at the event, before banking it or handing it in.

## Photographs

If you plan to take photos of other people at your fundraiser, please make attendees aware that they are being taken and how you plan to use them so people can request not to have their photo taken. You will need to get permission from parents before taking any photos of children.



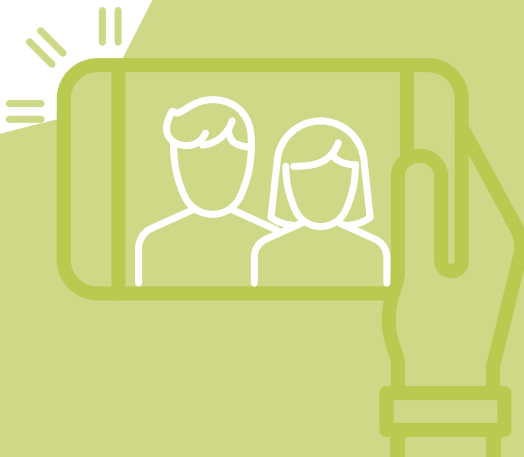
Safe and  
legal

### Using the ACCORD logo and branding

Please ensure all of your publicity materials state 'In aid of ACCORD Hospice' and include our Charity Number SC013682.

If you would like to use our logo then please get in contact so we can provide you with our logos and all the information that you need. By law, the charity registration number must appear on all posters, invitations, tickets, advertisements and other fundraising materials.β

**Contact: [fundraising@accord.org.uk](mailto:fundraising@accord.org.uk)**





## **ACCORD Hospice**

7 Morton Avenue, Paisley PA2 7BW

Tel: 0141 581 2000

Email: [fundraising@accord.org.uk](mailto:fundraising@accord.org.uk)

[www.accordhospice.org.uk](http://www.accordhospice.org.uk)

**ACCORD**  
Hospice

The Hospice is a Scottish Charity No.: SC013682.  
Registered Office: 7 Morton Avenue, Paisley PA2 7BW