

Quick Guide: Organising a Fundraising Activity

Thank you for supporting Home-Start Guildford! Whether you're an individual, a group, or a corporate partner, your fundraising efforts help us provide vital support to local families. This guide gives you ideas and key steps to plan a successful activity.

Ideas for Fundraising Activities

- Food & Drink: Coffee morning, afternoon tea, BBQ, wine tasting
- Social Events: Quiz night, bingo, karaoke, film screening
- Challenges: Sponsored walk/run/cycle, gaming marathon, 'give something up' challenge
- Seasonal: Christmas jumper day, Easter egg hunt, summer fete stall
- Corporate: Dress-down day, team challenge, charity auction, matched giving
- Creative: Art exhibition, talent show, bake-off competition

Planning Your Event

- Choose an activity that suits your audience and resources
- Pick a date, time, and venue (check permissions if using a public space)
- Set a fundraising goal and decide how you'll collect donations (cash, online, or both)

Collecting Donations

- For sponsored activities or online giving, please use JustGiving:
<https://www.justgiving.com/hsguildford> - this helps us track donations and claim Gift Aid.
- For ticketed events, please manage entry fees separately. Please contact the office so they can help you by using their Eventbrite account to make ticketing easy and secure.

Promote Your Event

Share on social media and tag us so we can help spread the word:

Facebook: <https://www.facebook.com/HomeStartGuildford>

Instagram: @homestartguildford

LinkedIn: Search for Home-Start Guildford

Use posters, flyers, and local noticeboards to reach more people.

Other Considerations

- Permissions & Insurance: Check if your venue requires public liability insurance or proof of charity status (we can provide a letter and charity number).
- Safety: Follow any relevant health and safety guidelines.
- Food Hygiene: If serving food, follow basic hygiene and label allergens clearly.

We're Here to Help

Need branded materials, equipment, or advice? Contact us:

Email: office@hsguildford.org.uk

Phone: 01483 511181

Website: <https://www.hsguildford.org.uk>