

# **A FUNdraising Pack for the**



Charity Number: 284923

**Supporting the Royal Signals Family  
Past, Present and Future**

Royal Signals Charity

Griffin House

Blandford Camp

Blandford Forum

DT11 8RH

**[www.royalsignals.org](http://www.royalsignals.org)**

# Let's get started.... we will be with you every step of the way...

## Set yourself a target:

How much would you like to raise? Do you have a specific figure in mind?

## How can you raise the money?

There are several different ways of fundraising. It can be as simple or as crazy as you like, individual or group effort. Ideas range from cake sales, collections in your local supermarket, comedy nights, bungee jumping and for the more extreme individuals... an ultra-marathon!

Did you know that setting yourself a fundraising target increases your chances of achieving it?!



## Planning Stage:

Once you have decided how you would like to raise money, you need to plan! If there is a specific marathon you would like to do, ensure you sign up early to be in with a chance of running. If you want to run a comedy night, what venue will you use? How will you sell tickets? Who will be on stage?

### Top Tip

Make sure any online pages are personalised. Explain who you are, what you are doing and why you are doing it. Photos of you and your activities will help to engage your audience. Remember to give regular updates.

### Top Tip

Make your event stand out. Eye catching displays, or a unique selling point to draw your donors in. Think about high footfall areas where you are most likely to be seen and

If you need assistance, please contact  
[fundraisingmanager@royalsignals.org](mailto:fundraisingmanager@royalsignals.org)



Royal Signals Charity, HQ Royal Signals,  
Griffin House, Blandford camp, DT11 8RH

# Fundraising Ideas...

- Bake Sale
- Curry Night
- Pub Quiz
- Run a marathon
- Sponsored Cycle
- Bungee Jump
- Sky Dive
- Car Wash
- Gala Dinner
- Karaoke Night
- Comedy Night
- Sports Tournament
- Dog Show
- Charity Raffle
- 80's Disco
- Games Night
- Abseil
- Charity Auction
- Coffee morning
- Inter-unit competition
- Boxing Night
- Drive-thru breakfast baps
- Physical Challenge

The possibilities are endless!!!



If you need assistance, please contact  
[fundraisingmanager@royalsignals.org](mailto:fundraisingmanager@royalsignals.org)



Royal Signals Charity, HQ Royal Signals,  
Griffin House, Blandford camp, DT11 8RH

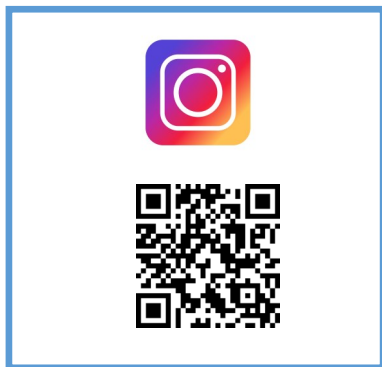
# Collecting Donations

It goes without saying that donations are a huge part of fundraising. There are several ways to collect donations whether that be **online** or **offline**.

## Online Donations

Online platforms are a great way to raise funds. They are simple to set up, reduce the administration burden, and often automatically remind your supporters to Gift Aid (this increases the amount that gets paid to the charity).

We recommend the following when it comes to online donations. Please use the QR code to find out more information.



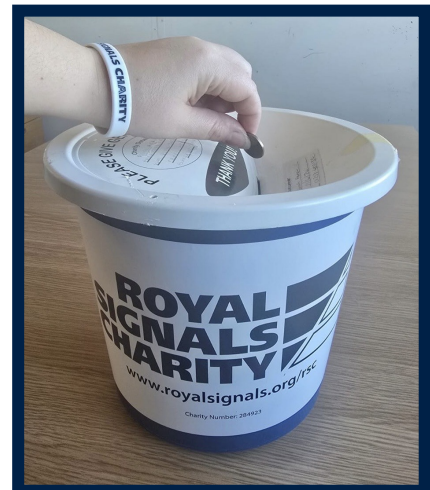
## Offline Donations

Depending on your event, you may be better to fundraise offline.

The Royal Signals Charity can provide you with various items to help you with any in person fundraising events.

We can provide you with:

- |                       |                     |
|-----------------------|---------------------|
| ◆ Fundraising Buckets | ◆ Merchandise       |
| ◆ Fundraising Tins    | ◆ Sponsorship Forms |
| ◆ RSC Flags           | ◆ Gift aid Forms    |



Please contact [fundraisingmanager@royalsignals.org](mailto:fundraisingmanager@royalsignals.org) if you would like any of these items.

If you need assistance, please contact  
[fundraisingmanager@royalsignals.org](mailto:fundraisingmanager@royalsignals.org)



Royal Signals Charity, HQ Royal Signals,  
Griffin House, Blandford camp, DT11 8RH

# Promote your fundraiser...



Let people know what you are doing. You can also let us know and we will help promote it!

Contact us on  
[fundraisingmanager@royalsignals.org](mailto:fundraisingmanager@royalsignals.org)

## Why should I promote my fundraiser?

- **Increases Donations** - The more people know about the fundraiser, the more likely they are to contribute
- **Raise Awareness** - Fundraisers often support important causes
- **Engage the Community** - Promoting a fundraiser helps bring people together around a shared goal
- **Encourage Participation** - Whether it's a bake sale or a marathon, more promotion leads to higher engagement
- **Meet Fundraising Goals Faster** - Spreading the word effectively helps you reach (or exceed) your financial targets
- **Create Long-Term Support** - A successful fundraiser can lead to sustained donations and future involvement

## How do I promote my fundraiser?

- Share on Social Media - and ask others to
- Tell your family, friends and colleagues
- Create Posters - Use QR Codes to link to any fundraising pages you set up
- Contact the local newspapers or radio stations to see if you can gain any further promotion
- Are there any high profile individuals who may want to assist? Eg. Local MP's, councillors or celebrities

### Top Tip

Let people know that any amount is gratefully received.... every penny counts! Even if they can't donate financially, ask them to share the details of your fundraiser.

If you need assistance, please contact  
[fundraisingmanager@royalsignals.org](mailto:fundraisingmanager@royalsignals.org)



Royal Signals Charity, HQ Royal Signals,  
Griffin House, Blandford camp, DT11 8RH

# Paying in your money

## Cash:

Whenever possible, have at least 2 people counting and handling cash. Buckets/tins should also be safely secured.

Cash can be sent to the Royal Signals Charity accountant, or paid directly into our bank account. For our bank details please contact [accounts@royalsignals.org](mailto:accounts@royalsignals.org)

## Cheques:

Should be made payable to the 'Royal Signals Charity' and sent to the following address along with a covering letter (don't forget to ask your donors if they would like to Gift aid).

**Accountant  
Royal Signals Charity  
HQ Royal Signals  
Griffin House  
Blandford Camp  
DT11 8RH**

## Paypal:

Include the title of your event so that we know what the donation relates to.



If you need assistance, please contact  
[fundraisingmanager@royalsignals.org](mailto:fundraisingmanager@royalsignals.org)



Royal Signals Charity, HQ Royal Signals,  
Griffin House, Blandford camp, DT11 8RH

# The legal bit

- **Clear and Honest Communication:** Provide clear information about raising funds for the Royal Signals Charity (Charity Number: 284923). Let them know how you are raising the money.
- **Consent and Privacy:** Ensure donors' personal data is handled in line with the *General Data Protection Regulation (GDPR)*. If you have GiftAid forms, ensure these are handled correctly.
- **Fundraising Permission:** Obtain appropriate permissions for fundraising events, whether it's from local authorities, venues, or any necessary licensing bodies.
- **Health and Safety Standards:** Adhere to health and safety regulations, ensuring that fundraising events or activities are safe for both participants and volunteers.
- **No Pressure on Donors:** Fundraising should be carried out without undue pressure, ensuring that donors feel free to give according to their own capacity and willingness.
- **Transparency in Reporting:** Provide transparency in reporting donations raised and ensure accountability for the funds collected.
- **Use of Volunteers:** Ensure that all volunteers involved in fundraising are appropriately trained, informed, and comply with fundraising laws and ethical standards.
- **Handling Cash and Funds:** Follow procedures for securely handling and accounting for any funds raised, including the use of secure banking methods and transparent reporting of funds raised.
- **Respect for the Public:** Be respectful when approaching the public for donations. Avoid intrusive or aggressive tactics that may cause discomfort.
- **Online Fundraising:** For digital campaigns, ensure that online donation platforms are secure, with transparent information regarding transaction fees and donation processes.

These are just an overview, but specific rules can vary depending on the type of fundraising (e.g., street collections, events, or digital campaigns). If you need any support, please get in touch with [fundraisingmanager@royalsignals.org](mailto:fundraisingmanager@royalsignals.org)