

Events Manual

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1: ABOUT THE TOY TRUST

Founded in 1990 by the BTHA, the Toy Trust exists to raise money predominantly from the toy industry, its suppliers and friends; and distribute the money raised to young disadvantaged and disabled children's charities within the UK and abroad.

The main functions of the Toy Trust:

- Co-ordinates and organises various fundraising activities for its members
- Makes donations only to charities for children
- Provides emergency aid in any crisis involving children

The Toy Trust is the industry's charity and members are encouraged to put forward their suggestions for likely recipients of Toy Trust Funds. Money raised through fundraising events and other initiatives is distributed by the Toy Trust committee that meets five or six times each year to allocate grants to children's causes in need of support. All projects and charities, whether local, national or international, will receive consideration from the committee.

With the help of the many supporters of the trust, from across the entire industry, over £2.8 million has been raised since its inception.

Toy Trust funds help disadvantaged children and their families to:

- Alleviate suffering
- Support children through awful experiences
- Encourage achievement through adversity
- Purchase vital equipment
- Provide care
- Bolster existing initiatives
- Initiate brand new projects
- Satisfy basic needs

Anyone wishing to raise money on behalf of the Toy Trust should contact the BTHA events team on 020 7701 7127.

2: THE EVENTS MANUAL

Over the past years the Toy Trust has generated funds with activities that have brought together many toy companies through national challenges.

This has included:

- i. The Family Funday
- ii. Lands End to John O'Groats cycle ride
- iii. The Alternative Triathlon

Other corporate activities have included:

- i. Toy Trade Magazine Christmas Card initiative
- ii. The Media Auction

Many employees have indicated their interest in supporting the Toy Trust but have felt that the more physically demanding activities or timings of the national events have precluded them from taking part. The purpose of the Events Manual is to provide a company coordinator the tools to arrange local activities which can appeal to broader employee groups. There are 12 ideas presented which allows companies to plan a monthly, quarterly or yearly activity from the menu.

The menu serves as a catalyst for activity and should not preclude other events and ideas from staff.

The supporting sponsorship forms etc can be adapted as required.

3: EVENTS

3.1: Carboot Sale

First identify an open area to hold the event. This can be in a company carpark, local field or public site. Remember you will need the permission of the site owners to hold the event.

Having obtained the relevant approval, select a date for the event and give consideration to the weather.

Posters/Invitations with details of the event should be circulated within the company. It is normal to charge £5 for cars, £10 per van and £1 per buyer. The entrance fees are the monies you are generating for the Toy Trust so the more cars/vans/buyers you encourage the more monies you will raise. You may wish to consider advertising the event in local press to increase the number of buyers which will encourage more sellers to take part.

You will require Marshals on the day to collect monies, direct traffic, locate the sellers in the correct location and to control the visitor's carpark.

Here are some other house keeping points:

1. Disabled Parking

The provision and marking of designated parking spaces close to the sellers area specifically for Blue Badge holders. Availability of these spaces must either be made clear at the entrance to the boot sale or, as a minimum, parking attendants must point out the availability on identification of a Blue Badge holder.

2. Toilets

The provision of toilets, including toilets with disabled access. These must be within car boot sale grounds or within 100

metres of any given car boot entrance/exit, i.e. it is acceptable to count the toilets belonging to a public building where the car boot is held (with building owner's permission) e.g. a school. It is not acceptable to send people 1/2 a mile down the road to use the ones at the nearest supermarket. These toilets must be kept reasonably clean and access to and from unrestricted by rubbish, muddy puddles and stray sellers.

3. Anti-Counterfeiting, Stolen and Unsafe Goods Policy

There must be an active policy in force to mitigate the sale of counterfeit, stolen and unsafe goods. Ideally this should be a written policy available on request, but as a minimum notices should be placed at the sellers entrance and at the main office (if applicable), notifying sellers that a policy is in force. In addition random spot checks of sellers goods should be carried out (this may be done anonymously using a mystery shopper approach to avoid embarrassment.) We recommend the following wording "We actively operate an Anti-Counterfeiting, Stolen and Unsafe Goods Policy. Spot checks are carried out of goods offered for sale and we reserve the right to refuse admission or to ask a seller to leave without refund should they be found to be selling counterfeit, stolen or unsafe goods. In such cases, Trading Standards and/or the Police may be notified." The policy must be enforced.

4. Waste Management

Sufficient rubbish bins should be made available to prevent general littering, especially around refreshment kiosks. The land should be cleared at the end of the day of any remaining litter and arrangements made for appropriate and legitimate removal of waste, in sufficient a timescale that it does not become a health risk or hazard to wildlife or livestock.

5. Positive Re-admission Policy

Where the buyer's entry fee is not collected on entrance to the car park but on entrance to the seller's area, a policy to readmit buyers without charge who wish to take goods back to their vehicle before returning to browse, must be in place.

6. First Aid

At least one qualified first aid person must be on the car boot operators team during the car boot operating times, equipped with a basic first aid kit, mobile phone and emergency contact numbers.

7. Lost and Found

A lost and found policy must be in place with a recognised place for property, including children and dogs, to be brought which have been misplaced by their owners. We recommend this is the main car boot office/hut, where such exists.

8. Dogs

Where dogs are not allowed in the main car boot area, a policy must be in place for parking attendants to keep an eye out for dogs left in vehicles on hot days. Where dogs appear to be in distress all efforts should be made to contact the owner and if necessary the RSPCA.

To obtain details of other competing Carboots in your area or for further information on the do's and don'ts please visit www.carbootjunction.com

3.2: Bake a Cake Shop

Identify a date for a Cake sale and a suitable location to display food product.

Advertise the event internally for budding bakers giving 2 weeks notice.

Those interested should confirm their interest to the Events coordinator.

Advertise the event the week prior to the event to potential purchasers.

Cakes are made by employees for sale on the day. All the proceeds of the sale are given to the Toy Trust.

Remember that there should be a disclaimer on show that removes any liability from yourselves and the Toy Trust to the ingredients of the cakes and their conformity to health and hygiene regulations.

3.3: Car Treasure Hunt

The determinate feature of any Car Treasure Hunt is to have an off road carpark start to facilitate vehicle registration and timed departure. A Finish point with car park that has waiting and trophy presentation facilities (Public House, Café or covered area).

It is important to stress to all competitors that it is NOT a road race and that points are allocated to the correct answers to the clues NOT the time taken to complete the event.

You will be having 5 minutes between competitors starting the event so it will take One hour for 12 vehicles to start.

If more than 12 vehicles are taking part you will need to inform your local Police.

Each car taking part pays an entry fee normally £10 per vehicle. From the monies raised a 1st prize should be purchased to the value of £10 and a wooden spoon for the lowest score. The balance monies are given to the Toy Trust.

It can be beneficial to create a more social Treasure Hunt and increase numbers participating by finishing at a venue providing Dinner or Afternoon Teas. This can be accommodated by having a price per person which allows for Food and Beverage as well as the vehicle entry fee.

Car Treasure Hunt routes and questions can be created by the Events Coordinator however for a fee of c. £3.50 you can obtain routes from www.cluestogo.co.uk or Google your local area with 'Car Treasure Hunt'. Many free routes are available online and only need minor alteration to reflect your start a finish location.

Remember each driver must be insured and the vehicle in a road worthy condition, taxed and MOT tested.

A notice in your event details must highlight that The Toy Trust and the Coordinator have no responsibility for any Criminal Offence and/or any roadside infringements of the participating vehicles.

Points to remember when planning your event:

- Have an incentive to finish, e.g. a barbecue, or a good country

pub. You could include the price of a meal at the finish in the entry fee to stop people who get lost from going home halfway through.

- Issue teams with a sealed emergency envelope giving details of the finish venue and maybe a phone number to ring if they break down; if the envelope is opened, then points can be deducted from the score (at least half-marks).
- Think about where most of the competitors live, before you decide on a finish venue miles out into the countryside from which they will have to drive a long way home afterwards.
- If you are setting a route, a figure-of-eight pattern will enable you to check up on the teams at about halfway, without having to travel too far from the starting point.
- Don't start your teams all together, or a short intervals – you need a good few minutes between each despatch otherwise bunching will occur on the route.
- Don't position clue points.
 - in a churchyard anywhere that a service will be disrupted (unless you have permission from the minister);
 - on a busy main road where an accident could be caused by a car stopping suddenly to catch a clue point;
 - anywhere where teams will have to obstruct the passage of other traffic to answer the clue. Think about what would happen if three or four cars all arrive at the location at once;
 - on private land, or anywhere that might cause your teams to trespass
- Don't leave too long a distance between clues as teams will get bored. On the other hand, the odd longer stretch will cause mild panic in the car if there has been some five minutes or so since the last clue point!
- Try making anagrams or other cryptic clues out of road signs, to give directions at a junction. This is more taxing than just saying "turn left at the traffic lights".
- Marking – you should try and obtain a good selection of easy and hard questions, marked on a scale of 1 to 5 points (say), tailored to give a total out of 100 if possible. For a thirty mile route you would be looking at between 50 and 70 questions, but this largely depends on the features on the area you are running your event in.
- Once you have finalised your route, the best idea is to get someone who will not be taking part to run the route beforehand to get some clue as to how long you should expect teams to take.
- Make sure you always refer to the same timepiece, and have a back-up watch in case of malfunction.
- Teams can be of any size, but obviously a four-man team will have a four-eye advantage over a two-man team. You might wish to consider a handicap of a few points for overmanned teams, but you should make this quite clear to everybody before they enter if you decide to impose this handicap.
- Don't get your clue sheets made up too early, because it is fairly usual for a clue to disappear between the setting and the running of the event. Check the whole route no more than a week beforehand.

- What sort of clues should I have? The majority of treasure hunt questions revolve around extracts from the following list;

Churches National Trust Land

name of minister byelaws
times of service any notices thereon
dates on gravestones

Pubs Farms

name of licensee name of farmer
opening times price of manure etc
names of beers sold

Roadsigns

deciphering anagrams of places

Post Offices Sports Venues

name of owner next match
opening time next meeting
postbox collection times cost of entry

Telephone Box Numbers

to name but a few!

- It is important to ensure that your event does not unduly disturb residents living along the route, or disrupt any of their normal daily business. Remember that it is all too easy to provide enjoyment for some at the expense of others' livelihood and peace and quiet. When setting up clue points you should, as a matter of courtesy, ensure that any residents likely to be disturbed are informed of the event and precautions taken to minimise disturbance to them. This is particularly important when such items as house names or garden furniture are used as clues.

3.4: Fun Walk

Similar to a Car Treasure Hunt you need to agree a start and finish point where participants agree to meet at a certain time.

Fun Walks can be of any duration and involve a variety of terrain.

The principle is to arrange a walk with an entry fee for participation say £5 per adult and £1 per child with the monies raised going to the Toy Trust.

Each participant is given a map and directions for the route along with an emergency contact number and details of what to do in an emergency. It is important to keep track of all participants so a registration should be taken at the beginning and end of each route with instruction to each participant to ring the coordinator if they are unable to complete the event.

Each participant should complete a Disclaimer and Personal Information form.

Your Fun Walk route should consider the characteristics of your group particularly Age, Health and Fitness Plus the terrain ie Road, Footpath, Open Heath etc.

Routes are available across the country through Defra at <http://cwr.defra.gov.uk/>

Local routes of varying challenge can also be found through Google search.

Some points to note

Walking is an excellent way of contributing towards developing and maintaining a healthy lifestyle – it's the ideal exercise as almost anyone can do it and you can do it almost anywhere and

at any time. However be aware of your surroundings and pay particular attention to the weather.

You don't need any special equipment other than good shoes and clothing, and there's little risk of injury. It can be carried out alone or in company.

Walking is a very safe exercise, and the majority of people without serious health problems can walk with ease, but you should observe a few basic rules:

- It is important, even if you are fit, to start gently and gradually increase the level.
- Spend the first few minutes warming up, and slow down gradually towards the end.
- Listen to your body – don't over do it. If you feel dizzy or nauseas, or develop any pain, slow down or stop.
- If you have any doubts, consult your doctor.
- Take a bottle of water to avoid dehydration.
- Always have a mobile phone with you in case of emergency.

3.5: Auction of Promises

In a traditional auction the price of the goods starts low and rises as rival bidders increase the amount they are willing to pay for something. Eventually a highest bid price is reached above which no-one is willing to pay more. The person who made the final highest bid now has to pay the sum that sum.

Successful auctions need a charismatic auctioneer who can encourage high bids. At charity auctions where people often know each other friendly rivalry can also help push the price a bit higher.

With an Auction of Promises the goods or services to be auctioned are donated by employees or company suppliers and can not only be goods but time, skills or special treats.

Common promises offered are;

- Baby-sitting
- Car washing
- Ironing
- Guitar lessons
- Computer help
- Aromatherapy session
- Gardening
- Painting and decorating
- Use of holiday home

The list really is endless. Everyone can do something.

If you have company suppliers they can offer an auction freebie such as a Free Car service from your fleet operator, Free Design and Print of Christmas cards from your graphic agency. This can be a great way of them to market their services to a wide audience and gain new customers/users.

To run a successful Auction of Promises you need to collect the promises to auction. Once you have collected 20 or more promises and created certificates which have all the details of promise you need to arrange an event either within your offices or at a local venue where the promises can be auctioned. This event needs to be advertised to ensure the largest audience. A

catalogue of all the promises should be collated and this issued to guests at the event and made available prior by poster, e.mail and possible feature within company foyers/staff rooms with details of the event.

It is beneficial to create a comfortable atmosphere at an auction and making food and drink available can create a more relaxed environment.

You will need assistance at the auction with a volunteer to be the auctioneer, someone to record details of the successful bidder and collect the monies for the promise and issuing of the promise certificate. All the monies raised for the promises is donated to the Toy Trust.

Contained within the Auction of promises catalogue should appear a disclaimer for the coordinator and the Toy Trust. The contractual relationship is between the Promiser and the Purchaser. No responsibility for the execution of the promise rests with the organiser of the event or the beneficiary charity.

3.6: Dress Down Day

Most companies operate a dress policy

The Dress Down day is an option for employees to come into work wearing what they want on a particular day. Please remember that approval for a Dress Down Day must be obtained from the relevant management.

An alternative to Dress Down is a Fancy Dress Day where employees are encouraged to dress to a theme:

- Super Heroes
- Favourite Nursery Rhyme Character
- Historic Figures
- Soap Stars

Once the date for a Dress Down Day is approved it should be advertised on Staff Notice Boards or by invitations to take part through e.mail. It is best to give at least 2 weeks notice to allow some thought for the day.

Those wishing to take part arrive on the given date in their Dress Down state and pay a 'fine' for the day to the coordinator. This can be a predetermined sum of say £5 or £10 with the proceeds going to the Toy Trust. Dependent on the character of employees you may also wish to consider fining those that don't take part!!

It is also possible that employees can be sponsored by friends, relatives and colleagues to wear an outrageous outfit. In this instance a sponsor form can be used and Gift aid donations made.

3.7: Toy Sale

Many companies operate a staff sale policy. Others dispose of samples and discontinued product via charities or staff sales.

The Toy Trust Toy Sale involves your company agreeing to hold a Toy Sale with products donated from the company. The proceeds from the sale are given to the Toy Trust.

To hold a sale you need to collect a quantity of toys from your employer. Advertise a Toy Sale through company notice boards and by e.mail for a particular day. Have an identified 'shop'

location i.e. Canteen, Foyer or allocated office where the goods are displayed and priced. Remember it is best to have the 'shop' open for a defined period of time when it can be manned and purchasers are not being inconvenienced in their work. Best times are during lunch say 12.00 – 2.00 or at office closing between 4.00 and 6.00.

Please note that all toys donated must be of merchantable quality and conform to British Industry Standards for Sale of Goods. The Toy Trust cannot have any association with goods sold that do not conform to the Industry Standards.

3.8: Parachute Jump

This event can be arranged by the coordinator for the more adventurous employees.

For a cost of c. £250 a tandem sky dive can be taken at any of 22 centres around the UK.

The employee wishing to take part has to obtain sponsorship from Family, Friends and Colleagues for the jump. The first c. £250 of sponsorship pays for the jump and the balance of monies raised is given to the Toy Trust. The sponsorship monies raised can be Gift Aided meaning more money is available to the Toy Trust.

It may be that your company may pay the Sky Dive fee on your behalf.

To book a Sky Dive the coordinator should visit www.ukskydiving.co.uk

Some points to note

Tandem is arguably the best way to experience your first freefall! You get a 30 minute ground briefing on the equipment, exiting the aircraft, freefall and landing. You are then securely attached to an experienced tandem instructor with a 4-point harness system, and board the aircraft. The aircraft will normally climb to around 10 000 to 12 000 feet where you exit and begin to freefall. You will reach speeds of approximately 120 miles per hour. Your freefall ends at around 5 000 feet when the tandem instructor will deploy the main parachute and you begin your descent under canopy. This will last between 4 to 6 minutes as you fly towards your landing area. The time of your jump will depend on weather and the number of jumpers attending the course. Expect to be at the drop zone for the day.

The course fee includes P6 membership to the British Parachute Association, third party insurance, all instruction, hire of parachutes, helmets, overalls, your aircraft ride and your jump. Spectators are welcome.

3.9: Walk/Cycle/Run to Work

This event involves employees coming to work by alternative means and the savings they make on the trip being donated to the Toy Trust. The event can cover a single trip, a week or even a month's activity.

Any employee deciding to support the Toy Trust by Cycling or Walking to work must follow the Highway Code.

Rules for pedestrians

1 Pavements (including any path along the side of a road) should be used if provided. Where possible, avoid being next to the kerb with your back to the traffic. If you have to step into the road, look both ways first. Always show due care and consideration for others.

2 If there is no pavement keep to the right-hand side of the road so that you can see oncoming traffic. You should take extra care and be prepared to walk in single file, especially on narrow roads or in poor light keep close to the side of the road. It may be safer to cross the road well before a sharp right-hand bend so that oncoming traffic has a better chance of seeing you. Cross back after the bend.

3 Help other road users to see you. Wear or carry something light-coloured, bright or fluorescent in poor daylight conditions. When it is dark, use reflective materials (e.g. armbands, sashes, waistcoats, jackets, footwear), which can be seen by drivers using headlights up to three times as far away as non-reflective materials.

4 Organised walks. Large groups of people walking together should use a pavement if available; if one is not, they should keep to the left. Look-outs should be positioned at the front and back of the group, and they should wear fluorescent clothes in daylight and reflective clothes in the dark. At night, the look-out in front should show a white light and the one at the back a red light. People on the outside of large groups should also carry lights and wear reflective clothing.

5 Motorways. Pedestrians **MUST NOT** be on motorways or slip roads except in an emergency.

3.10: Swimathon

Working with a local swimming pool the coordinator can arrange a sponsored swim of any distance from 1 mile to a Marathon or Cross Channel equivalent pool swim.

The swim can be completed by an individual or a group. With Marathon/Cross Channel swims they can be completed by relay with swimmers contributing varying distance over a designated time period. These events can be highlighted as 'Swim a Marathon in a Month'.

Participants in a charity swim should be physically capable of completing their designated distance. Whilst the swim is in process the coordinator should arrange marshals to confirm the distance swam and also to provide safety cover whilst the swim is in progress.

There are many pools across the UK that can coordinate the event and these can be found on Google search for your area.

Swimmers should follow these simple rules. It is not an exhaustive list but if you stick to these you should have a safe and enjoyable time at the swimming pool.

- Check the depth of the water and always swim within your ability.
- Avoid unruly behaviour that can be dangerous.
- Be aware of the pool rules which are there for your safety and that of other users.

- Always listen to the Lifeguard – remember that foolish behaviour could cost a life.
- If you have a medical condition such as epilepsy, asthma diabetes or heart condition, try to swim with a friend.
- Do not swim unaccompanied.
- Never swim after a heavy meal or under the influence of alcohol.
- Children under the age of eight must be accompanied by a responsible adult.
- If you see someone in difficulty, get help immediately.

3.11: Save a Penny

This event requires containers to be deposited around the office for employees to discard their loose change over a period of time. There can be a competitive element introduced by having a competition between departments as to who has deposited the largest value of coins during the period. The containers should be suitably marked and invite employees to deposit their loose change on behalf of the Toy Trust. In each department you should allocate a container monitor who can oversee the container during the day and put it in a safe location overnight. It is unfortunate that many money containers are targets for opportunistic thieves particularly in offices where there are unsupervised people passing through.

At the end of the designated 'Save a Penny' period the coordinator should collect the containers and deposit the monies raised to the Toy Trust. If a competition has been set up to find the department with the largest donation the containers can be individually counted and a winner determined. The prize for the winning department could be a small trophy, large box of chocolates to share or a box of cakes/fruit. The cost of the prize can be obtained from the monies raised.

3.12: Quiz Night

The most difficult part of organising a Quiz Night is collating the questions and answers. This can be easily achieved for a modest fee of £8.50 through Instant Quizzes at www.instant-quizzes.co.uk. Here you can download a complete quiz including:

10 rounds of 10 questions plus a 20 picture quiz designed to be run as part of a traditional pub quiz night, that will last around 2 hours.

The pack includes:-

- **Round 1** – 2011 Mixed Bag
- **Round 2** – The Winners of 2011
- **Round 3** – Entertainment 2011
- **Round 4** – Places In The News 2011
- **Round 5** – Love and Marriage 2011
- **Round 6** – Sport 2011
- **Round 7** – Songs of 2011
- **Round 8** – Crime, Punishment and Law 2011
- **Round 9** – Quotes of 2011
- **Round 10** – Wipeout Round - 2011 Mixed Bag
- **Interval Round** – Died In 2011 – (PR1064)
- Scoresheet, Team Answer Sheet , Quiz Poster

Once the questions are obtained you should make arrangements for the Quiz Night.

Step 1 - Type Of Quiz

You need to decide on what type of quiz you will be holding. Is there going to be a theme to it? e.g. Christmas, Halloween, James Bond etc.

Step 2 - Setting The Date & Fundraising Target

Decide on a date for your quiz and work out how much money you would like to make from the event for your chosen charity. When choosing the date, remember to check out if there are any other events going on then.

Step 3 - Setting The Entry Fee

This depends on what you wish to make for the Toy Trust. You need to work out how many people need to attend and how much the entry fee will be per person.

Say you want to make £250 from your quiz night. Say you decide that teams must have at least 5 members and the price per person is £5.00, you will need at least 50 people ($£250 / £5.00 = 50$). If you do not incur any other expenses, then 50 is the minimum number of people required to reach your target.

Step 4

Now you know the number of people you need to attend in order to raise the target amount, you have to make sure that your chosen venue can hold that many people and need to decide if your quiz master will need a PA system to ensure that all of the participating Quiz teams will be able to hear him on the night.

Step 5 - Publicity

Think about how you will publicise your quiz night for charity. Nobody will turn up for it if they don't know about it. A simple email sent to all employees and a few posters will probably be sufficient publicity.

Step 6 - The Social Event

The chosen venue would benefit from having drinks and food available. This would be an extra cost to the event and should be separate to the Quiz entry fee. Remember that you will need a prize for the winning team and a wooden spoon for the lowest scoring team.

The cost of prizes and if required hire of the venue, should be deducted from the monies generated from the entry fee.

4: SPONSORSHIP

4.1: Gift Aid

Giving to charity through Gift Aid

Gift Aid increases the value of donations to charities and Community Amateur Sports Clubs (CASCs) by allowing them to reclaim basic rate tax on your gift. If you pay higher rate tax you can claim extra relief on your donations. If you claim age-related allowances or tax credits, Gift Aid donations can sometimes increase your entitlement.

How Gift Aid works

The Gift Aid scheme is for gifts of money by individuals who pay UK tax. Gift Aid donations are regarded as having basic rate tax deducted by the donor. Charities or CASCs take your donation

– which is money you've already paid tax on – and reclaim the basic rate tax from HM Revenue & Customs (HMRC) on its 'gross' equivalent – the amount before basic rate tax was deducted.

Basic rate tax is 20 per cent, so this means that if you give £10 using Gift Aid, it's worth £12.50 to the charity. For donations between 6 April 2008 and 5 April 2011 the charity or CASC will also get a separate government supplement of three pence on every pound you give.

How to make a donation using Gift Aid

In order to make a Gift Aid donation you'll need to make a Gift Aid declaration. The charity will normally ask you to complete a simple form – one form can cover every gift made to the same charity or CASC for whatever period you choose, and can cover gifts you have already made and/or gifts you may make in the future.

A Gift Aid declaration must include:

- your full name
- your home address
- the name of the charity
- details of your donation, and it should say that it's a Gift Aid donation

There is a Sponsorship form attached which can be adapted to suit any challenge/event you are planning.

To reduce the amount of administration in manually collecting monies for the Toy Trust you can set up a website donation page through Virgin Money Giving.

4.2: Setting up a Virgin Money Giving site

Go to www.virginmoneygiving.com

Click **Start Fundraising**

Click **Personal Challenge**

Complete **the page with details of your challenge** (Next)

Enter **Toy Trust into Charity Name** (search/select) (Next)

If you are not registered **then set up a personal account** (Next)

Once you are registered you are then prompted to **set up your fundraising page** as shown below.

My fundraising page

You're nearly there. The last step is the fun part – creating your fundraising page.

We want your page to be as unique as you are, so on the next screen you'll see that you can:

- Add photos.
- Add videos.
- Add your own wording and links.
- Share your blog posts.
- Share your Twitter feed.

You can use as many of these features as you like to tell the world about your fundraising and ask for sponsorship.

Create my page »»





Raising Funds for Sick, Disabled and Disadvantaged Children

If you are a tax payer, The Toy Trust can claim back the tax on your donation. **This means an extra 28p in the pound for the charity.** Please help us by ticking the Gift Aid box on the sponsorship form and clearly write your full name and address.

Sponsor Name	Sponsor Address	Donation/Sponsorship	Gift Aid - Please Tick
<p>Payments can be made directly to the Toy Trust by bank transfer to the following details: HSBC, Account number: 91205129 Sort code: 40-02-01</p> <p>Cheques should be made payable to Toy Trust and posted to: The Toy Trust, 142-144 Long Lane, London SE1 4BS.</p>		Grand Total:	£

Toy Trust Event **Personal Details**

Name:

Private Address:

Telephone Number:

Mobile Number:

Male/Female Age:

Any Medical Condition (e.g. Asthma, Diabetes):

Current medication (Please state with dose):

Any Medical Allergies:

Personal Contact Person

Name:

Relationship:

Address (if different from above)

Contact Telephone number:

Company Name:

Address:

Telephone Number:

Company Contact:

Position:

Telephone Number:

Toy Trust Event Participant Terms and Conditions

Terms

The purpose of the event is to raise funds for The Toy Trust and by their donation help Disabled and Disadvantaged Children in the UK and Abroad. Further details of The Toy Trust can be found on the BTHA website www.btha.co.uk

Participants will supply/arrange their own equipment, transport and incidentals as required.

The Company Coordinator, The Toy Trust and/or BTHA have no liability actual or implied to any one participating in or supporting an event.

Each participant is responsible for their own personal insurance.

Participant Code

All participants join the event as individuals and at their own risk.

Each entrant by participation in a physical event are confirming they are physically fit and have no medical condition that will effect their ability to complete any of the events.

Appropriate safety equipment must be worn in any event. This includes but is not limited to Safety Helmets, Lights, Footware, Hi Vis Jackets etc.

Any participant who is unwell/unable to continue must stop the event and contact the event organiser/marshal.

In the instance of a serious accident the appropriate Emergency Services should be contacted via 999.

No event is a race and participants are advised to act responsibly.

Some events are on public roads, council swimming pools etc. which can be very fast and dangerous. Cyclists must follow the Highway Code at all times.

Competitors should conduct themselves in a respectable manner at all times.

I..... have read and understood the Terms and Competitor Code of Conduct and accept that The Toy Trust and BTHA have no liability either actual or implied to me with my participation in this event:

Signed Dated



The Toy Trust
c/o BTHA
142-144 Long Lane
London
SE1 4BS