



OPA



**Hundreds of reasons to
fundraise for the OPA!**



www.opa.org.uk
Registered Charity No. 1062461

A big thank you to all our supporters for fundraising for the OPA.

Its people like you that make a huge difference and enable our charity to support and reassure patients, carers and their families. Without your help we really couldn't do very much at all, so thank you for all your fundraising efforts which are appreciated enormously.

This fundraising pack gives you ideas and advice to help you make fundraising as fun and easy as possible. For further advice just give us a call on 0121 704 9860 or send us an email on charity@opa.org.uk

Who will I help?

OPA is a small national charity that works to support oesophageal and gastric cancer patients, carers and their families to cope with the effects of this devastating disease.

You can use these points to inform your sponsors:

- Is a unique charity. The only charity that supports oesophageal and gastric cancer patients throughout the UK
- For over 30 years has supported many thousands of patients, families and carers having to cope with this devastating disease
- Provides a national network of patient support branches for patients to air their concerns
- Patient support group meetings are attended by medical professionals including Gastroenterologists, Consultant Surgeons, Dieticians, Physiotherapists and Clinical Nurse Specialists
- The OPA's awareness campaign is to promote the importance of early diagnosis in order to save lives
- Provides a national helpline for patients providing the opportunity to receive support from former patients
- Produces high quality, medically approved booklets on life after oesophageal/gastric surgery and nutrition
- The OPA's information booklets are free of charge and are also distributed by the NHS and Macmillan to their patients
- The OPA is entirely dependent on public support. It receives no government funding
- Is raising funds to establish OPA branches throughout the country

Awareness Campaign

Consult your GP if you suffer from

- Persistent (every day for three weeks or more) heartburn or indigestion
- Food coming back up
- Difficulty in swallowing
- Pain or discomfort in the throat or back
- A hoarse voice or a cough that will not go away
- Unexplained weight loss
- Coughing up blood



We have awareness merchandise and resources available at the [OPA Shop](#). This includes, posters and leaflets if you would like to help with our campaign.

Before starting fundraising, please take the time to read the important sections on money, fundraising permission, health and safety etc. It will stop you unwittingly breaking any laws and maximise the money that you make.

Sponsorship and Gift Aid declaration form

Please sponsor me (name of participant) _____

To (name of event) _____

In aid of (name of charity or CASC) _____

If I have ticked the box headed 'Gift Aid?' ✓, I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want the charity or Community Amateur Sports Club (CASC) named above to reclaim tax on the donation detailed below, given on the date shown. I understand that if I pay less Income Tax / or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand the charity will reclaim 25p of tax on every £1 that I have given.

Remember: You must provide your full name, home address, postcode & '✓' Gift Aid for the charity or CASC to claim tax back on your donation.

	Sponsor's Full Name (First name & surname)	Sponsor's Home address Only needed if are Gift Aiding your donation. Don't give your work address if you are Gift Aiding your donation.	Postcode	Donation Amount £	Date paid	Gift Aid? '✓'
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
				Total donations received	£	
				Total Gift Aid donations	£	
				Date donations given to Charity or CASC		

Fundraising permission

It is important for volunteers to ensure that they obtain OPA permission to work on our behalf and we have a procedure in place to ensure that this can be done easily. For coordinators and Trustees there is no special process but for other activities, especially fundraising, the OPA should be provided with full detail of the activity.

Fundraising Permission

Name

Address

.....

Post Code

Email

Telephone no

Details of Fundraising Activity

.....

Date of Activity

How will the money be raised? (eg. running an event, taking part in an event, ticket sales, sponsorship?)

.....

Do you have a social media or webpage? Please give details

.....

Will you be setting up a page on JustGiving/MyDonate or other?
Please give details

.....

How much money do you hope to raise?

.....

Are you raising funds for:

a) General funds or

b) A specific area of work. If so please give details

.....

Date when you aim to donate the funds you have raised

.....

Or you can download the OPA Fundraising Permission via the website.

Insurance

The OPA holds insurance which covers volunteers and Trustees as if they were Employees. Any person who is a voluntary helper whilst working under our control on OPA business is covered by our Employers Liability policy which protects them in respect of injury disease or illness for which the OPA is legally liable. Similarly the public is protected against injury caused for which we are liable under our Public and Products Liability Policy. Insurance certificates are available.

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Our insurance policies have limits on the types of activity covered so it is important that we know what is proposed in advance. Almost all activities are covered but, for example, **we are not covered for:**

- Events where combined numbers of spectators and entrants exceeds 1000
- Events outside the UK
- Third party organised events
- Events involving weapons, fairground ride type devices, animal rides, ballooning, parachuting and the like, go karting, quad biking motor sports, bungee jumping
- Professional sports teams or people
- Exhibitions valued at more than £250,000.00
- Racing or time trials unless on foot
- Activity involving watercraft

Planning your event

Where to start...

Once you've decided to organise an event to help raise money for the OPA you will need to think about what sort of event you want to do. These are a few tips to help get you started.

- Activity – Choose your type of event and give it a name.
- Venue – Find the ideal place and location to suit your activity.
- Date – Check local calendars and make sure your event does not clash with other local events.
- Guests/Audience – Consider who the event is aimed at, who to invite and if you have a maximum or minimum number required
- Planning – Book your event as early as you can, that way you will have more time to plan and publicise. Is it in a public place? Do you need a special events licence?

Check out the practicalities of the venue itself – does it have a kitchen? Toilets? Do you need an alcohol licence? What's the legal capacity? Do you require disabled access? Also, make sure you book the venue before printing posters etc.

- Contacts – Build up a contact list of people who have helped and supported the event so you can thank them afterwards

Promoting your Event

Ask your contacts in schools, businesses, churches etc. to help you promote the event. Why not ask your workplace to match-fund any donations you get: for every £1 you raise they give you £1 – easy!

- Support – Get help and support from family and friends
- Fundraising - Find as many ways as possible to make money at the event.
- Budget - Know your budget, set a target and know all your costs are covered.
- Ticket Price – Decide on a reasonable price
- Promotion – Use every channel available to you to let people know about the event, company intranet sites, local papers, radio.
- Safety – Find out if any rules or regulations apply to the event.
- Sponsorship/Donations – See if you can get the venue, catering, facilities or prizes donated.
- Street Collections – To hold a street collection you will need a street licence provided by the council. This can take 6-8 weeks to be issued. (Collection pots available ask at office) or email enquires@opa.org.uk

Once you've decided on your event, planned all the details and made sure it is safe and legal, it's now time to start telling everyone about it.

Remember for a successful event you want as many people as possible to know about it. Don't forget to tell them the important information they need, this includes:

- What the event is?
- When and where the event is taking place?
- Who is organising the event?
- Why you have decided to fundraise for the OPA?
- How much money you hope to raise?
- How people can support, get tickets, attend your event?
- Contact details?

Posters, Flyers & Tickets

Advertise your event by displaying posters at work, church and local community spots, but remember to always get permission first. We can provide you with a template for posters, flyers and tickets or why not get creative and design your own.

Word of Mouth

Tell all your friends, family and colleagues about your event and ask them to pass on the details to their contacts. Remember Facebook is a great way to help spread the word far and wide.

Email

Send an email to all your contacts about the event and ask them to forward it on to their own contacts. You can even attach the posters and flyers too!

Fundraising ideas

- A** Assault Courses
 - Antiques Fair
 - Auction
 - Afternoon Tea Party
 - Arts/Crafts Fair
- B** Bad Hair Day
 - Baking Day
 - Barbeque
 - Balloon Race
 - Bingo
 - Baseball Game
 - Bowling Tournament
 - Book Club
 - Battle of the Bands
 - Book Stall
- C** Car Wash
 - Cocktail Night
 - Coffee Morning
 - Cake Sale
 - Cricket Match
 - Come Dine with Me
 - Cycling Challenge
 - Car Boot Sale
 - Cheese and Wine Evenings
 - Cinema Screening
- D** Disco
 - Dress Down Day
 - Dominos Tournament
 - Dinner Party
 - Drop the Drink Campaign
- E** Easter Egg Hunt
 - EBay for Charities
- F** Face Painting
 - Fancy Dress Party
 - Film Club
 - Football Tournament
 - Fashion Show
 - Fun Run
 - Football Sweepstake
- G** Give an hour (donate the equivalent of an hour's wages)
 - Gala Evening
 - Garden Party
 - Garage Sale
 - Golf Day
 - Go-Karting
 - Guess the height/weight/amount
- H** Halloween Party
 - Head Shaving
- I** Its-a-Knockout
- J** Jumble Sale
 - Jewellery Making
 - Just giving
- K** Karaoke
 - Kite Flying
 - Knitting
- L** Lunch Money
 - Line Dancing
 - Limbo Competition
 - Lottery
 - Litter Picking

- M** Marathon
 Magic Show
 Makeover Event
 Movie Night
 Music Quiz
- N** Non-Uniform Day
 Netball Tournament
 New Year's Eve Party
- O** Obstacle Course
 Odd Socks Day
 Open Mic Night
- P** Pancake Day
 Parachute jump
 Paintballing
 Pub Quiz
 Pyjama Party
- Q** Quiz Night
- R** Raffle
 Races
 Roller Disco
 Rounder's Tournament
- S** Swim-a-thon
 Salsa Dancing
 Singing Contest
 Swear Box
- T** Talent Night
 Tea Party
 Treasure Hunt
 Themed Party
 Tennis Tournament
- U** University Challenge
 Unwanted Gifts Sale
- V** Valentine's Ball
 Variety Show
 Volleyball tournament
- W** Water Fight
 Wellie Throwing Competition
 Whist Drive
 Wine Tasting Event
 Wheelbarrow Race
 Water Rafting
 Walking
 Waxing Party
 Wii Competitions
- X** Xmas Party
 Xmas Hampers
 Xmas Cards
- Y** Yogathon
 Yo-Yo Competition
 Yodelling Competition
- Z** Zodiac Reading Party
 Zany events – (throw a custard pies at friends and family, greatest number of marshmallows in a mouth etc.)

Five easy fundraising ideas

1 Raffle!

It's so easy and always popular – hold a raffle! (Make sure you check whether you need a licence first though)

2 Charity car wash!

You could set up at a local super market, car park or even wash cars in your street. Why not get people to help you out? Youth groups, schools, brownies or scouts etc.

3 Get sponsored!

There are endless opportunities when it comes to sponsoring. Sponsored walk, sponsored silence, sponsored run, sponsored sing, sponsored slim... There's loads!

4 Put on a Quiz Night!

Ask your local pub to run a quiz night for the OPA.

5 Purchase our Reflux/OPA Merchandise and sell to friends and family



Easy ideas for work...

- 1 Nominate The OPA as your company's Charity of the year.
- 2 Go blue for a day – walk or cycle to work and donate the money you saved to The OPA. Get the whole office involved, or if you live far away, why not get sponsored to cycle in?
- 3 Get baking/knitting/making: sell cakes, cards, tea cosies or whatever else you're good at creating to your colleagues. This works well around Christmas. Why not get everyone in your office to bring something in to sell and have your very own office Christmas or Easter fair?
- 4 Hold a dress down (or up) day and ask everyone to pay £1.
- 5 Donate a day's wages and ask your employer to match fund your donation.

Simple ideas for schools, scouts, youth groups etc...

1 Start a competition between forms/houses or scout/youth groups. Have a football/cricket/netball competition and get each team player or pay 50p to enter.

2 Hold a talent contest or do your own version of The X-Factor or Britain's Got Talent. Everyone can pay £1 to watch.

3 Worm charming: worms are attracted by noise/vibrations. Divide up a patch of grass into small plots and ask each competitor to buy a plot for £3. See how many worms you can collect in 30mins. It's best to do this in pairs so that one person can charm and the other can collect.

4 Pay to sponge or gunge your teachers/leaders

5 Hold a mini-fete. Get people to run stalls, where people can sell cakes, guess the number of baked beans in a tin, face painting etc.



The Oesophageal
Patients Association
Caring for the cancer patient & their family

Thank you!

OPA

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