



F.R.O.D.O. and the F.R.O.D.O. KIDS WELLBEING APPEAL

F.R.O.D.O. is an international children's charity working in poor parts of Europe. Founded 3 years ago F.R.O.D.O. is working to transform the lives of abandoned and vulnerable children with disabilities.

F.R.O.D.O. Kids Wellbeing Appeal was launched in January 2010 with the aim of raising funds to support F.R.O.D.O.'s fantastic work in poorer areas of Europe.

F.R.O.D.O.'s work is unique

F.R.O.D.O. focuses on helping orphaned, abandoned and vulnerable children with disabilities and provides access to medical treatment and care support.

Working with other charities, F.R.O.D.O. identifies children whose lives would be transformed if they receive treatment for their disability. Orphaned children with disabilities in developing countries are often at the back of the queue for treatment. Yet many disabilities are regularly treatable in the West.

Our goal is to bring these treatments to as many orphaned children as possible, to give hope where currently there is none.

Why F.R.O.D.O. needs your support

The need for F.R.O.D.O.'s programmes is still very strong since there are many more children who need our help. In order to maintain and develop our programmes we need you to help us raise voluntary donations. All the money F.R.O.D.O. receives through support from the public makes an important and direct impact on our work.

We can't do it without you!

We've put together this pack to give you a few ideas and suggestions aimed to help you make the best of your fundraising events.

Thank you for your interest in supporting the F.R.O.D.O. Kids Wellbeing Appeal. Please do let us know what you have planned. We love to hear about our wonderful supporters fantastic fundraising events.

This pack is meant as a brief guide. If you have any questions please contact Celia on 0208 741 5484 or email celia@frodokids.org.

For more information about F.R.O.D.O. and the work we do please visit our website www.frodokids.org. Good luck!

Choose an event

If you haven't yet decided on the type of event you would like to hold the following list might give you some ideas.

Basketball competition	Music event	Choir concert
Bring and Buy sale	Non uniform day	Come dine with me
Book sale	Opera night	Comedy night
Art competition	Odd job day	Clean a car
Themed party	Odd clothes day	Disco
Coffee morning	Pancake competition	Drama production
Hairy leg wax	Pyjama party	Dog show
Ice skating party	Quiz night	Dress your best day
Inline skating disco	Raffle	Debating competition
Themed day	Rugby competition	Easter egg hunt
Inter-house sports leagues	Sports day	Egg and spoon race
Juggling competition	Strictly come dancing	Fete
Jumble sale	Sponsored silence	Fancy dress day
Job swap	Stand up comedy	Fashion show
Karaoke	Trainers day	Face painting
Kite flying	Talent show	Grow your own vegetables
Kick boxing	Teddy bears picnic	Golf day
Karate	Throw wet sponges at staff	Hockey match
Knitting	University challenge	X factor show
Line dancing	Variety show	Sponsored sleep over
Mini marathon	Window clean	Masked ball
Mad hatters tea party	Sponsored walk	Boat race
	Picnic day	Eating competition
		Swimming race

.....the possibilities are endless!

Planning your event

The more you plan your event the more success you will have, no matter how simple it is. You might like to use the table below to help with your planning.

Issue	Research Needed	Outcome/Further Action
Event		
Venue		
Resources		
Timing		
Health and Safety		
Permission/Legal Issues		
Marketing		
People to run event		
People to attend event		

Do your research

Who do you want to target? Will your event appeal to them?

When do you want to hold your event? Make sure it doesn't clash with another event.

Where do you want to hold it? How much space will you need? How much will it cost?

Your budget

You want to make more than you spend so make sure your budget for even the smallest of things, such as;

- Food and drink
- Travel expenses
- Materials

Make sure you budget for larger things such as the venue and entertainment. You can reduce costs by;

- Charging money for entry to your event
- You could ask a local company to donate items
- You could also ask a local company to sponsor your event

Publicity

It is crucial that your target market knows about your event. Think about the best way to publicise your event. You could ask if you could give a talk in assembly. If your event is being held in the wider community think about where people will see information about it, the post office, doctors surgery etc. You should **ALWAYS** get permission to advertise your event.

All the materials you produce must state that you are raising money in aid of F.R.O.D.O. but do not represent the organisation. They need to include the following statements;

- All proceeds/profits will go to F.R.O.D.O
- F.R.O.D.O is a registered charity (No 114639)

Please let us know if you are planning to use the F.R.O.D.O. logo.

Raffles and Lotteries

- Lottery tickets must not be sold to anyone under the age of 16.
- You must apply to your local registration authority (eg district council) for permission to hold a public lottery. If the value of the tickets to be sold exceeds £20,000, the lottery must be registered with the Gaming Board (tel 0207 306 6200)
- Private lotteries (e.g. where tickets are only sold to members of a club or company) do not need to be registered. Neither do raffles at a social event, where the raffle must also be drawn during the event.

During your event

- You should arrive early to prepare everything you need to set up.
- You should make a checklist of everything you need to do and when you have to do it. Do you have enough volunteers? You could ask your friends to help you with your event. Team work is always best!
- You should take lots of photos during your event to show your supporters afterwards.

Make sure you thank everyone who helped before, during and after the event.

Increasing the amount you raise

Gift Aid

- If someone signs up for Gift Aid F.R.O.D.O can reclaim tax on any of their donations, at the basic rate. You do not have to do any extra work. Just get the donor to declare they would like to sign up and we'll do the rest! We will need the donors signature as declaration and their postal address. Nice and simple.
- This means that F.R.O.D.O. gets 28p more for every £1 donated, so people can increase their sponsorship/donations by almost a third at no extra cost to them!
- Gift Aid can only be claimed if the person is a UK taxpayer, and for any donations or sponsorship of an event. It can't be claimed if they don't pay tax in the UK, or if they receive something in return like raffle tickets and entrance fees.

After the event get a member of staff to check your takings and send us the money. We really appreciate your effort and please know that it will go a long way to improving children's lives.

Please send the money you raise to us by cheque made payable to F.R.O.D.O. to our office address: Britannia House, 11 Glenthorne Road, London, W6 0LH

Thank You!

FOUNDATION FOR THE RELIEF OF DISABLED ORPHANS

www.frodokids.org