



Thank you for joining our team!

We'll do everything we can to show you how much we appreciate your support!

## Thank you

By raising money for us, you'll help more people with mental health problems get the support they need and the respect they deserve – and that's a very big deal.

So thank you.

We believe no one should have to face a mental health problem alone. We're here for the local community. Today. Now. We're on your doorstep, on the end of the phone, or online. Whether you're stressed, depressed or in crisis – we will listen, give you support and advice and fight your corner.

We're an independent charity. We rely on individual donations and fundraising to support as many people as possible in our area. Anything you raise goes straight back in to the community you live in – your support will help us help your friends, your family and your neighbours.

If you need anything during your fundraising, just let us know. We'll do everything we can to show you how happy we are to have your support.

This guide will be a handy starting point to fundraising – it's full of useful information to get started, and links to things you need to know.

Register your fundraising or event here (add link)  
Download our fundraising resources here, including posters to customise and in aid of Mind in Harrow logo (add link)

And read here about fundraisers who know exactly what it takes to reach their goal and experiences of the local people we support (add link)

Thank you so much for caring about mental health.

One in four of us experiences a mental health problem each year – you're part of the solution.

Whatever you need, we're here

> Call: 020 8515 7850 > Email: [m.norman@mindinharrow.org.uk](mailto:m.norman@mindinharrow.org.uk)

# You're helping change lives

By fundraising for us, you'll help create a world where no one has to face a mental health problem alone.

## This is the difference we are making...

- 50,000 people have accessed our mental health information services
- 10,000 people have used our talking therapies service
- 7 projects with faith and BME communities have engaged 6000 people
- 45000 young people and 3000 employees have participated in our mental wellbeing workshops
- 100 volunteers give 7000 hours of their time every year
- 85% of people report that we support their mental health recovery

Together, we'll achieve even more! Thank you.

## How your fundraising helps



£80

can help pay for a wellbeing session in a local school - to improve pupils' emotional resilience



£220

can support 16 people experiencing anxiety or depression through our specialist workshops. For many, it will be their first human contact for days.



£800

can give 200 local people crisis support, information and reassurance through our Mental Health Information Service

# Keep it legal

The first rule of fundraising is to have a great time, but there are a few others you need to bear in mind too. Here's how to keep everything above board.



If you collect money, give us a call first. We'll take you through the basics and send you collections tins and seals. The key things to remember are:

- You have to be 18 in London and 16 everywhere else to collect money.
- If you're planning a collection on private property – like a shop or train station – you need to get permission from the owner.
- You need a licence from your local authority or police to collect donations on the street or any other public property.

## If you organise a raffle or lottery...

- You can't sell tickets to anyone under 16.
- You'll need to apply to your local authority or council for a licence if you want to run a public raffle or lottery.
- You don't need a licence for a private raffle or lottery, as long as tickets are only sold to staff at a workplace or members of a club.
- You don't need a licence for a raffle at a social event, as long as the raffle isn't the only reason for the event, you sell tickets where the raffle is held and you draw and announce winners at the event.

## If you're putting on a spread...

- Everyone involved in preparing and serving food needs a basic understanding of food hygiene.
- You need an alcohol licence from your local authority to sell alcohol.

## If you're putting on a show...

- You might need a Public Entertainments Licence from your local authority if you're organising entertainment (like music, dancing or a film screening) at a venue that doesn't already have a licence. Licences are free for charity events.

## Don't forget health and safety...

- Do a risk assessment for any fundraising events, looking at how risks can be reduced and what's in place to keep everything safe and to deal with emergencies.
- Don't do solo endurance events without the right support team. Take the time to thoroughly consider your safety and make sure you've got adequate back-up.
- Make sure you keep things safe and legal. We can't be held responsible if you don't, and we really don't want you getting into trouble.

## You might need insurance...

- Venues usually have their own insurance, but check whether the public are covered.
- You can't use our public liability insurance to cover your own events.
- We can't accept any liability for events you organise, so it is important to sort out appropriate insurance cover.

## Our logo

Make sure you only use our branded fundraising materials (in print or electronic form) for fundraising that you have already registered with us. Please don't use these materials for any other activities without first letting us know.



# Job done? Well done!

This is the page to read once you've completed your challenge. If you're here, congratulations! Your amazing efforts mean fewer people will have to face a mental health problem alone.



So now what? Well, a cup of tea and putting your feet up. But there are a couple more things you also need to do so we can celebrate you properly!

## Send the money our way

### Online giving

If you've raised money online, you don't need to lift a finger. The money comes straight to us, so you can get back to your tea and relaxing. Make sure you have set your online giving page up for Mind in Harrow – let us know if you need any help with that.

Make your life easy! Set up your online fundraising with <https://www.justgiving.com/min...>

We've already populated it with info about Mind in Harrow – so it's easy for you to edit and share

### Payment by cheque or card

If you want to send cheques or credit or debit card details to us, give us a call or an e-mail and we can send you over some more information.

If you want to make a credit or debit card payment over the phone, drop us a line on 020 8515 7860

You can also send us any completed sponsorship forms and we'll make sure to collect Gift Aid – making your donation go even further!

Please make sure you send all money to us within two months of your event.

## More ways to help

> <https://www.mindinharrow.org.uk/>

Find out all the ways you can support us by heading to our website.

> Remember, you can contact us any time on Events phone number 020 8515 7860 or [m.norman@mindinharrow.org.uk](mailto:m.norman@mindinharrow.org.uk)