



Horses and Ponies Protection Association
Registered Charity Number 1085211

Raising Funds
For HAPPA

www.happa.org.uk

Taylor Building, Shores Hey Farm, Black House Lane, Halifax Road Briercliffe, Burnley, Lancashire, BB10 3QU | Tel : 01282 455992

Raising funds for HAPPA

Remember. HAPPA can help you raise funds to help horses, ponies and donkeys by providing you with promotional material, collecting boxes, sponsor forms and merchandise to sell. Call our admin' office on 01282 455992 for more information

TIPS TO HELP YOU ORGANISE A SUCCESSFUL EVENT

Think of an idea

Most hobbies and events can be turned into an enjoyable fundraising activity. The more original and unusual your event, the better it often turns out. We have included an A-Z of fundraising ideas to get you started.

Get people involved

Family, friends and colleagues are always keen to help and several heads are better than one when it comes to raising money. Employers will often help by offering goods and services to help with your fundraising event and sometimes they are willing to match the amount you raise from Company funds.

Give thought to the what, when and where

Think about what you want to do. Have you chosen the right venue? The day of the week, time of the event, location (including parking and access) all help to determine whether or not the event is likely to be well attended.

Publicise the event

Tell everyone you know. Tell the local media, tell HAPPA, use e-mail, put out a press release, put up a poster.

Manage your money carefully

Please be careful with any money that you raise and pay in any money you raise straight away.

You can download our sponsor form by visiting
[www.happa.org.uk/pdf/Postal Donation/Postal Donation.pdf](http://www.happa.org.uk/pdf/Postal%20Donation/Postal%20Donation.pdf)

HOW TO PAY IN YOUR MONEY

By completing our postal donation form which can be downloaded from - Rob, please enter web address and sending us a cheque made payable to HAPPA to HAPPA, Taylor Building, Shores Hey Farm, Black House Lane, Halifax Road, Briercliffe, Nr Burnley, Lancashire, BB10 3QU

By making a secure online donation using a debit or credit card at www.happa.org.uk

THE A - Z of FUNDRAISING IDEAS

Auction - Abseiling - Assault course - Antiques Fair/antiques valuation - Art Show - Barbecue - Ball/Dance - Barn Dance - Be creative. Make things to sell to friends - Bad taste evening/themed evening - Book sale - Boot sale - Buffet lunch - Bungee jump - Bad hair day - Bring and buy sale - Bingo - Baked bean bath - Cake stall - Craft Fair - Cartridge/ink jet recycling - Cream tea - Cabaret night - Carol singing - Cricket match - Collections/collecting boxes - Cover a large dog (picture) with pound coins - Casino night - Chocolate fountain - Climb a mountain - Curry evening - Cake sale - Car treasure hunt - Cricket match - Coffee morning - Car wash - Duck race (plastic ducks) - Dress down day - Dog walk - Donations in lieu of Birthday/Christmas presents - Easter egg hunt - Exhibition - Egg and spoon race - Football match/darts match/pool tournament/skittles night/golf match - Face painting - Fifties night/sixties night/seventies night - Fancy dress event - Fun run -

Fete - Film premiere - Flower show - Five-a-side tournament - Gala - Guess the weight/guess the value/guess the amount - Garage sale - Garden party - Haggis party - Head shave - It's a knockout - Jazz/folk/blues evening - Jumble sale - Karaoke - Line dancing - Marathon - Musical evening - Market stall - Moustache/eyebrow/head shave - Nearly new sale - Obstacle course challenge - Pantomime - Pub games night - Paintball - Parachute jump - Pub collection - Quiz night - Rally - Raft race - Raffle - Race night - Scavenger hunt - Stars in their eyes evening - Supermarket trolley dash - Sponsored event - Sports day - Sell something - Talent show - Tea dance - Tug of war - Teddy bear picnic - Treasure hunt - Tombola - University challenge - Variety show - Valentine's party - Window cleaning - Wine tasting - Who dunnit evening - Xmas draw - Yard of Ale - Zzzz sleepathon

A FEW FUNDRAISING DO'S AND DON'TS

STREET COLLECTIONS

You will need permission if you plan to collect money in a public place

You will need a licence from the local council if you are planning a street collection. They will also give you a set of rules to follow during your collection as rules can vary depending on which local authority area you will be collecting in. Street collections are a popular way of raising money for charity so you may need to apply for the licence several months in advance.

To collect on private property, for example in a shopping centre, you must ask for permission from whoever is responsible for it.

Door-to-door collections are illegal without a licence.

Please obtain permission from the landlord/s before organising a pub/club crawl

USING THE HAPPA LOGO

To comply with HAPPA's legal obligation as a registered charity, our charity registration number (223678) must appear on all posters and advertisements that invite people to participate or help. The use of our logo needs to have approval prior to use so please ensure you let us know about the event you are planning. Our posters, information sheets, leaflets and sponsor forms are available to you to help with your event. You can order a selection of, posters, leaflets, collection boxes, merchandise etc by calling our admin' office on 01282 455992

ALCOHOL

A licence is needed if you have alcohol at your event. The only exception to the rule is when it is not being sold and no indirect charge is being made for it (i.e. the ticket price cannot be increased to cover the cost of alcohol). You can obtain a temporary licence ("occasional permission") from the licensing justice at your local magistrate's court if you give notice of a month or more. You can avoid this issue by either holding your event on licensed premises or by asking a local pub to organise a bar at your venue.

FOOD

Food safety laws apply when you sell food at an event. You need to be aware of these and follow food hygiene procedures. Further information can be obtained from your local authority environmental health department.

INSURANCE

If you organise an event that involves the public in any way, you will need to ensure you have public liability insurance. In certain instances the HAPPA Public Liability Insurance may cover you. It's wise to check with us well in advance of your event.

PERSONAL SAFETY

HAPPA cannot accept responsibility for accidents or injuries incurred during any event you organise to raise funds for our Rescue Centres. Neither can we accept responsibility for any loss or damage incurred during your fundraising activities so please make sure your event is safe for all concerned

We advise that you do not fundraise in an environment that you feel may be in any way unsafe and recommend that you are accompanied at all times, particularly when in charge of money or goods.

We do not encourage potentially hazardous activities such as bungee jumping, climbing, white water rafting, wing walking etc. Please be aware of safe practices and take special care when lifting, operating electrical equipment or climbing and reaching. Children should be accompanied by a parent or guardian at all times.

IMPORTANT – HAPPA cannot accept any liability for any fundraising activity you undertake. Please do not collect money in the street or public place without first obtaining permission from your local authority. Businesses are asked to sign a written agreement with us if they plan to sell goods, services or run business promotions for HAPPA.