



Fundraising Pack





What we do!

Prostate Scotland was set up in 2006 as a Scottish charity to develop awareness of prostate disease, to support men and their families/partners with the disease through providing advice and information and to advance treatment and research into prostate disease. We have been established for 15 years, and still have quite a task ahead of us as:

- Prostate disease is likely to affect nearly one man in two at some stage in their lives.
- less than 30% of men in Scotland are aware of the function of their prostate.
- One in TEN men is likely to get prostate cancer.
- Prostate cancer is the most common cancer in men in Scotland.
- Over the past 20 years the number of men of men surviving prostate cancer has doubled and we want to see that further improve.

We are delighted to have your support in helping us reach out across Scotland to create greater awareness amongst men and their families/partners about prostate disease and to advance treatment.

Our Board of trustees is made up people with personal knowledge and experience of prostate disease, as well as some of the leading medical experts on prostate disease and cancer in Scotland.

Since our establishment we have concentrated on developing awareness of the disease across Scotland. We have an award-winning interactive website and have just launched our new prostate cancer App to help men navigate living with prostate cancer. More information about some of our current projects can be found below:




[COMPASS is our new support service to help men navigate prostate cancer](#)




[Prostate FFIT \(Prostate Football Fans in Training\) is our NEW free exercise course for men living with prostate cancer, in partnership with the SPFL Trust](#)


Tips and ideas to help you get started!




 **Decide on your Fundraising Event/Activity** – You may wish to try one of our organised runs or walks, or even try your own sponsored social event – a dance, a quiz, a brunch, music night or dinner - with the proceeds going towards supporting your cause. Think up your own theme that fits your circumstances best, it will feel more personal and more fun. [Check out our A to Z of Fundraising Ideas!](#)

- If you're taking part in a running/walking or any other active event, that's great! You'll find lots of information on the event website, as well as info on our [website](#) Some events even have a dedicated app which can be great to encourage you to reach fitness goals, and include lots of practical information about the day of the event too.


 **Fundraising materials** - We have leaflets, posters, t-shirts, banners and other promotional materials that we are happy to provide for awareness purposes. You can register as a supporter on our [website](#) and have a look through our [merchandise](#) available. If you are producing your own materials, please note that all your fundraising materials should make it clear that you are fundraising 'in aid of' but that you do not represent the charity.


 **Set yourself a date & target** – Remember to give yourself plenty of time for your fundraising. Setting a target can help as it can be fun to see how you aim for it - think of it like a running a long-distance race – every step is getting you that bit closer to where you want to get to.

 **Spread the word** – Mention it to colleagues, friends, parents and team-mates. Many people are usually very pleased to be asked to donate and show their support. You can tell your fundraising story on your social

media accounts or by email and copy and paste a link to your online fundraising page. You can include a link to the Prostate Scotland website if you wish. Please get in touch with us if you would like us to post news of your fundraising or awareness raising activity on our website, [Facebook page](#) (or search for Prostate Scotland Fundraisers & Supporters), or [Twitter page](#) @prostatescot.



 **Public Collections** - You might want to organise a public and workplace collections and offer your supporters a pin badge. If you'd like to [register for a pin badge collection](#), we'll be pleased to send pin badges and boxes to you. We can also offer collection cans and buckets - please get in touch through our [supporter registration form](#) to request these.

 **Celebrate your Success** - Do remember once you have completed your fundraising to tell your workplace/supporters/sponsors of your achievement – they will be pleased to know and gently ask them, if they haven't already, to give you their sponsorship donations.

We look forward to supporting you in your fundraising! You can contact us at:

- info@prostatescotland.org.uk
- <https://www.prostatescotland.org.uk/contact-us>
- 0131 603 8664 or 0131 603 8660

Thank you - good luck!

Morag & Karen

Easy ways for people to donate

JustGiving: A very simple and free way of asking for donations and sponsorship is through an organisation called [JustGiving](#). *It is* straightforward and saves you a lot of time and we receive the donations through your page automatically every 3 to 4 days We've worked with JustGiving for several years! JustGiving enables you very quickly to set up your own fundraising page and with your own details. You can see who has sponsored you with lots of encouraging messages too!

- Find us on JustGiving at <http://www.justgiving.com/prostatescotland>.
- On our website just tap the 'fundraise for us' button on the top right and follow the instructions. It's a step-by-step process to set up your very own page – this will have its own online link/web address. You will then be able to update your profile pictures & story section to help raise more funds.
- [A guide to Team Pages – JustGiving Help](#)
- [Fundraising and Fitness Apps – JustGiving Help](#)
- [How do I add money that I've raised offline? – JustGiving Help](#)

QR Code: You can also generate a QR code via JustGiving so that you can share the link easily with your sponsors, or add the QR code to a poster, print off and add it to local notice boards, village halls or pubs, wherever relevant and in a place where people will see your fundraiser. People can then scan the code and donate. See: [How-do-I-create-a-QR-code-for-my-Fundraising-page](#)

Fund Matching: It's worth checking with your employer to see if there is a fund matching scheme for charities in your workplace. We've previously received fund matching payments from large companies such as Enterprise RAC UK, Lloyds TSB and Morrison's Supermarkets.

By Post: Cheques can be sent to our office: 14 Torphichen Place, Edinburgh, EH3 8DU.

Bank Transfer: Our details are:

Name of Account	Prostate Scotland
Number of Account	08044600
Sort Code	83-91-35
Coutts, 6 – 8 George Street, Edinburgh, EH2 2PF	

Via our Website at prostatescotland.org.uk/donate You, or one of your supporters can leave a message in the comments box that it is for your fundraising event, and we can attribute it to your fundraising total.

CAF (Charities Aid Foundation) cafonline.org This is a registered UK Charity which works with companies, regular donors and charities, amongst other organisations, to enable them to give more. If you, or one of your supporters wish to make a donation from their CAF account, our account number is 51000494549 and we can attribute it to your fundraising total.

Gift Aid – did you know that the taxman can add an extra 25% onto a donation? If the donor is a UK resident and taxpayer and will be paying at least as much tax as they are likely to reclaim from their donation, Prostate Scotland can claim Gift Aid from HMRC. All the donor needs to do is to confirm that they are a taxpayer and agree that they wish their donation to be eligible for Gift Aid and contribute their name and home address and tick to acknowledge that they agree to Gift Aid applying to their donation.

A big thank you for your support!

We'll keep in touch with you before and after your fundraising activity. Do let us drop us a line, give us a call or send us any photos of your activity at info@prostatescotland.org.uk We usually email thank you letters and certificates of appreciation within a month of completion of fundraising, however, during busy times, it may take us longer. On your certificate and letter, we'll confirm your fundraising total. If you've used JustGiving, we automatically receive donations through your page, so there's nothing more for you to do there. You could update your supporters on your page to let them know your total sum raised, and it's up to you when you want to close your page.

If you have borrowed any of our merchandise for your event, please find details on our website of how this can be [returned to us](#)

If you'd like to consider supporting us non-financially, please head to: [Other-easy-ways-to-support-prostate-scotland](#)

Event Health & Safety

It is important that that whatever event you organise that you *consider safety* issues – don't choose something that could lead to someone getting hurt, or if you are under 18 make sure that there is an adult aware of your activity and you have your parents'/guardian's consent.

- Consider if you may need to carry out a risk assessment, and if people participating might need to sign disclaimer forms accepting that they undertake the activity at their own risk, and/or if they might need insurance. We have disclaimer forms available. If the event is taking place in a school remember to check that you have the school's/college's permission. *Prostate Scotland regrets that it cannot be held responsible for fundraising activities that are organised in its aid and which the charity is not directly organising.*
- Ensure participants are fully briefed about the event, including (where relevant) any risks, fitness requirements, special equipment or clothing required and standards of behaviours expected.
- Ensure that your event is properly and adequately supervised. Where children are included this includes:
 - Providing adult supervision
 - Checking that the child's parents/guardians have given their permission for their child to take part
 - Carrying out appropriate background checks if adults are to have unsupervised access to children
- Check whether you need any special licence: e.g. a public entertainment licence or licence to sell alcohol.

Public Collections Information

Please note that if you are thinking of carrying out a public collection (whether with pin badges or collection cans and buckets) that under Charity Law there are special rules about this (to protect individuals and charities). Public collections such as going house to house or in a public place require the permission of the local authority and a special licence and you must obtain these before undertaking a collection. If you are collecting on private property, it is always best to seek the permission of the person or organisation whose property it is.

Information regarding lotteries and raffles

Organising a lottery, raffle or prize draw can be great fun and get people really engaged with the cause or your event! We'd be pleased to provide you with a letter of authorisation if you are approaching local businesses to donate prizes.

Before organising, please visit the [Gambling Commission Website](#) where you will find all up to date information on lotteries and raffles.

The Gambling Commission website also has detailed guides on how to run a safe and legal lottery:

- [Fundraising, raffles and lotteries](#)
- [Fundraising and lotteries on social media](#)
- [Fundraising and lotteries at events](#)

Please note in most instances, tickets have to be physical and cannot be sold online.