



WORKING FOR PEOPLE WITH INHERITED SIGHT LOSS

## WORKPLACE FUNDRAISING PACK



THANK YOU FOR  
CHOOSING TO  
FUNDRAISE FOR  
RETINA UK!

[RETINAUK.org.uk](https://www.retinauk.org.uk)

# RAISING MONEY AND CHANGING LIVES

THANK YOU FOR  
CHOOSING TO  
FUNDRAISE FOR  
RETINA UK!

With help from our wonderful fundraisers we support individuals and families affected by inherited sight loss so no one needs to face losing their sight alone. We fund pioneering research into inherited sight loss conditions, accelerating the search for potential future treatments.

Fundraising in the workplace enhances morale, encourages collaboration between teams and is fun!

Your employers could also benefit from increased visibility in the local community, enhancing their reputation and potentially leading to new business opportunities.



If you have any questions or would like to talk through your fundraising ideas, please call our friendly Fundraising Team on **01280 815900** or email [fundraising@RetinaUK.org.uk](mailto:fundraising@RetinaUK.org.uk)

**Thank you again  
and good luck!**

# WHAT RETINA UK CAN DO FOR YOU

- Our dedicated Corporate Partnerships Officer, Fiona Leahy, can work closely with you to help you plan and organise your fundraising, contact: [fundraising@RetinaUK.org.uk](mailto:fundraising@RetinaUK.org.uk) or telephone: 01280 815900.
- We can provide you with fundraising materials, including simulation specs, which can be used to show people what it's like to experience sight loss.
- Volunteering opportunities and sighted guide training are available for employees who would like to get involved with Retina UK events.

**£18 could pay for  
our Helpline to  
operate for one  
day**



# A-Z OF WORKPLACE FUNDRAISING IDEAS

A-E

A

Abseiling, Aerobics workout, Assault course, Athletic event, Auction of promises.

B

Baby “guess who” photo competition, Bake a cake stall, Banquet, Barn dance, Beard shave, Birthdays donations (instead of gifts), Book sale, Bring and Buy sale, Bingo, Bowling.

C

Cabaret night, Car wash, Car boot sale, Cheese & wine event, Christmas Challenge (Santa run), Carol singing, Christmas party, Clay pigeon shoot, Cash collection, Comedy night, Craft fair, Cricket match, Cycle challenge.

D

Dance challenge, Dine in the dark dinner, Disco, Darts match, Donate a day ‘doing’, Dress down day, Doughnut Day (some doughnut companies offer a charity package).

E

Eighties night, Entertainment evening.

**£1,500 could  
fund an  
Information Day**

# A-Z OF WORKPLACE FUNDRAISING IDEAS

F-L

F

Foreign coin exchange, Family fun day, Fashion show, Film night, Football match, Fun run 5K or 10k.

G

Guest lunch time speaker, Garden party, Gardening, Give 'it' up (e.g. your smartphone, using office jargon, smoking, chocolate, wine, beer etc.), Go karting, Golf.

H

Hair shave, Holiday photo competition.

I

Ice-cream/ ice lolly office sale, Indoor games evening, International evening, It's a knockout.

J

Job swoop for the day, Jazz evening, Jogging.

K

Karaoke (in a local restaurant, function room or pub).

L

Lotteries, Look-a-like competition, Line dancing, Loud Jumper day.

# A-Z OF WORKPLACE FUNDRAISING IDEAS

M-S

M

Marathon your way – full or half marathon (run, walk or jog your way), Mid-summer ball, Mountain bike race, Murder mystery, Music challenge (music quiz, talent show or concert), Mini golf.

N

National days, Name that tune, New Year's resolution (sponsored), Non-uniform day.

O

Obstacle race, Office party, Office Olympics, Opera evening, Open day.

P

Pancake race/toss the pancake, Pamper party, Parachute jump, Picnic, Ping pong match, or Pay to play ping pong at lunchtime.

Q  
R

Quiz night.

Race night, Raffle (could your company offer a special prize e.g. an extra week's holiday?) Raft race, Recycle (print cartridges and old mobile phones), Relay race.

S

Shared lunch day, Salsa event, Shoe shine service, Silent auction, Sim Specs day, Skydiving, Sports day, Sweepstake.

# A-Z OF WORKPLACE FUNDRAISING IDEAS

T-Z

T

Tandem cycle (why not join Retina UK's annual event?), Talent contest, Tug of war, Ten pin bowling, Tennis tournament, Themed party, Three-legged race.

U

University challenge, Unwanted gifts sale.

V

Go Vegetarian or vegan, Virtual run (why not join Retina UK's event?), Variety show, Video night, Vintage tea party, Vintage clothing day, Volleyball competition.

W

Walks, Wing walking, Wellie throw, Wheelbarrow race, Wii tournament, Wacky wig competition.

X

X marks the spot, Xmas cards, X-Factor competition, and Xmas draw.

Y

Yoga, early morning  
Yacht race.

Z

Zumba class.

**£170 could pay  
for a researcher  
for the day**

# FUNDRAISING IDEAS

## GUEST SPEAKER LUNCHTIME TALKS

Invite a speaker to give a short presentation. Choose a topic that would appeal to employees, encouraging them to attend whilst eating lunch. Suggest a donation amount in aid of Retina UK. Topics could include:

- **Financial awareness:** Tips on budgeting and avoiding fraud, planning options etc. Invite a representative from a local bank or financial planning company.
- **Smart phone photography:** Do you have a budding amateur photographer in your company that could run a session? Or contact a local photography club, ask if they could run a session or provide tips to improve phone photography.
- **Stress relief and relaxation with essential oils:** Approach your local health shop, wellbeing centre or beautician, inviting them to come along to promote the benefits of essential oils.



# FUNDRAISING IDEAS

## WINE TASTING EVENING

A great opportunity to try some new wines and improve your knowledge with a presentation from your local wine merchant. Prepare tickets for colleagues to purchase before the event.



## YOGA BEFORE WORK



Find a local instructor, or approach a yoga studio or leisure centre and ask if they will run an introduction to yoga session in your company.

# PLANNING YOUR EVENT



## What?

Choose a fundraising event that will be interesting and fun. People often enjoy taking part in something new and your colleagues are more likely to participate in further events if they have a great time.

## Where?

Identify an area in your company that could be used for the fundraising event e.g. staff restaurant, meeting room or break out area. Make sure the location is big enough and if using external premises (i.e. local community centre) check it's easy to find, with sufficient parking and fully accessible for people with disabilities.

If you are planning to hold an outdoor event in a public place such as a park, you

will need to get in touch with the local authority to find out about any restrictions or permit/licence requirements.

## When?

Decide what date would be best to attract the highest attendance i.e. pay day. Consider other events and special dates such as national holidays or sporting fixtures which may clash with your event. Give yourself enough time to plan and prepare!

## How?

How are you going to raise the most money? Set ambitious but achievable targets. Does your company have a match funding scheme, where money raised by employees is matched?

# EVENT CHECKLIST



- Do let us know about your event, where and when it's taking place - email our Corporate Partnerships Officer [fundraising@RetinaUK.org.uk](mailto:fundraising@RetinaUK.org.uk) or phone 01280 815900.
- Contact the person or department in your company who deals with communications and share your fundraising plans. They may wish to feature your fundraising on social media platforms or with the local press. You can connect with us on our Twitter, Facebook and Instagram pages too!
- Where appropriate, advertise your event to everyone in the company, using the office intranet if you have one or making posters to display – we can provide our logo and registered charity number on request.
- Set up an online fundraising page on a platform such as JustGiving. Personalise your page with a photograph and your reasons for fundraising for us.

Under the Government's Gift Aid scheme, qualifying donations made by UK tax payers can be worth an extra 25%. For every £1 donated, Retina UK could receive an additional 25 pence from HM Revenue and Customs with no extra expense to you or your sponsors! Please speak to us to make sure you make the most of this opportunity.

# KEEP IT SAFE AND LEGAL



**It's important to make sure that your fundraising event is safe and legal as well as fun and successful!**

**Here are a few things you need to know:**

## **FOOD AND ALCOHOL**

If you are providing food, you need to follow the simple guidelines for preparing, handling and cooking food set out by the Food Standards Agency. Visit <https://www.food.gov.uk/> for more details.

If you have asked a caterer to prepare food you must ensure they provide you with a copy of their food hygiene certificate and public liability insurance.

Some venues will already have a licence to sell or supply alcohol. However, if you are using an unlicensed venue and plan to serve alcoholic drinks, you may need a temporary events notice. Please ask your local authority about how to apply for one.

## **RISK ASSESSMENTS**

It doesn't have to be complicated – it just means checking practical, common-sense things.

If you are organising your own event, carrying out a risk assessment is the best way to make sure it is safe and secure.

You will need to check the venue/location and make yourself aware of any potential hazards, and put things in place to minimise any risk.

Our fundraising team are on hand to answer any questions you may have – just get in touch: [fundraising@RetinaUK.org.uk](mailto:fundraising@RetinaUK.org.uk) or phone 01280 815900.

## FIRST AID

For events over 50 attendees you may need a trained first aider present – the ratio depends on what type of event you are organising. Please check with your local authority to clarify any requirements.

If you are hiring a staffed venue for your event, they may already have this covered so please check this with them. Companies such as [St John's Ambulance](#) can help you to decide on the type of cover you'll need.

## SAFEGUARDING

When children are at the event you need to ensure that they have permission to take part and have someone to look after them. Adults looking after children should have undergone appropriate checks. More information is available from the Government's Disclosure and Barring service (DBS).

## LOTTERIES AND RAFFLES

Different types of raffles have different rules. The easiest way to avoid running into any problems is to follow these basic rules:

- Only sell tickets to guests at your event
- Do not spend more than £250 on raffle prizes. If they are donated, you do not have to include their value
- Do not offer any cash prizes. Draw the raffle at the event, with the top prize being the first one you draw

If, however, you are planning to sell tickets prior to your event please visit [gamblingcommission.gov.uk](http://gamblingcommission.gov.uk) for guidance, as different rules will apply.



## COLLECTIONS

- Collections in factories and offices are generally counted as private sites so permission from the owners is required. A permit is not generally needed, however, local authorities may vary, so please do check.
- We can provide you with branded Retina UK collecting tins and buckets.

## INSURANCE

- If your event involves the public you will need public liability insurance. Your venue may already have the insurance you need, remember to check with them.
- If you are using suppliers or contractors, you should obtain a copy of their risk assessment and public liability insurance.



**£318 could  
pay for a Peer  
Support Group  
meeting**



**Celebrate your efforts, letting everyone know how much has been raised and thanking them for their support.**

To pay in the money you have raised, please use these bank details, LLOYDS BANK Account no: 00202520 Sort Code: 30-18-83. Get in touch with us first so that we can look out for the payment and thank you when it arrives.

Or alternatively you can send us a cheque in the post along with a covering letter. Cheques should be made payable to Retina UK and sent to Retina UK, PO Box 350, Buckingham M18 1GZ

Thank you very much for choosing to fundraise for Retina UK. Without people like you we could not continue to be there for individuals and families affected by inherited sight loss, or invest in ground-breaking research into potential treatments. We hugely value your support.

01280 815 900



[FUNDRAISING@RETINAUK.ORG.UK](mailto:FUNDRAISING@RETINAUK.ORG.UK)

Retina UK is a Charitable Incorporated Organisation (CIO),  
registered charity number: 1153851

[RETINAUK.org.uk](http://RETINAUK.org.uk)

**RETINA UK**  
WORKING FOR PEOPLE WITH INHERITED SIGHT LOSS