

# TOGETHER, LET'S FUND THE ANSWERS



Teenagers and  
Young  
Adults with  
Cancer

# YOUR GUIDE TO FUNDRAISING



[www.tyac.org.uk](http://www.tyac.org.uk)

# THANK YOU FOR YOUR SUPPORT

**You can shape a future where all teenagers and young adults with cancer survive and live well.**

Having cancer is hard at any age, but for a teenager or young adult, it's unthinkable. 'Normal life' suddenly stops and young people find themselves thrown into a scary unknown world of hospitals and cancer treatment. This can have a devastating impact on their lives.

TYAC knows that teenagers and young adults have different and specific needs. Cancer in this age group is different to cancer in both adults and younger children. This is why we work tirelessly to make sure that every teenager and young adult with cancer is treated and cared for in a sensitive and age-appropriate way with the right to fast diagnosis and best treatment, no matter where they live.

Our top priority is research. We know the top ten research priorities for young people with cancer. Now we need your help to **#FUNDTHEANSWERS**. Your support will be directly funding research and our other vital work, helping us to brighten the future for young people with cancer.

This guide gives you all the information you need to make the most of your fundraising, have a great time, and smash your target!

We're here to support you every step of the way. If you want to discuss your fundraising ideas, or get some more materials to support your fundraising, please get in touch:

Call us on **0333 050 7654** or email us at **fundraising@tyac.org.uk**

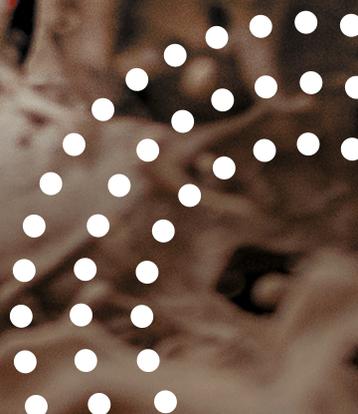
**Good luck with your fundraising, and thanks again for your support!**





# GOOD LUCK

with your fundraising,  
and thanks again for  
your support!



# FUNDRAISING IDEAS

Fundraising can be fun as well as rewarding. You can support TYAC either on your own or as part of a team, at work or in your free time. There are plenty of ways to get involved...



## Take on a challenge

Visit [www.tyac.org.uk/get-involved](http://www.tyac.org.uk/get-involved) to find out more about the huge range of events we have guaranteed places in, across the UK and around the world. From 5k runs to marathons, cycles to triathlons there's something to suit everyone. And there's even more available through our event partners, including skydives and overseas cycle and trekking challenges.



## Get sponsored

You could organise a sponsored event such as a walk, cycle or swim, a headshave... the possibilities are endless! Of course we'll be there to provide information and support, just get in touch to find out more.



## Our events

We organise a range of events each year. You can get involved at home, at college or university, at work or in your local community.



## At college or university

From lunchtime cake sales to fashion shows, open mic and comedy nights to quizzes, there are lots of different ways your college or university can get involved and raise funds for TYAC.

## At home

From asking friends and family to donate money instead of birthday or anniversary gifts, to a coffee morning or pamper party, there are plenty of ways to get together with family and friends, have some fun and support TYAC.

## At work

You could have a dress down day, an office tournament or competition, or sale. There are many ways your company can support TYAC, including charity of the year schemes, payroll giving and sponsorship.

**However you choose to support us, we'll be here every step of the way to offer advice, support and materials to help your fundraising event go spectacularly!**

If your workplace doesn't currently support a charity, we can help you to set up a bespoke scheme or events calendar so you can focus on having fun and raising funds. Please get in touch to find out more - we'd love to hear from you.

# A-Z OF FUNDRAISING

## A

Aerobathon  
Afternoon tea  
Art exhibition  
Art and craft stall

## B

Barbecue  
Bathe in a bath of...  
Battle of the bands  
Bike ride  
Bingo  
Black Tie event  
Book sale  
Bungee jump

## C

Cake sale  
Car boot sale  
Charity car wash  
Christmas Jumper Day  
Clothes swap  
Coffee morning

## D

Dance-a-thon  
Darts match  
Dinner and dance  
Dog walking  
Dress down day

## E

Easter egg hunt  
Ebay sale  
Eighties night

## F

Fair or fete  
Face painting  
Fancy dress  
Fashion show  
Food and wine tasting  
Football match  
Fun run

## G

Garden party  
Gift wrapping service  
Give up...  
Guess the weight of...

## H

Half marathon  
Halloween party  
Headshave

## I

It's a knockout  
Indoor games

## J

Jam sale  
Jazz night  
Jewellery making  
Jumble sale

## K

Karaoke competition  
Knit-a-thon

## L

Line dancing  
Loud tie day  
Lunch money donations

## M

Marathon  
Masked ball  
Musical evening

## N

Name the...  
New Year's Eve party  
Nearly new sale

## O

Office lottery  
Office mini Olympics day  
Odd job day  
Open garden

## P

Pamper evening  
Parachuting  
Penalty shoot-out  
Pop-up shop  
Pub quiz

## Q

Quiet day  
Quiz night

## R

Race night  
Raffle  
Record breaker  
Rugby match  
Running event

## S

Silent auction  
Sports day  
Sponsored silence  
Sweepstake  
Sweet sale  
Swim-a-thon

## T

Talent show  
Teddy bears' picnic  
Tombola  
Treasure hunt  
Tug-of-war  
Twenty-four-hour event

## U

Uniform free day  
University Challenge  
Unwanted gift sale

## V

Valentine's party  
Variety show  
Vintage pop-up shop

## W

Walkathon  
Waxing  
Wear it backwards day

## X

Xmas fair  
X-Factor competition

## Y

Yogathon  
Yo-yo competition

## Z

Zip wire  
Zumbathon



# TOP TIPS

## FOR ORGANISING YOUR EVENT

Once you've chosen your event, our top tips will help you get organised so you can have some fun while supporting us!



### WHAT TYPE OF EVENT TO CHOOSE?

- Take a look at our ideas on pages 4-5 or visit our website for inspiration.
- Keep it simple! Pick something you enjoy doing, or have experience of.
- Ask friends, family or colleagues what they think about your idea – after all, you're likely to be asking them for support!

### BUDGET

- Aim to raise at least three times as much as you spend.
- Create a simple budget and stick to it!
- Work out what things will cost and ask for a charity discount or a donation from your suppliers. It's always worth asking!



### WHO?

- Think about who you'll be inviting to your event, and how you'll do it.
- Don't be afraid to ask for help. Use other people's skills too!

### WHEN?

- Choose a date and allow time to organise your activity. Weekends are usually best, but Fridays are good if you're fundraising at work.
- Try to avoid clashes with any major events, like big sports games.
- Write a plan of what tasks need doing and by when - keep it updated.

### WHERE?

- Think about the kind of space and facilities you'll need to suit the number of people.
- Book your venue in plenty of time and mention that your event is for charity. Often, you'll be able to pay less or use it for free.



### PLANNING YOUR EVENT

Even the simplest activities need some planning and preparation. Organising your own event can be challenging, but we're here to give you advice and support and make it as easy as possible.

# GET THE WORD OUT

Once you've decided on the details, it's time to drum up support! The more people you tell, the more successful your event will be.

## Your fundraising pack

Your free pack contains helpful template posters to advertise your event. Don't forget to ask permission before putting up posters!

## Social media

Tell people about your event using social media. Post some information on your profile and get the word out to your friends and the people they know. If you have an online fundraising page, include the link!

Let us know too! Find us on:

 @TYACancerOrg

 @TYACancerOrg

 @TYACancerPro

Don't forget to use the hashtag **#TeamTYAC**

## Local press

The local media are often looking for stories about people who are doing extraordinary things. The best way to get noticed is to write a press release and email it to the editor. Follow up with a phone call to make sure they have read it.

## Word of mouth

One of the most effective kinds of promotion, so tell everyone in your neighbourhood, social club, gym or office what you're doing and why.

For help, advice or more promotional materials, call or email our fundraising team:

**0333 050 7654**

**fundraising@tyac.org.uk**



# MAXIMISING YOUR FUNDRAISING

## Aim high

Set your fundraising target higher than you are aiming! People may donate more to help you reach a bigger target – and you might raise more than you first thought.

## Share your story

Let people know why you are fundraising for TYAC – it could be a personal reason, or you could include information about who we are and what we do.

## Gift Aid it

Gift Aid is simple and costs you and your supporters nothing. Ask your supporters to include it if they are UK taxpayers, and it adds 25% on to the amount they give you.

## Double up

Many companies run a matched giving scheme, matching the donations you receive. If yours doesn't, why not suggest it?

## Start early

Start as early as you can – the more time you have, the more sponsorship you can get!

That's a whole extra **£1** for every **£4** donated!

## GET FUNDRAISING ONLINE

**Setting up an online fundraising page is easy, and your supporters can sponsor you from anywhere, at any time, safely and securely – and leave you messages of support!**

All donations are sent directly to us, so you don't need to spend time collecting money! We use JustGiving. It takes just a few minutes to set up your page. To get started, visit [www.tyac.org.uk/justgiving](http://www.tyac.org.uk/justgiving)

If you're raising funds for one of our TYAC Named Funds, you can link your page to the fund's main 'JustGiving' page so you know your funds will be allocated correctly. You can add a personal story, photos and updates to encourage people to give, and link directly to Facebook or Twitter to reach

even more people. If donations are eligible for Gift Aid, this will automatically be collected for us.

Everyone tends to follow suit on fundraising pages and sponsor forms – so ask someone who you know will be generous to be your first sponsor!

**JustGiving™**

Email your JustGiving link to all your contacts. You could change your email signature to include the link so people can click and donate as soon as they get an email from you!

# KEEP IT SAFE AND LEGAL

We want you to have fun when you're raising funds but it's important that everything is safe and legal. Plan ahead to help get things right but if you have any questions please get in touch.

## Permissions

If you're holding an event in a public place, you must get permission first, either from the local authority or the landowner.

## Public collections

If you are planning a public collection you may need permission from the local authority or landowner, it's best to check! TYAC does not allow house to house collections on its behalf.

## Raffles

The law around raffles and lotteries can be complicated. The gambling commissions has excellent guidance to make sure you get it right [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk) or contact the team at TYAC.

## Fundraising with food

Check the Food Standards Agency guidelines on preparing, handling, cooking and storing food.

## Photos

If you plan to take photos of other people at your fundraiser, please make attendees aware.

## First aid

If you're holding an event involving many people, make sure that you have appropriate first aid support in place. You can get advice from St John Ambulance or the British Red Cross or check with your local council.

## Insurance

If your event involves the general public, it's important to have Public Liability Insurance in place. Check first to see if your venue is already covered [as will often be the case]. If you're holding an event at home or on private property, check your insurance covers this too.

Please remember TYAC or its parent charity CCLG cannot accept liability for any fundraising activity or event that you undertake.

## Data protection

- Only collect the information you need
- Keep it safe
- Do not share it
- Only keep it for as long as you need

You can find information about how we protect and use personal data in our privacy policy [www.tyac.org.uk/privacy-policy](http://www.tyac.org.uk/privacy-policy). If you have any questions, please get in touch with the team.

## If you are under 18

You must have your parent or guardian's permission to fundraise.

## TYAC logo and charity details

Please use these words on your fundraising materials/ publicity:

**Teenagers and Young Adults with Cancer (TYAC) is part of Children's Cancer and Leukaemia Group, a registered in England and Wales (1182637) and Scotland (SC049948)**

Please use our 'In aid of' logo on your promotional materials when advertising your event. This is different from our main charity logo. It makes it clear you are fundraising in aid of TYAC but that you don't represent the charity. You can download the logo from our website [www.tyac.org.uk/get-involved](http://www.tyac.org.uk/get-involved)

If you have any more questions about your fundraising then please get in touch. We're here to give you all the help and information you need. Please email us at [fundraising@tyac.org.uk](mailto:fundraising@tyac.org.uk) or call **0333 050 7654**

# AFTER YOUR EVENT

Share your fundraising story and photos with us – and our supporters – we'd love to hear from you so that we can thank you and encourage others to be inspired by your ideas!

Finally, don't forget to thank everyone involved, tell them how much you have raised (there's a handy poster in your fundraising pack) and how this will help to ensure young people with cancer survive and live well. Every penny you have raised will make a difference.



# PAYING IN YOUR MONEY

If you have sponsor forms, please send these to us at the address below so that we can claim Gift Aid to add to your total.

However you send your money to us, please include details about your event so we can process the funds correctly. The simplest way to do this is to send us the 'Money return form' from your fundraising pack.

You can send in your donations using one of the following options:

## Online

Donations made to your online fundraising page are sent directly to us. You can also pay in any funds raised offline through your page, or directly through our website – go to [www.tyac.org.uk/donate](http://www.tyac.org.uk/donate)

## By cheque

Please send cheques, made payable to **CCLG**, to:  
Teenagers and Young Adults with Cancer  
Century House, 24 De Montfort Street  
Leicester LE1 7GB



## Bank transfer

You can also pay money directly into our bank account. Contact us for details.

**Let us know** if your money is for a TYAC Named Fund to help us allocate the funds to the right place.



# SETTING UP YOUR OWN FUND

If you're thinking about fundraising on an ongoing basis, our dedicated TYAC Named Funds are a fantastic opportunity to honour a young person affected by cancer, and to raise funds in their name.

100% of any funds raised will go towards our teenage and young adult cancer research programme, answering the vital questions and making sure young people with cancer have a bright future.



## Why set up a TYAC Named Fund?

You have complete control over your fundraising. It's a bit like having your own charity but without the administrative hassle and costs.

TYAC Named Funds are a positive way for family, friends and the local community to come together and make a difference. See pages 4-5 for fundraising ideas!

## What are the funds used for?

Nothing is too big or too small as all funds go directly towards research into cancer in teenagers and young adults. We will allocate funds where they are most needed with your full involvement and agreement.

Our parent charity, Children's Cancer and Leukaemia Group [CCLG] is a member of the Association of Medical Research Charities, which means we can reassure you that all funds will be used in accordance with their strict ethical and review processes.

## What help do you receive?

Our dedicated team will support you every step of the way with help and advice with:

- Your own personalised logo
- Your own online page to share your story and receive donations
- Personalised promotional and fundraising materials such as badges, posters and collection buckets
- Access to our full range of fundraising events
- Regular updates on our charity news and your Fund
- Donation processing and Gift Aid



If you are interested in setting up a TYAC Named Fund, we would love to hear from you. Email us at [fundraising@tyac.org.uk](mailto:fundraising@tyac.org.uk)



# ABOUT TYAC

Having cancer is hard at any age, but for a teenager or young adult it's unthinkable. 'Normal life' suddenly stops and young people find themselves thrown into a scary unknown world of hospitals and cancer treatment. This can have a devastating impact on their lives.

Our mission is to ensure that every young person with cancer receives prompt diagnosis, the best possible treatment, and age-appropriate care and support from specialist professionals trained in caring for young people with cancer.

TYAC is the UK's professional association for those involved in the treatment, care and support of teenagers and young adults with cancer. By providing information on best practice and new developments, training and support to our members, and through funding and supporting research into teenage and young adult cancer, we aim to improve the quality of life and likelihood of survival for young people with cancer.



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 [TYACancerOrg](#)  [TYACancerOrg](#)  [TYACancerPro](#)

Teenagers and Young Adults with Cancer (TYAC) is part of Children's Cancer and Leukaemia Group (CCLG), a registered charity in England and Wales [1182637] and Scotland [SC049948].

Funds raised for TYAC will support our work in teenage and young adults cancers.

