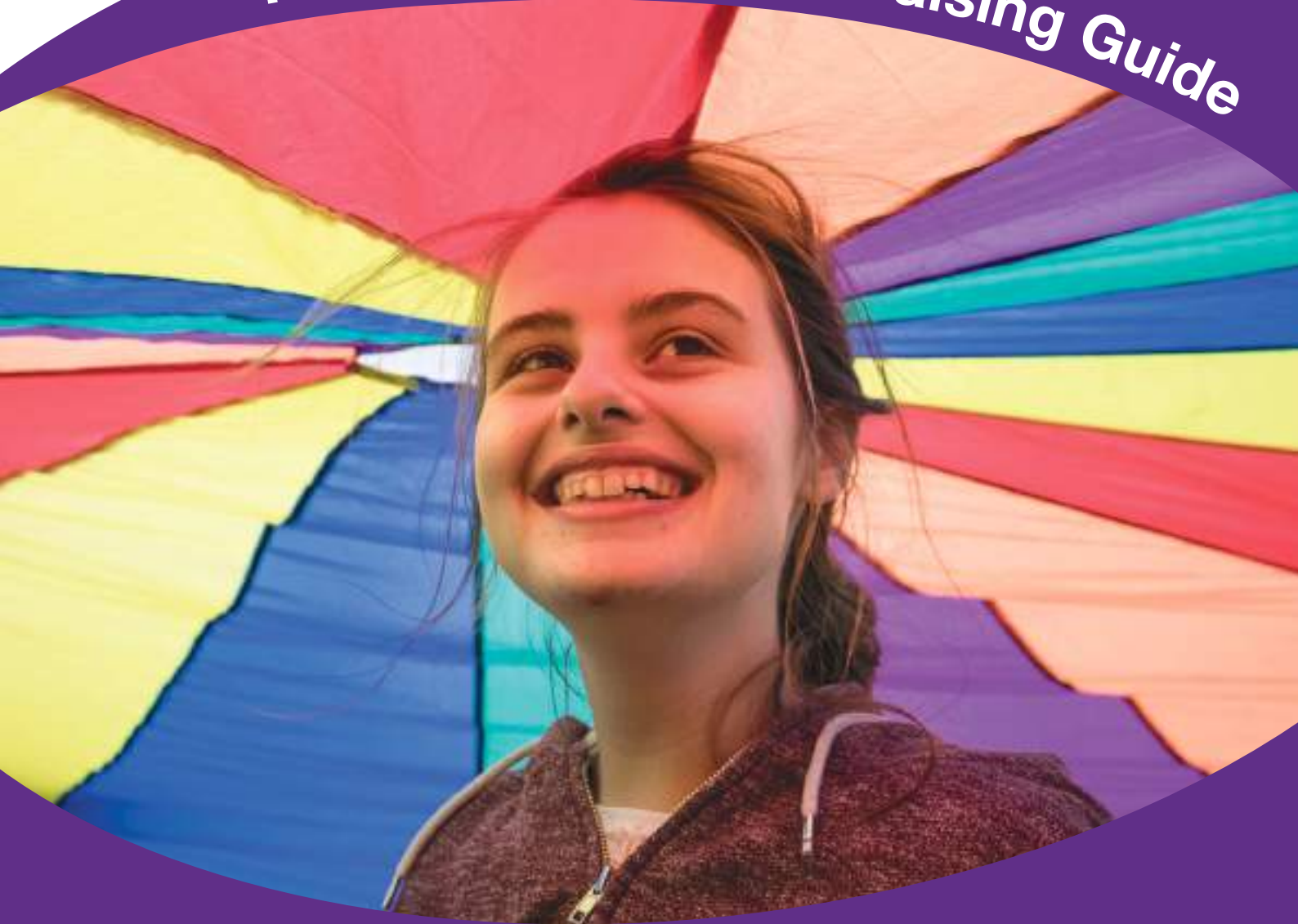


Primary School Fundraising Guide



Everything your school needs to organise its fundraising events based around our theme of inclusion and kindness.

Thank you for your support in making a difference to the lives of people with a learning disability in the UK.




0117 906 1699



hello@hft.org.uk



www.hft.org.uk



Thank you for choosing to support and raise money for Hft. We hope this guide will give you all of the advice and inspiration you need to kickstart your fundraising and to have fun along the way!

In this guide you will find:

- 3** The Hft story
- 4** Lou's story
- 5** How your support helps
- 6** Primary school fundraising ideas
- 8** Bake sale recipes
- 9** Walk & Talk
- 10** Paying in and Gift Aid
- 11** Online fundraising
- 12** Other ways to get involved



The Hft story

Hft is a national charity that creatively supports more than 2,500 adults with learning disabilities across England and Wales to live the best life possible. Services range from residential care to supporting people to live independently in their own homes – from a few hours a week to 24 hours a day. Hft also helps people with learning disabilities to make friends, develop relationships and to find work.

We started as a single home supporting just five adults in 1962. We championed the idea that adults with learning disabilities have the right to make choices about how they live and how they are supported, to enable them to lead the best life possible. Hft is funded in two ways: through local authorities, who fund vital support services, but also through donors, supporters and volunteers who enable us to find new ways to help more people thrive rather than just get by.

We have been doing this for over 60 years and continue to explore ways to deliver this right for people, every day. We put people with a learning disability at the heart of everything we do. We work closely with them, their families and



carers, and health professionals to make sure that their care and support is personalised to meet their individual needs. We help them to live as independently as possible, giving them the confidence to make choices and the chance to live their life the way they want. But we don't do it alone.



Lou's Story

Just before the Covid-19 pandemic, Lou who is 32, was feeling extremely lonely and isolated. She was living alone and had recently moved into a new home in Llanwrst, North Wales. She didn't have the chance to get to know anybody in her local area before lockdown began.

"I felt all on my own", Lou said, **"I was in a new place and I didn't know anybody. It felt very strange and scary. I had sometimes felt lonely before, but being in lockdown made it worse. I felt like I was in a bad place"**. Being new to the area, with her family over an hour's drive away, Lou said there were some days she did not speak to anyone. During lockdown, Lou found it a struggle to start the day. "I had no reason to get up," she said. **"I had nothing to do in the lockdown so I ended up staying in bed until the afternoons"**.

Around this time, Lou noticed that her mental state was also having an impact on her physical health. She would often experience epileptic seizures, which could happen as frequently as three or four times a day, and became worse during periods of isolation and low mood. Lou was keen to make a positive change in her life but was struggling with low self-esteem and a lack of confidence. She heard about Luv2meetU, a friendship service for adults with learning disabilities and/or autism. Although a bit nervous, Lou joined the group and was soon attending chats and events, which were taking place online during the pandemic.

"I was very shy at first", she says, **"I didn't say much during the video calls. I would type messages in the chat instead"**.



The Luv2meetU team supported Lou to interact with other members via fun ice-breaker and conversation starter activities. She was also paired with a 'Welcome Buddy' who helped her to settle in. As time went on, Lou got to know people and became more comfortable in the group. She started to speak up more and make connections with other members. Following the death of her beloved grandmother, Lou found a friend in the group who had also recently lost her grandmother. **"We had both been through a similar experience, and talking to her really helped me. If I had lost nan before I joined the group I just don't know how I would have coped."**

She also received regular calls from Luv2meetU support staff to help her through difficult periods. Not only was Lou starting to feel more positive about herself, she also noticed a big difference in her physical health and is now experiencing much fewer seizures.



How your support helps

£3

could help six people with a learning disability connect with each other online by going towards ingredients for a virtual cooking class.

£5

could go towards a bowling trip for someone with a learning disability who is part of our friendship service Luv2meetU.

£10

could pay for someone with a learning disability to enjoy a cinema trip with friends.

£15

could help someone with a learning disability and their family to feel less alone, by paying for a specialist workshop where they'll learn how to access the support they need.

£25

could help combat loneliness by supporting someone with a learning disability to find a job that's right for them.

£30

could help someone feel less lonely by giving them the tools they need to communicate with others. For example, a communication aid that makes common phrases just one button press away.

£125

could pay for a support worker and six people with a learning disability to enjoy an afternoon tea together.

£140

could help combat loneliness by paying for a group of six people with a learning disability to go out and enjoy a meal together, through our friendship service Luv2meetU.





Fundraising ideas

There are a huge number of tried and tested ways of raising money, such as non-school uniform days, cake sales, fun runs, and much more that your school can get involved with. Or, with a little time and thought your own idea can be turned into an exciting event. So, why not take some inspiration from some of our incredible supporters who have already raised money for people with learning disabilities with the great ideas you'll find in this guide.

Which one is your favourite?

- 1. Bake Sale:** get your whole school involved – baking, devouring and raising money for people with learning disabilities.
- 2. Non-School Uniform Day:** these can be themed too depending on the time of year, ask each child to bring in £1 and have them wear their own clothes, pyjamas, dress a super hero etc for the day!
- 3. Walk & Talk: Sponsored Walk:** bring the whole school together, get outside and take on our Walk & Talk campaign to bring awareness to the isolation and loneliness felt by many in society – including adults with learning disabilities and autism. You can download our MP letter template [here](#) to get them involved too.
- 4. Sponsored Silence:** enjoy some peace and quiet – get the whole school involved in doing a sponsored silence for an afternoon.
- 5. School Talent Show:** a lovely excuse to show of your pupils and teachers' talents. Bring everyone together and hold a school talent show or danceathon.
- 6. Sponsored Staff/Parent Sports Day:** get participants to pay an entrance fee and let the games commence!
- 7. Easter Egg Hunt:** organise an after-school Easter egg hunt and suggest a donation to be involved.





8. Treasure Hunt: this can be themed to a topic the children are learning at school, their local city or depending on what season it is.

9. Raffle: hold a raffle at one of your school events, get teachers and parents to donate prizes and see how much money you can raise.

10. Wacky Hair Day – get silly and rock the wackiest hair style you can think of to school for the day.

We've got lots of fundraising ideas and inspiration, as well as a whole host of different resources for you to download: www.hft.org.uk/do-your-own-fundraising and help make your school event the best it can be!

Don't forget to tell parents and Governors why you are fundraising for Hft - once people understand the impact Hft can make, you will be surprised how positive and helpful they can be.

Here's some key dates for your school calendar that could be good to plan your fundraising activities around:

14th February – Valentine's Day

2nd April – World Autism Day

15th May – Mental Health Awareness Week

15th-19th May – Walk to School Week

17th May – World Baking Day

13th November – World Kindness Day

14th-18th November – Anti-Bullying Week

This text isn't wonky! It's a PDF thing



Hft Bake Sale Recipes

The people we support love to bake! Why not try one of our Hft tried and tested recipes. You can download more of our baking recipes here:
www.hft.org.uk/primaryschoolcampaign/baking

Quick and Easy Chocolate Chip Cookies

(BBC Good Food, 2023)

Ingredients

- 120g butter
- 75g light brown sugar
- 75g caster sugar
- 1 egg com
- 1 teaspoon of vanilla extract
- 180g plain flour
- ½ teaspoon of bicarbonate of soda
- 150g chocolate chunks

Step 1

Wash and dry your hands

Heat oven to 180C/160C fan/gas 4 and line two baking sheets with parchment. Mix the butter and sugars together until very light and fluffy, then beat in the egg and vanilla extract. Once combined, stir in the flour, bicarb, chocolate and ¼ tsp salt.

Step 2

Scoop 10 large table spoons of the mixture onto the trays, leaving enough space between each to allow for spreading. Bake for 10-12 mins or until firm at the edges but still soft in the middle – they will harden a little as they cool. Leave to cool on the tray for a few minutes before eating warm, or transfer to a wire rack to cool completely.

Enjoy and make sure to consume within three days.



Walk & Talk

We launched our Walk & Talk campaign following the Covid-19 pandemic to raise awareness of the loneliness and isolation felt by many people with learning disabilities across the UK. We recently conducted research which revealed over a third of the people with a learning disability feel lonely 'nearly or all of the time' and 'do not feel like they are part of their local community'.



At Hft, our mission is eliminating/combatting loneliness and isolation within our communities. No matter what age you are, nobody should feel alone. The Walk & Talk is a sponsored walk that highlights the importance of kindness and inclusion. There's something special about walking and talking with someone – it's a fantastic way to boost health and wellbeing, and to deepen connections. By taking on the Walk and Talk your school can come together to deepen its own connections and values of kindness whilst advocating for the rights of people with learning disabilities. You can download both the sponsorship form and Local MP Invitation Letter [here](#).



Your school's Walk & Talk can be a walk that works for you. You choose the location and route – it can be as long, short, big or small as you like. Perhaps you could do laps of your playing fields or plan a safe route in your local community. This is a challenge for all ages and abilities – we just want you to get active, have fun and support Hft.

You can access all of our advice for your Walk & Talk here:

www.hft.org.uk/schools/walkandtalk



walk
&talk



Paying in and

Gift Aid

Every gift, large or small, gives people with learning disabilities choice to live the best life possible.

Online

Pay quickly and easily online using your debit or credit card. Visit hft.org.uk/donate then underneath 'One-off donations' click on the 'Donate' button and complete the form. Remember to also post us your sponsorship forms so that we can claim Gift Aid on all eligible donations.

Pay by post

Send us a cheque payable to Hf Trust Ltd and send to: Hft, 5/6 Brook Office Park, Folly Brook Road, Emersons Green, Bristol, BS16 7FL
Please do **NOT** send cash in the post.

Pay by phone

Make a payment over the phone with your debit or credit card. Contact our Supporter Care Team on 0117 906 1699 who will be pleased to help.

Pay in at a bank

Lloyds Bank Bristol Branch / Account Name: **Hf Trust Ltd.**
Account Number: **01262850** / Sort Code: **30-00-01**
Reference: please use your surname and fundraising activity as the reference.

Please ensure you follow the above guidance carefully as this will help save admin time.

Please do not send cash in the post! Remember to include any sponsorship forms (unless you created an online giving page) as every one pound you raise could be worth an extra 25p to Hft sponsors have ticked the Gift Aid section.

Further Information:

If you need further information to pay in your donation, please contact our Supporter Care Team on **0117 906 1699** or email hello@hft.org.uk

Gift aid it – It only takes a tick



Please encourage all of your sponsors to tick the Gift Aid box. This means that your efforts will go even further!

Thanks to Gift Aid, Hft can claim an extra **25p** for every **£1** you donate, at no extra cost to you, from the tax you have already paid. The same applies to your sponsors all you have to do is let us know.

Supporting Hft using Gift Aid:

If you have been sponsored by others in your fundraising, please send us your completed sponsorship form which will allow us to claim Gift Aid. Each donation must have a full name, address and postcode and the Gift Aid box needs to be ticked on your sponsor form.

If you have an online giving page then just tick the Gift Aid box and ask your sponsors to do the same if they are UK taxpayers. If you are raising money as a group of people, each person needs to provide their name and address details and agree to Gift Aid.



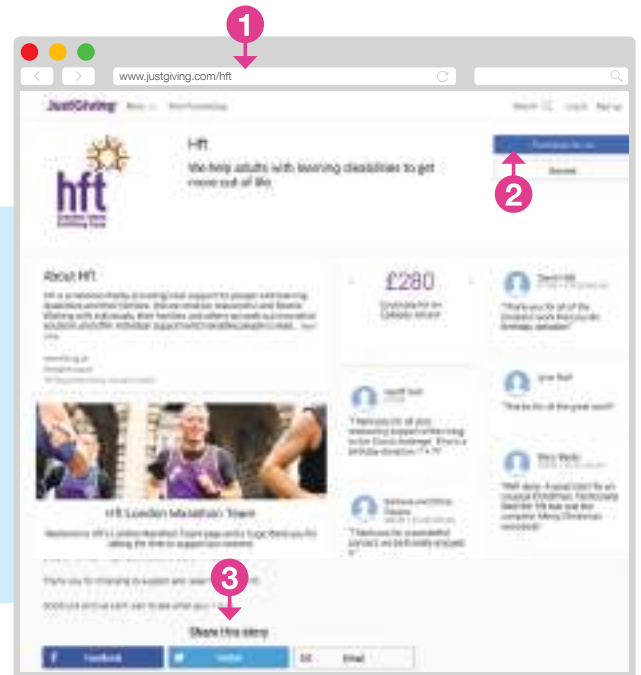
Online fundraising

Having your own personal fundraising page allows you to concentrate on your fundraising event, while collecting money and Gift Aid declarations are taken care of automatically. Not to mention it's a simple way to reach dozens, hundreds or even thousands of people! It gives them a secure way to sponsor you using their Credit or Debit card, wherever they are in the world.

Hft's preferred online giving site is JustGiving as it's easy to set up and offers helpful tools to make sure your fundraising is as successful as possible.

How to create your perfect JustGiving Page:

1. Visit: www.justgiving.com/hft
2. Click on 'fundraise for us' button in the top right hand corner and follow the instructions to create your own page
3. Once created, share, share, share!



Top Tips Creating the Perfect Page

1. Upload a photo

They say a picture tells a thousand words so uploading lots of photos is one of the easiest and most effective ways of personalising your page. When your supporters first visit your page, greet them with a picture of yourself.



2. Set a target

Setting a target is a great way of motivating yourself, but it's also great for encouraging your supporters. Letting them know that they are getting you ever closer to your goal may just encourage them to give that little bit more.



4. Email

Add your JustGiving link to your email signature so your friends, family and work colleagues can click straight through and donate as soon as they receive an email from you.



5. Social Media

Social Media is an absolute gem for fundraising, helping you reach out to a huge community. So share, share, share your JustGiving link on all of your social media channels!



3. Tell Your Story

Fundraising is a story so use your JustGiving page to tell people why you are supporting Hft and what it means to you.



6. Say Thank You!

Saying thank you is super important and there is plenty of ways you can say thank you to your supporters and acknowledge how their support has made an incredible difference. You can update the story on your page, send emails out to your donors, Tweet a thank you and update your social media status.



Other ways to get *involved*

Help us give adults with learning disabilities by doing something amazing. We have many different ways of supporting Hft and we would love your support.

You can become a regular giver, volunteer, corporate partner, campaigner or leave a gift in your will, funding partnerships and supporting our vital campaign work.

Contact us: Supporter Care Team

- 0117 906 1699
- Hft, 5/6 Brook Office Park, Folly Brook Road, Emersons Green, Bristol, BS16 7FL
- hello@hft.org.uk
- www.hft.org.uk/fundraising-at-your-school
- facebook.com/Hftlearningdisabilities/
- @Hftonline
- @hftlearningdisabilities



And finally, lots of luck with your fundraising, your support really does make an incredible difference to people with learning disabilities and we couldn't do it without you.

Thank you!



Registered with



Registered charity no. 313069
0117 906 1699 | hello@hft.org.uk | www.hft.org.uk
Patron: HRH The Princess Royal
Company registered in England No. 734984

