



royal manchester
children's hospital **charity**
supporting excellence in treatment, care and research
Registered charity number 1049274

Six Simple Steps to Support Us

Follow these six simple steps to ensure your event runs smoothly.

- 1. Choose an event to hold or get involved in** – our A-Z of fundraising is full of ideas that individuals and groups can organise. You'll find more inspiration on our website and in our fundraisers' newsletter 'Thank You'.

If you don't want to plan your own event, you can join in with any of the ongoing Charity events such as our adventure challenges.

- 2. Fill in a registration form-** we've enclosed a fundraising registration form for you to complete and return so we know how best we can help you. Once you are a registered fundraiser for Royal Manchester Children's Hospital Charity we can provide merchandise and advice.
- 3. Let us know what you need** – you'll find sponsor forms and a form for ordering supporting material such as posters, t-shirts and stickers in your fundraising registration pack. If you need additional help please contact the Charity team as we have lots of fact sheets to help you when it comes to organising raffles and auctions etc. Our PR Officer can also help promote your event by helping you liaise with your local media.
- 4. Let us know how it went** – after all the hard work is over and your event has been a success let us have any stories and photos. Your support means a lot to us and we'd love to feature you in 'Thank You' or on our website.
- 5. Let us have the money you raised** – please send in the money you have raised as soon as possible and don't forget UK taxpayers can increase their support by 25p for every £1 donated just by gift aiding it. You can post in the monies, hand it over in person or even arrange for a cheque presentation.
- 6. Keep in touch-** let us add your name to our mailing list so we can keep you up to date with news from Royal Manchester Children's Hospital Charity - or simply start all over again and become one of our regular fundraisers!