



# Star Throwers Fundraising Pack

FUNDRAISING TOP TIPS  
POSTER TEMPLATE  
SPONSORSHIP FORMS  
RETURNS FORM

# Thank you for supporting us!

We hope this fundraising pack will help you make your fundraising efforts lots of fun and as successful as possible!

The money raised through your fundraising will go towards providing individually focused support services for cancer patients and their carers.

All of the services Star Throwers provides are completely free of charge, thanks to our amazing donors and supporters such as yourselves.

Inside this pack you will find:

1. A **leaflet** explaining all the services and support we provide at Star Throwers and the impact this has on the people we support.
2. **Fundraising Top Tips** – to help support you in your fundraising efforts.
3. A Star Throwers **poster** for you to fill in with your event or challenge information to help raise awareness of your fundraising event or challenge.
4. A **sponsorship form** and details of how to set up an online fundraising page.
5. A **return form** and pre-paid envelope for you to send money back to us and details of our bank account.
6. Star Throwers **stickers** for you to give to those taking part or attending.

Whatever way you are raising money we will help you every step of the way, so don't hesitate to get in touch.

Thank you for your wonderful support – and good luck!

*The Star Throwers Team*

Pictured: Staff & members at Wymondham Leisure Centre cycling round Britain in support of Star Throwers.





# Fundraising Top Tips

## 1. Let people know what you're doing – spread the word

- **Tell us** – contact us as soon as you know what you are organising as we would love to help and promote your fundraising efforts for you, we can also provide fundraising materials (stickers, banners etc) and volunteer support if needed.
- **Tag us** – make sure you tag us on our social media channels so we can share all your fundraising details!
- **Ask your friends, family and colleagues** for their support–try to personalise each appeal email/letter and explain why your fundraising is so important to you.
- **Write to local companies or businesses** with whom you have an existing connection with, ask them to help publicise, donate or sponsor the event or part of it or provide a raffle prize/giveaway.

## 2. Get fundraising!

- **Set up an online fundraising page** – visit [JustGiving \(justgiving.com/star-throwers\)](https://justgiving.com/star-throwers) to set up fundraising page – share online to raise funds super quickly and easily!
- **Use our sponsorship forms** to gain pledges for your event or challenge.
- **Set a target** – we've found setting a target helps to focus and motivate donors.

## 3. Raise 25% more with just a tick – Gift Aid it

- **Encourage your sponsors/donors** to tick the Gift Aid box on your sponsorship forms– for every £1 given, the charity will receive an extra 25p from HM Revenue and Customs.
- **In order for us to claim Gift Aid**, sponsors need to write down their first name and surname, first line of their home address and their postcode.

## 4. Be clear on collection

- **We recommend to keep in touch with your sponsors** leading up to an event/challenge and about one or two weeks before the event send an email to everyone who has pledged. Gently remind them of what you're doing and that you'll be in touch soon after to collect their donation.
- **Remind donors/attendees/sponsors** that all monies raised support people affected by cancer.



**£10** could help fund a group yoga session



**£20** could help fund a nutrition session

**£30** could help fund an information session

# After Your Event/Challenge

**Congratulations! You completed your fundraising – here are some ideas to help spread the word of your success:**

- Send an update to all your sponsors letting them know you have finished the event – include a photograph of yourself taking part in the challenge or of your fundraising event- wearing your Star Throwers t-shirt if possible!
- Remember to thank everyone – we would also be happy to send thank you letters where requested.
- We can help spread awareness of your amazing efforts via our website, social media channels and help with a press release.
- Come along to one of our 'Supporter Open Mornings' where you can meet the team and learn about how your fundraising supports people affected by cancer.



## Forwarding donations to Star Throwers:

- Use our 'Fundraising Returns Form' in this pack.
- You are more than welcome to present the amount you've raised in person- we love to see and meet all our fundraisers – please let us know when you will be visiting and we can also arrange a cheque presentation photograph.
- If you set up an online fundraising page all donations and Gift Aid will be paid automatically to Star Throwers and we will confirm your total.
- Please make cheques payable to 'Star Throwers'. If your donors make cheques payable to you, you should bank these funds, keep records in case anyone queries it, and finally send us a cheque for the total you have been given.
- To pay by bank transfer please pay the account of: Star Throwers CIO, CAF Bank. Sort Code: 40-52-40 Account Number: 00032821. If you pay via bank transfer, please send us a covering letter.
- Please don't send cash through the post. If you have a lot of donations in cash, please bring this in directly to Star Throwers or pay this into your own bank account and send us a cheque for the amount. Remember to ask for a receipt at the bank in case of any queries.
- Don't forget to send in your paper sponsorship forms too. We will need them to apply for Gift Aid.

**Thank you again for all of your efforts. Your help will enable us to carry on supporting people affected by cancer.**

# Raising money in aid of Star Throwers

Supporting people affected by cancer.

**What?**

**When &  
Where?**

**Contact:**



**Star Throwers**  
Cancer Support Charity

Registered Charity No. 1162237

## A stylized illustration of a person in a dynamic pose, holding a star. The person is depicted in a dark blue silhouette, with one arm extended upwards holding a large orange star. The person's legs are spread wide, and their body is angled, suggesting movement. There are smaller orange stars on the ground near the person's feet.

Registered Charity 1162237

Postcode: \_\_\_\_\_

giftaid it

[illegible]

# Fundraising Returns Form



**Star Throwers**  
Cancer Support Charity

www.starthrowers.org.uk | 01953 423304  
Registered Charity 1162237

Once you have collected your sponsorship money or funds raised from your event(s), please complete this form and send it together with your cheque made payable to 'Star Throwers', along with your sponsorship forms (if any) to enable us to claim valuable Gift Aid donations to: Star Throwers, 30 Melton Road, Wymondham, NR18 0DB. To pay by bank transfer please pay the account of: Star Throwers CIO, CAF Bank. Sort Code: 40-52-40 Account Number: 00032821. If you pay via bank transfer, please send us a covering letter.

If possible, please aim to send your money that you have raised to Star Throwers within six weeks after the date of your event. It may be worth sending your money via recorded delivery or similar, especially if the amount you are returning is a considerable amount. Please do not send cash in the post. We would advise that once you have completed this form you retain a copy for your own records. Should you wish to speak to someone regarding the completion of this form please contact us: 01953 423304.

Name:	
Address:	
Postcode:	
Tel:	Mob:
Email:	

Title of Event:	
Date of Event:	Are you part of a team? Y / N
Team Members Names:	
Is any of the money you are returning on behalf of any of the above team members? Y/N? Please list:	
If you have an online Virgin Money Giving fundraising page please provide the address:	

Name on Cheque	Amount	Name on Cheque	Amount

No. of cheques/postal orders included with this form?	
Total amount enclosed:	

Don't forget to return any unused fundraising materials so that we can pass them to another fundraiser – contact us to arrange collection or drop off.

We would like to keep you informed about our fundraising events and the vital work we do. Please tick this box to let us know you would like to hear from us.

**Thank you for your support and for helping make a difference**