



fundraising YOUR GUIDE

With your help, anyone affected by autism
can rely on us for support



Thank you for choosing to fundraise for Autism Wessex



At Autism Wessex, our help is varied and far reaching. Our services are available to anyone who needs it - people with autism and associated difficulties, families and professionals. Anyone affected by autism can rely on us for support.

While there is no cure for autism, we believe that with education, support, care and by making the world an easier place to understand, the impact of autism can be reduced and people with autism can enjoy maximum independence and a good quality of life.

We provide three main areas of support:



Portfield School:

Founded in 1971 by parents of children with autism, our school supports children and young people with autism and associated difficulties aged 3-19.



Advocacy & Advice Services:

We offer free information and advice on a range of autism related topics. Advice and information is available on diagnosis, education, behaviour, employment, benefits and support services. The service also includes drop-in groups, benefits workshops and autism training programmes.



Community Support & Residential Services:

Our Community Support and Residential Services offer a range of personalised social care services for people with autism and associated difficulties.

fundraising@autismwessex.org.uk | 01202 703587 | www.autismwessex.org.uk

Why help us?

Around **700,000** people in the UK are on the autism spectrum

Together with their families, this means autism is a part of daily life for 2.8 million people.

As a charity, we rely on the generosity of organisations and people like you to help us to support and improve the quality of life of thousands of children, adults and families living with autism.

What is autism?

Autism is a neuro-developmental disorder that affects how people process information, communicate with and relate to other people. It also affects a person's ability to think and act flexibly and how people perceive and manage their sensory experience.

People with autism often struggle to make sense of the world, and while many lead independent lives, others will need lifelong support or care.

How your support could help...

£5

...could help us buy swimming aids to teach children water safely

£17

...could fund a 2-hour swimming session for an adult with autism, who will benefit from the exercise and the sensory experience of being surrounded by water

£50

...could provide a day trip out for a child, giving parents a much-needed break

£55

...could pay for a weighted blanket to help with sensory issues

£120

...could fund one drop-in session for adults with autism to meet others, make new friends, get vital information and get the support they need to show them that they are not alone



With your support, we can help people like Melissa and her daughter Molly

With hindsight, Melissa Richardson said early signs of autism were present in her daughter from very early on.

Molly ignored calls of her name and seemed in a world of her own. Melissa said: "Professional diagnosis came when Molly turned three, but I knew from the age of two that Molly was different from other children. At the time I was a young, single mother and Molly was my first child. I had never heard of autism spectrum disorder and had no idea how to cope. When I look back, I remember how hard life was. I didn't know what to do; I had no control, I couldn't really communicate with Molly."

At the age of six, Molly started at the Autism Wessex specialist Portfield School in Christchurch. "I can look back now and recognise the day Molly started at Portfield as the day our lives started to turn around," said Melissa.

"Molly was non-verbal for the first 6½ years of her life. She has limited speech now but is able to communicate in other ways. The school has done a wonderful job, to the point where it was the start of a new life for us."

At the age of 18, Molly moved out of the family home and into an Autism Wessex residential home where she receives 1:1 support.

Melissa explained: "The funding process is tricky but I got fantastic support from the Information and Advice team at Autism Wessex. It's amazing, Molly is so happy. She has her independence in a safe environment. Although I am sad she is no longer at home, I am so happy she has freedom; she is doing what any other teenager would do."

"As I reflect on Molly's story so far I realise you can enjoy life with autism. After diagnosis I realised I had to accept it and get on with it. I am Molly's voice and I have always tried to do the very best for her. I am so grateful for all the services from Autism Wessex that have supported our journey."

"One of my biggest concerns has always been who will look after Molly if anything happens to me. Now with her residential place I know she will be well cared for, for the rest of her life and that is an amazing feeling."

www.autismwessex.org.uk

A to Z

There are hundreds of ways you can fundraise for Autism Wessex. Here are some ideas to provide you with some inspiration. You can organise events at school, with colleagues, within your club or with a group of friends. No matter what you choose, enjoy yourself!

A

Abseil
Afternoon tea
Arts or crafts fair
Auction

B

Big Brekkie!
Bingo
Bring and buy sale

C

Cake Sale
Car wash
Coffee morning
Cycle Event

D

Dance competition
Dinner party
Dragon boat race
Dress-down-day

E

Easter egg hunt
Email your contacts your fundraising page

F

Face painting
Fancy dress
Fashion show
Football tournament

G

Game show
Gift Aid
Giveasyoulive.com
Golf day

H

Halloween party
Hamper auction

I

Indoor games
'It's a knockout' challenge

J

Jumble sale
Justgiving.com

K

Karaoke competition
Kite flying
Keepy uppy challenge

L

Line dancing
Longest line (e.g. in coins)
Luncheon/lunch party

M

Matched giving
Marathons
Mufti day
Murder mystery evening

N

New Year's Eve party
No chocolate challenge

O

Obstacle course race
Office collection
Organise an event

P

Payroll Giving
Penalty shoot-out competition
Personal Challenge

Q

Quizzes

R

Races
Raffles (see guidelines)
Running events

S

School fete
Skydive
Sponsored events
Sweepstake

T

Teddy bear's picnic
Tombola
Treasure hunt
Tuck shop

U

Uniform day
University challenge
Unwanted gift sale

V

Variety show
Vintage day

W

Wet sponge throwing
Who's that baby?
Wine tasting
Wing walk

X

Xmas fair, panto or party
X-Factor competition

Y

Yacht race
Young enterprise Scheme
Yoga-thon

Z

Zoo-themed event
Zumba-thon
Zzzzzz – wear your pyjamas to work

Guidance for organising an event

Before the event...

Pick a great idea:

Choose an idea that you will enjoy, and keep it simple! Ensure that you estimate the cost of your event and keep a checklist to stay organised. Also, keep an accurate report of all financial transactions before and during the event.

Choose a location and time:

Ask yourself whether the location is suitable. Is it an appropriate size? Does it have appropriate facilities? Does it have an entertainments licence if live music or dancing is involved? Check your event or activity won't coincide with any other event to compete for the limelight!

Tell us about it:

We ask you to apply to fundraise 'in aid of Autism Wessex' so please get in touch for an application form. We will then send you an authorisation letter and can help you with any queries or ideas. We can also send you materials and help promote your event to the public – just use the contact details at the back of this guide!

Spread the word:

Tell friends, family, colleagues and everyone you can think of about your event! Social media is an excellent tool for spreading the word and keeping everyone updated, however if you want to use our logo please speak to our fundraisers.

Gift Aid:

Gift Aid can be claimed on sponsorship from individuals who are UK tax payers and have paid UK income tax and/or capital gains tax at least equal to the tax that we can reclaim on their sponsorship. Encouraging people to sign up to Gift Aid means we can claim a further 25% on every pound your sponsors donate! Please ensure they complete the sponsorship form fully to help us claim the money.

Insurance:

Investigate whether you will be covered by the venue's Public Liability Insurance otherwise you will need to take out appropriate insurance cover.

and don't forget to recruit some volunteers to help you out!

Alex ran the Weymouth Half Marathon and raised £705.59



Mike held a Charity Golf Day and raised £2,000!



Hannah did a skydive and raised £651.25



During the event...

Keep a small change float

If you are selling anything on the day, take a float of small change. Keep any money in a safe place and separate to your own money.

Keep account of finances

Keep a record of all transactions on the day and any costs you had to record the funds raised.

Take photos

Take lots of photos and, with consent, post them to your social media pages or send them to your local media to raise awareness and commemorate your success after the event!

Don't forget to send them to us, we would love to see your pictures and will shout about your success! Photos may provide other fundraisers with further inspiration too.

After the event...

Count the money raised

The money should be collected, counted and recorded by two unrelated people over the age of 18.

Say thank you!

Tell others how grateful you are for their help & support. Use social media to tell your supporters how much you've raised and what a fantastic contribution they've made.

Send us the money

Please don't send us any cash in the post! Instead, send us a cheque payable to Autism Wessex, along with any sponsorship forms, to the address below within 8 weeks of your event:

Autism Wessex, Charity Hub, Portfield School,
Parley Lane, Christchurch, Dorset, BH23 6BP

You can also drop in to our office and hand us the cash, or contact us for our bank account details. If you have a JustGiving page, all the money will be sent to us automatically so you don't have to do a thing!

Stay safe & legal!

If you organise an event you will be responsible for following the law and keeping yourself and others safe during the event. Some points to consider include:

Alcohol: You will need a licence if you wish to sell alcohol; if you'd like to obtain one, please get in touch with your local council.

Raffles: Must be drawn on the same day you sell the tickets – any longer and you'll need to get a licence from your council.

Food: You must ensure that any food prepared for the event meets the standards set by the Food Safety Act.

Money: Anyone under the age of 16 must not collect money in public. Door-to-door knocking is illegal without the correct licence.

Collections: Please ask the owner's permission to collect on private land. If you would like to carry out street collecting, please seek advice from our fundraising team before contacting your local council.

Safety: Lastly, reflect on other safety precautions, such as needing a first aider on hand during the event and where any money will be kept safely.

Other ways to get involved...

Corporate Support:

No matter the size, sector or location of your company, there are plenty of ways you can support us. From choosing us as your Charity of the Year and fundraising in the office to undertaking volunteer projects, donating prizes or sponsoring our events, our fundraising team will work closely with you to help you embrace the challenge.

Give as you Live:

Sign up to Give as you Live and every time you shop online you will be giving to Autism Wessex at no cost to you! Shop until you drop and support Autism Wessex by visiting:

www.giveasyoulive.com.

Payroll giving:

This is a tax efficient way of giving regular payments to Autism Wessex directly from your pay. You can donate as much or as little as you want to each month. Just ask your payroll team or call us for more information.

Regular giving:

You can help us provide ongoing support to families affected by autism by giving a regular monthly donation. Give any amount you wish, from as little as £2 a month, by simply downloading and completing the standing order form, which can be found on our website.

Legacy:

By leaving a donation to us in your will you can help our work live on. Your gift will ensure that people affected by autism have access to the specific services they need and will be supported throughout their lives.

Home/work money box:

Place a collection tin at your home or work. This is a great way of collecting donations – many people just put in spare change, but it all mounts up quickly!

Donate by text:

With JustTextGiving, you can donate using a single text message. Simply text the code WESX05 followed by the amount you would like to donate to 70070. For example, text WESX05 £5.

Volunteer:

Volunteers are vital to support the services we provide and are a valued part of our team, integral to the continuing development and ongoing improvement of the charity. We provide a wide range of rewarding volunteering activities such as: helping at fundraising events; assisting our Information & Advice service; helping at Portfield School; and assisting at our drop-in groups for adults.

Volunteers receive a full induction and training specific to their role. Find out more about our volunteering opportunities by visiting our website.

Meet one of our volunteers, Matt!

Matt has volunteered over 800 hours for the charity.

Matt said: "I was supported by Autism Wessex before I began volunteering and wanted to volunteer to gain skills and confidence, with the aim of eventually getting paid employment.

"I'm proud of the number of volunteering hours I have achieved and really enjoy my job at the charity."

Tips for maximising donations:

Create an online giving page:

Use a website like virginmoneygiving.com or justgiving.com to collect your sponsorship online so you don't have to worry about sponsorship forms or collecting pennies.

Once your page is created, you can email the link to all your friends, family and colleagues and include it on your social media sites. Money raised online is sent directly to us so you don't have to worry about a thing!

Tip!

Donors tend to follow trends so make sure the first donation on your page is high to motivate others to be as generous!

Sponsorship forms:

Take your sponsorship forms everywhere you go, and ask anyone you meet – every little helps!

Match funding:

Many employers offer to match any amount their employees raise, so ask your work how you can apply for their support. This is a fantastic way to raise even more money and gives you extra motivation to reach your target.

Gift Aid it:

Ask your supporters to Gift Aid their donations. As long as they are a UK tax payer, Autism Wessex can claim an extra 25p for every £1 donated. This doesn't cost your donors any extra, but to claim the money we need to have a fully completed sponsorship form or donation envelope.

Follow us on Twitter or like us on Facebook to show your support and stay updated about our upcoming events and news!



From all of us at Autism Wessex and
everyone we support...

Thank you!

Autism Wessex
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Parley Lane, Christchurch,
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