

# About The Welcome Centre

We are a small independent food bank, supporting local people in crisis.

Individuals and families face challenges such as job loss, debt and eviction, benefit issues, homelessness, domestic violence, substance misuse, and physical and mental health problems.

We know that anyone can find themselves in a financial crisis and we're here to help.

We provide essential food, toiletries, household items as well as advice, guidance and support.

## CONTACT US

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FUNDRAISING MANAGER  
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# The Welcome Centre

*food bank and more...*

## A guide to fundraising

LAST YEAR,  
WE GAVE OUT

**15,484**

CRISIS PACKS

OF WHICH

**10,495**

WERE FOOD  
PACKS



# Who we help

Linda had been working for a fast food restaurant and although they had reduced her hours two months earlier, she had worked really hard to make ends meet. She was devastated when they made her redundant on the 1st December as the restaurant could no longer keep her on. Linda went to the Job Centre and they advised her to apply for Universal Credit but the 5 week wait for Universal Credit meant that she wouldn't receive any money until after Christmas.

The Job Centre referred her to The Welcome Centre for food packs and we agreed to support her for the next 5 weeks, until her benefit was paid.

Cath, Advocacy, Guidance and Support Manager at the food bank helped Linda apply for a grant to replace her broken cooker. Her application was successful and she received a refurbished cooker in time for Christmas. Although Linda was still struggling to find work and budget, she sat down on Christmas Day with food in the cupboards, thanks to the work of The Welcome Centre.

# How we can support your fundraising

If you've not yet decided on your fundraising event and need some inspiration see our website under "Support Us" for ideas.

## Promote your events

The key to a good fundraiser is promotion. Share and tag us on social so we can share too. Make sure you tell friends, families, schools and businesses. Let local press and radio know, **SHOUT as loud as you can and we will too.**

## Buckets, leaflets, sponsor forms

We have buckets, banners, leaflets, posters, sponsor forms and t-shirts as well as large collection bins. Let us know in advance so we can get them to you. We just ask that you return them as we have limited resources.

## Online giving pages

We're set up to receive donations on most online giving platforms and are happy to help get you set up on them too. Just get in touch before your event so we can help you raise as much as possible.

## Volunteers

If you're hosting an event and need volunteers, we may be able to help. We are a small team, but we will try to support your event in person, and can help sell tickets etc.



# How your money helps

## Purchasing stock

Purchasing food for our packs is one of our biggest expenses. Every week The Welcome Centre buys eggs, long life milk, spread, fresh fruit and vegetables alongside other essential items for our food packs.

## Day to day running costs

Like any charity we have our day to day running costs just to keep the doors open. Rent, utilities, rates, staff costs, volunteer expenses. We can't open the doors without covering these costs.

## Volunteer training and expenses

Our volunteers need regular training in food hygiene, mental health, first aid, safeguarding and more. We need to make sure they are fully up to speed to enable them to provide the best service they can to our clients.

## Collections

Our volunteer drivers collect surplus food from across West Yorkshire, 5 days a week. We need to cover fuel and the upkeep of the van to do this so we can receive these items.



# Paying your money to us

All monies raised via any online giving pages will be paid directly to The Welcome Centre, including Gift Aid.

We are set up to receive donations on [Virgin Money Giving](#), [PayPal Giving](#), [Just Giving](#) and Facebook. If you need support to set these up, please get in touch and we can help.

Monies raised in person through ticket sales, bucket collections or sponsor forms can be paid in via our bank account with full details on our [donate page of the website](#). Please let us know if you pay funds in this way, so we can send a thank you.

Monies can be paid in by cheque through the post or in person at the centre. Cheques should be made payable to The Welcome Centre.

Cash can be brought to The Welcome Centre at 15 Lord Street, Huddersfield. Please include details of your event and contact details with your donation.

For any further questions please get in touch, we'll be happy to help. Emma Greenough, 01484 515086 or [emma.greenough@thewelcomecentre.org](mailto:emma.greenough@thewelcomecentre.org)

**Everyone should have the right to access food**

# Things to remember

## Promotion is key

Use social media, colleagues and friends to share your event. Ask local businesses to display posters or donate prizes. Sell tickets or cakes at school or church. We can provide posters, letters of support and more.

## Location, location, location

Does your event need parking? What's the capacity? Remember to consider the UK weather. Does it need to be family or animal friendly? Is there a cancellation policy for the venue?

## Choosing the date

Don't forget to consider the weather, other local or national events taking place that people might attend, school holidays. All of these can impact how many people get involved in your event.

## Have a great event!

Most important of all, have fun. Take lots of photos and share them with us. Your event might inspire others to fundraise too.

Don't forget we're here to help.



# The legal bits

Just a few things to remember when holding a fundraising event.

- If you're providing food or alcohol, make sure you have all the relevant licences and meet required food safety standards.
- If it's a large event make sure you have sufficient first aid on hand or contact St John's Ambulance for support.
- Complete any necessary risk assessments.
- Make sure after the event all monies are collected and sent to The Welcome Centre, including any sponsor forms.
- Our reputation is really important to us, so make sure your event does not threaten to damage this.

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