

Let's Do it for Dyspraxia! Summer £50 Challenge



DISH IT UP FOR DYSPRAXIA

Have a great time with family, friends and colleagues and help to improve the lives of people affected by dyspraxia. Whether you raise £50 or more, every penny will make a difference. So, enjoy and 'dish it up for dyspraxia!'

Your host pack contains practical ideas and tips to help you plan your get together as well as invitations, host donation form and lots more....

Host Pack Contents

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Thank you for your support. If you have any questions, please get in touch with Vicky Weir, Director of Funding and Development

Email: fundraising@dyspraxiafoundation.org.uk

Or contact Dyspraxia Foundation

Email: admin@dyspraxiafoundation.org.uk

Tel: 01462 455016

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Fax: 01462 455052 Email: dyspraxia@dyspraxiafoundation.org.uk
Website: www.dyspraxiafoundation.org.uk

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FAQs

- **What is Dish it up for Dyspraxia?**

Dish it up for Dyspraxia is a great opportunity for you to have a get together with friends and family for a meal, whilst at the same time raising money to support the work of the Dyspraxia Foundation.

- **Where can I hold my event?**

Indoors, outdoors, at home, at someone else's home, school or work. Anywhere you can think of!

- **Who should I invite?**

Friends, family, colleagues and neighbours. Feel free to invite as many or as few guests as you like.

- **How can I raise money?**

Ask your guests to make a donation. You can suggest an amount to give. You could also play party games; have raffles or a collection box. There are lots of ways to raise money. Whatever you feel is most appropriate. See page 5 for more information.

- **What is Gift Aid all about?**

Using Gift Aid means that for every pound a UK taxpayer gives, we get an extra 28 pence from the Inland Revenue, helping their donation go further. This means that £10 can be turned into £12.80 just so long as donations are made through Gift Aid.

You can make sure that Gift Aid can be claimed back by ensuring that your guests fill in the form on their invitation when they give you their donation. Even easier, you can collect donations online at JustGiving.com and Gift Aid will be collected automatically. More information can be found on page 7.

- **What do I do with the money raised?**

Use the host donation form supplied and send it back with the money you have raised and the completed invitations so that we can claim Gift Aid. See page 6 for more information.

Dish It Up Any Time, Any Place, Any Where

Your meal can be as simple or as sumptuous as you like. You can choose morning, afternoon or evening. Eat in or out. The choice is yours....

- **Barbecue** – get those sausages sizzling!
- **Jelly & Ice Cream party** – and not just for the little ones!
- **Buffet** – wow your guests with vol-au-vents, crostinis, savoury tartlets and cakes.
- **Coffee morning** – don't forget the cake!
- **Wine tasting evening** – with lots of tasty snacks.
- **Formal Dinner Party** – amaze your guests with your culinary expertise.
- **Bag of Crisps** – and a beer or two for those of you who are not into cooking!
- **One pot meal** – a hearty supper served around the camp fire.
- **Picnic in the park** – don't forget the teddy bears!
- **Dine out at a restaurant** – say you are raising money for charity and ask for a reduced rate. Charge your guests more and donate any profits made.
- **Double up** – planning a party anyway? Then combine it with Dish it up for Dyspraxia and ask guests to bring a donation instead of pressies.
- **Film Night** – turn your home into a cinema and don't forget the popcorn!
- **Tea Party** – cucumber sandwiches and strawberries and cream are an absolute delight.
- **Takeaway** – the ultimate solution. Get someone else to supply the food!

Dish it Up for Dyspraxia Planner

- 1. Pick your get together size** – it can be small focused on friends and/or your family. Or you can include work colleagues and neighbours. Any size will do.
- 2. Choose your venue** – home, work or school. Or on the beach, at the local park. Wherever you wish.
- 3. Set a time** – breakfast, elevenses, lunch, afternoon tea, supper, midnight feast. Whatever time you like.
- 4. Invite your guests** – use our invitation forms and give them plenty of notice.
- 5. Decide on your fundraising target** – and make sure everyone has fun achieving it.
- 6. Organise your helpers** – involve your friends in organising the event.
- 7. Publicise your event** – print off some posters from the website. If you are inviting colleagues or people from your local community centre/club, then display your posters prominently indicating how they can get their invitation.
- 8. At the end** – thank your guests, count up how much money you have raised and send it to the Dyspraxia Foundation.
- 9. Your stories** – we would love to hear all about your Dish it Up for Dyspraxia event. Tell us how it went and send us your photos if you have any. We will be adding our supporters to a Wall of Honour on www.dyspraxiafoundation.org.uk so have a look and see the difference you make to help us reach our target on the thermometer!

Happy Hosting!

Dishing Up Donations

Here are some fundraising ideas to get you thinking....

- On the invitation form suggest an amount for the meal.
- Play party games and fine the loser.
- Ask your guests to pay as much for the meal as if they were eating out at a restaurant.
- Have a raffle. Ask around your friends to see if they can donate unwanted gifts or unused items.
- Ask your guests to bid for the largest portion.
- Ask your friendly local restaurant to provide a set menu for £10 and charge £20.
- Sell your recipes!
- Check out our A-Z of fundraising ideas for plenty of other ideas for having fun whilst fundraising.

How your Donation helps those affected by Dyspraxia

- £10 will pay for an information pack to be sent to a parent
- £38 will keep our helpline service open for 1 hour
- £300 will help us set up a new parent support group in the UK
- £650 will pay for the printing of Dyspraxia: Classroom Guidelines for distribution to teachers and schools
- £1,000 will pay for a new networked PC to help in our busy office
- £1200 will pay to maintain our information website
- £2,500 will help produce and distribute one edition of our members newsletter

Sending In Your Donation

Please collect all your donations and then send them in all together with your host donation form and completed guest invitations (so that we can claim Gift Aid). Host and guest forms are below.

How to pay in your money

By post

Complete your host donation form with your credit or debit card details or send it along with a cheque/postal order to:

'Dish it up for Dyspraxia'
Dyspraxia Foundation
8 West Alley
Hitchin
Hertfordshire
SG5 1EG

- Please ensure all cheques are made payable to "Dyspraxia Foundation".
- Write your name on the back of each cheque
- Enclose your completed host donation form and guest invitations.
- Please do not send cash by post.

By telephone

Pay in your proceeds using your debit or credit card by calling 01462 455016. Please remember to tell us that you held a Dish it up for Dyspraxia event.

If you pay in your money over the telephone, remember to post your completed guest invitations to us so that we can claim Gift Aid.

An even easier way to raise money and pay in your donation is to do it online.....

Raising Money Online with JustGiving.com

If you don't want to deal with cash and cheques then we have an easier way for you to raise money for the Dyspraxia Foundation.

Simply collect all your donations and make one payment onto our Summer Challenge dedicated Justgiving Page at <http://www.justgiving.com/Dyspraxia-Foundation-Challenge/> remembering to include a note about your fundraising event.

Or, if you are more adventurous, you can set up your own fundraising page at JustGiving.com and give your guests the option to donate online. Your friends and family can donate easily and quickly online with a credit or debit card. Plus the Gift Aid for online donations from UK taxpayers is automatically collected and sent to the Foundation.

To create your own page on Just Giving, just go to: www.justgiving.com/dyspraxia and follow the instructions.

Below are some handy tips on how to make the most of your personal fundraising page:

1. Personalise your message

The best fundraising pages tell a really good story. Let people know why you're going to the trouble of raising money, and they're much more likely to take the time to donate. Explain why your charity deserves support and what their donations will buy.

2. Add photos and video

Personal photos make your page much more engaging. Even better — add your own YouTube video. It gives you lots of scope to be funny, imaginative and compelling and gives your supporters a good reason to send your page on to their friends.

3. Tell everyone about your page

Before you email your entire address book, ask your closest friends and family to donate first. An empty page can be a bit intimidating, so having a couple of donations on the page should encourage other sponsors. People tend to match the amounts already listed on the page, so if they're generous ones, all the better!

4. Keep your communications personal by using your own email system. Your supporters may be more likely to open an email from you than one from an address they don't recognise.

5. Put a link in your email signature

Add your page's web address to your email signature. That way, every email you send raises awareness of your fundraising and attracts more donations.

6. Keep your page up to date

Post regular updates on your progress and upload new photos. It gives people a reason to come back to your page and encourages them to donate again or to send your page on to their friends.

Publicity and Promotion

If your Dish it up for Dyspraxia event is open to the public, then here are some ideas for telling as many people as possible about your event.

Why not design a poster to display in community centres, clubs, work places and shops. You will find the Foundation's logo available to download in the Challenge Pack.

Contact your local media. Not only will it help to raise awareness of dyspraxia it may also bring in more guests. Local papers and radio can be very helpful. Just call and tell them what you are doing to help raise funds for the Dyspraxia Foundation. Or add details of your event and why you are raising money to the draft press release provided in the Challenge Pack and send it into your local newspaper/radio station.

Writing and issuing a press release

If you would prefer to write your own press release, here are a few tips:

- For Immediate Release – these words should appear in the upper left hand margin, under your letterhead.
- Make sure you include all your contact details including your email address.
- Lead paragraph – Grasp the reader's attention: What are you doing? Where are you doing it? When will it be? Why are you raising funds?
- If you have set up a personal fundraising page on JustGiving.com then give the address.
- Give some background on yourself or your group geared to your local area.
- Explain why you are supporting the Dyspraxia Foundation.
- Complete your press release on one page.
- Mention the contact details of the Dyspraxia Foundation so that people can find out more about our work or the Summer £50 Challenge to raise £100,000.
- Send a follow up press release after the event with the amount you raised.

If you need any further help, then telephone: 01462 455016 or Email: fundraising@dyspraxiafoundation.org.uk Please send us copies of published articles or any photographs of your event. We would love to see them and remember to join our group on **Facebook** to tell everyone about your challenge – just search for 'Let's Do it for Dyspraxia'.



Let's Do it for Dyspraxia! Summer £50 Challenge

DISH IT UP FOR DYSPRAXIA INVITATION

To

From

You are cordially invited to join me for my 'Dish It Up For Dyspraxia' challenge to raise £50 or more to help fund the work of the Dyspraxia Foundation: promoting the awareness and understanding of dyspraxia; supporting individuals and families; running a network of local support groups and providing information and resources.

Event: Date:..... Time:.....

Venue:

Suggested donation: £.....

RSVP to:

Please fill in the form below and return it to the host with your donation.

Thank you for your support

Dyspraxia Foundation (Registered Charity No 1058352) www.dyspraxiafoundation.org.uk

Please complete your details and return this invitation to your host with your donation. Your details will be used only for the purpose of processing your donation unless you wish to receive further information.

I would like to receive information about dyspraxia & the Dyspraxia Foundation.

Donation: £..... (Payable to 'Dyspraxia Foundation')

Full Name:

Address:

..... Post code:

Your gift can be worth 28% more! Since 6 April 2000, the Dyspraxia Foundation can claim back all the tax you have already paid on your donation, at no extra cost to you. You must pay UK income tax or capital gains tax equal to the tax we can reclaim on your donations. **For the Dyspraxia Foundation to be able to reclaim the tax on your donation it is essential that you fill out your full name and HOME address, date and tick the Gift Aid box below. Thank you.**

Yes to Gift Aid Date:



Host's Donation Form

Please return this form with your donation and completed invitations to: 'Dish it up for Dyspraxia' Dyspraxia Foundation, 8 West Alley, Hitchin, Hertfordshire, SG5 1EG.

Host's name:

Address:

.....

..... Postcode:

Telephone:

Email:

Total Raised: £.....

I enclose cheque(s) made payable to "Dyspraxia Foundation totalling
£.....

I have collected donations online at JustGiving.com totalling:
£.....

I authorise the Dyspraxia Foundation to debit my card below with:
£.....

Please debit my credit or debit card. Visa/MasterCard/Switch/Solo (please circle)

Cardholder's name:

Card No.

Expiry Date / Card Issue Number. (if payment by Switch or Solo)

Signature.....Date.....

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