

Welcome to the world of fundraising for the National Children's Orchestra!

Inside this pack you will find lots of tips to get you started with your fundraising activities, from sponsorship forms and inspiring ideas, to useful checklists that will help you organise your event.

Before you get started we would just like to say a big thank you for your interest in helping to raise some much needed funds for the NCO. Everything you raise will go towards helping us run the Orchestras and enable more children like you to discover how much fun being part of the NCO can be!

Did you know?

- The fees cover around 50% of the cost of your place in the NCO – the other 50% comes from fundraising
- We fundraise to ensure we can continue to subsidise places, offer bursaries to those most in need and provide excellent, high quality musical experiences for you all to enjoy
- Funders who support us like to see that our members are also playing their part
- One funder has set our members a challenge to raise **£20,000**, which they will then double
- If each Regional Orchestra member raises **£40** we will be able to reach this target

We hope you have lots of fun while helping us to reach this target, and we look forward to hearing all about it. Once your event is over and you have collected all the money please ask an adult to write a cheque (made payable to 'NCO') for you to send into the office. Please send to Katrina Kelly at the address above.

You can use the form in this pack – **After the event** – to tell us more about how it all went. A special badge will be awarded to anyone who raises £40 or more!

Good luck with your fundraising efforts, and if you have any questions please contact Katrina Kelly on 01934 418845 or at K.Kelly@nco.org.uk who would be happy to help.

Thank you
The NCO Development Team



Getting started

Want to help but not sure where to begin? This information should help...

Think of an idea

There is a list of some of our most popular **Fundraising ideas** included in this pack. You don't have to come up with anything expensive or difficult to do, just think of things you enjoy doing and see if there is a way you can turn this into a fundraising opportunity. For example, if you love football why not hold a sponsored penalty shoot out, or if you enjoy making yummy cakes then you could hold a cake sale.

Get planning

Talk to your family about your idea and ask them to help. Check our **Dos and don'ts** page and make sure you ask for any necessary permission. Use our **Helpful checklist** to work out what you will need to bring your ideas to life, and to make sure that you have everything ready for the day of your event.

Tell people about it

There's no point organising a wonderful event if nobody knows about it! To get you started with publicity you can download posters from www.nco.org.uk/support/childrens-challenge to put up in places where lots of people will see them (make sure you get permission first!). There are also stickers and balloons included in this pack for you to use to promote your event – just ask if you need more. If you can get support from your local radio station or newspaper you can let even more people know about what you are planning and hopefully make your event a big success. See our **Contacting the press** page for more information.

Have fun!

The more you are enjoying yourself the more other people will be interested in supporting you and maybe even joining in to help your cause. Also, seeing lots of members who are happy fundraising for the NCO shows the public how much you care about this charity and makes it an enjoyable day for everyone.



Fundraising ideas

Here are just some ideas of activities that previous NCO members have found worked really well, and were a lot of fun to do! There are loads of ways that you can raise money for the NCO so please just use this list for inspiration – your imagination is your limit.

NCO's got talent

You could put on a concert with friends, or hold a talent show to find out what hidden skills your friends have got. You could even try busking, just make sure you get permission first.

Going... going... gone!

You could hold an auction. Either ask local businesses to donate prizes which you can auction off, or perhaps you and your friends could offer to do jobs such as helping your teachers at school or washing your neighbours' cars.

Strictly come dancing

Organise a disco, barn dance or dance show.

And the winner is...

Organise a quiz night, competition, raffle, etc. You can easily raise money by setting up some fun games and inviting your friends to play for a small charge.

Get selling

Why not hold a cake sale or if you are good at crafts set up a stall to sell your creations? Maybe your parents need to have a big clear out and want to have a car boot sale.

Practice makes perfect

Lots of NCO musicians have raised money by organising music marathons or practice-athons with friends. Not only a great fundraiser, it's also a fun way to practise those scales!

Do a sponsored...

Walk, run, cycle, mountain climb, swim, silence, leap frog, penalty shoot out, bath of baked beans... really anything you can think of! Why not try and break a record whilst doing your sponsored event to raise even more interest in your fundraising endeavours?



Dos and don'ts

Fundraising for the NCO is all about having fun whilst raising money for a great cause, but it is important that everyone participating at your event is safe at the same time. By following a few simple guidelines you can ensure that everyone has an enjoyable time whilst being safe and legal.

Most of these guidelines only apply to larger events, but if you are unsure about anything then please ask an adult for advice.

Do

- Get sponsored by people you know.
- Always have a parent or responsible adult with you for supervision.
- Get a licence from your local authority or the police if you are planning on collecting money in the street (eg. through busking).
- Make sure your event and venue are safe. Always make sure everyone knows where the emergency exits, fire extinguishers and first aiders are – just in case.
- Get a special licence if you wish to sell alcohol at your event and the venue is not licensed, or ask a local pub to organise a bar for you.
- Check the legal requirements for using music or entertainment at your event. The website www.culture.gov.uk has more information about this.
- Check the rules about raffles with your local authority or the Gambling Commission
- Be aware of food safety laws if your event involves food.
- Have the right insurance. An event that involves the public needs to be covered by public liability insurance, but this may already be covered by the venue or event organiser if you are participating in a larger event.
- Use the NCO's registered charity number (803026) on any publicity for your event.
- Thank your supporters – you may want to ask them again in the future!
- HAVE FUN!

Don't

- Collect money on your own.
- Take photographs of other children without their parent's permission.
- Do door-to-door collections. This is illegal without the correct licence and can also be unsafe.
- Forget to ask people to gift aid their donation if they are a UK taxpayer.



Helpful checklist

Task	Date to be completed	Details	Completed?
<i>E.g. Come up with idea for fundraising activity</i>	<i>14 February</i>	<i>Sponsored swim</i>	✓

Ask yourself these questions:

What are you going to do?

How much will it cost?

How will you raise money from this?

Who do you need to ask for help?

When and where will your event take place?

Do you need to ask for permission to hold it?

What will you need?

Ideally, who will support your event?

How are you going to promote it?

How much money are you aiming to raise?

When do you want to have the money collected?



Contacting the press

Getting in touch with the media is a fantastic way to publicise and gain support for your event or initiative. We would really love you to spread the NCO word as loudly and widely as possible and to gain some well-earned recognition for your own fundraising plans. To help you do this we have created a completely customisable press release template for you to download, just visit www.nco.org.uk/support/childrens-challenge.

The best way to contact the press is to send your release by email. You can send this through in the body of an email and even attach a link to a picture if you would like – simple! The contact details for each organisation are normally easily accessible on their website. You can send your release to the newsroom or, if they have a more suitable department (e.g. community or arts), you could send it directly to that department. You can also send your press release by post, although this is becoming less common. Whichever way you choose to send the information, do follow up with a phone call to ensure your release has been received and read.

If you are stuck for ideas about which newspapers or radio stations to contact, the following sites have lots of useful information, from how many there are in your area to how many listeners or readers each station or publication attracts:

Local Newspapers: www.newspapersoc.org.uk

Local Radio Stations: www.radio-now.co.uk/main.htm

Don't forget that your school is bound to be proud of you and your charitable work too. Why not send a copy of the release to your school office/headteacher so that they can include it in a newsletter or publish it on your school's website? They may also be able to help you with contacting your local press.



Collecting money

Sponsorship form

There is a sponsorship form included in this pack, which you can photocopy if you need more. Before the event people pledge to give you money if you complete your challenge, and then afterwards you go back to those people to collect the money. It is easy to use.

JustGiving

www.justgiving.com is a website which works like an online sponsorship form. You create an event page to tell people what you're doing, and ask them to pledge money online. You can include photos and news updates with how you're getting on. JustGiving is free and easy to use as the money comes straight to the NCO, but they do take a small commission.

Sales

If your event is a type of sale then you will need to collect cash on the day. Make sure you have a cash box or something to keep the money in which you can keep safe. People may not bring exact change so you should provide a float – a small amount of money in different coins – so that you can give change and keep your customers happy. Remember to take out the float after the event when you are adding up how much money you have made. It isn't safe to send cash through the post, so you will need to ask an adult to write a cheque.

Cheques

Donations by cheque are fine. All cheques should be made payable to 'NCO'.

Gift Aid

Gift Aid allows the NCO to claim an extra 28p from the government for every £1 donated. It only applies to UK taxpayers. If somebody is a UK taxpayer and wishes to Gift Aid their donation they need to either tick the box on your sponsorship form or JustGiving page, or enclose a completed Gift Aid declaration in an envelope with their donation. There is a **Gift Aid declaration** in this pack which you can photocopy. Gift Aid is a great way to make your fundraising worth more, so remember to ask people if they are eligible.



Sponsorship form

The National Children’s Orchestra of Great Britain (NCO) provides young people with a world-class foundation for orchestral performance and musicianship. The NCO brings together hundreds of 7-13 year olds from across the country and offers them a life-changing experience – meeting like-minded people and being guided by top professional musicians. As well as creating a safe, stimulating environment in which to explore and enhance their skills and passions, friendly residential courses also help to broaden the social development of our young musicians. The NCO is a registered charity in the UK, number 803026.

You can help support the UK’s most talented young musicians by sponsoring today! Thank you.

Event / Challenge:

If you tick the ‘Gift Aid’ box please remember to give your full name, home address and postcode. By ticking this box you are confirming that you want the NCO to reclaim tax on your donation, given on the date stated. You are also agreeing that you understand you must pay an amount of income tax or capital gains tax at least equal to the tax reclaimed by the NCO on your donation.

Full Name	Address & Postcode	Email	Amount	Date Paid	Gift Aid (✓)



Gift Aid declaration

If you are a UK taxpayer, you can make every £1 you donate worth 28p more at no cost to you, just by agreeing to let the NCO claim back the tax on your gift. To allow Gift Aid, please fill in your details below and sign. Thank you.

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Title _____ First name _____ Surname _____
Address _____
_____ Postcode _____

- I wish the NCO to treat all donations I have made since 6 April 2003, and all donations I make from the date of this declaration until I notify you otherwise, as Gift Aid donations.

Signature _____ Date _____

For full rules on Gift Aid please visit www.hmrc.gov.uk/individuals/giving/gift-aid.htm



After the event

So, you've done all the hard work organising, carrying out plans and collecting money.

Congratulations!

It isn't really safe to send cash through the post, so please give any cash you have collected to an adult and ask them to write a cheque for the same amount (made payable to 'NCO') for you to send in to the office:

Katrina Kelly
National Children's Orchestra of Great Britain
57 Buckingham Road
Weston-super-Mare
BS24 9BG

We would love to hear all about it. Please fill out the form below and send it in with your cheque and any photos. Who knows, we might even feature you in one of our newsletters!

Name(s) of fundraiser(s):	Date of event(s):
Tell us all about it:	
Why did you want to do it?	
What was the best bit?	
Would you like a certificate?	YES/NO (certificates will be written out to name(s) above)



Other ways to support the NCO

As well as raising essential funds for the NCO there are a number of other ways you (and your parents) can help us.

Volunteering

- We are always looking for volunteers to help with everything from making refreshments at Regional Orchestra rehearsals to selling merchandise at the residential courses.
- If your parents are interested in volunteering then please contact Ceara Ford on 01934 418845 or C.Ford@nco.org.uk

Promoting concerts and auditions

- Do you know of a great place to put up some posters or would you and your parents be able to distribute some flyers about our forthcoming concerts, outreach events or auditions?
- If so please contact Katrina Kelly on 01934 418845 or K.Kelly@nco.org.uk to let her know how you can help

Collecting empty printer cartridges and old mobile phones

- The NCO is part of a scheme to recycle used printer cartridges and old mobile phones. We can collect all shapes and sizes of these and the more we collect the more we can earn.
- If you are able to collect any of these items to donate to NCO for this scheme then please bring them with you to a Regional Orchestra rehearsal or an NCO course so that they can be brought back to the office for us to send off in bulk.