



**PROMOTING EDUCATION, HEALTH AND HUMAN RIGHTS  
IN NEPAL**



# **VOLUNTEER FUNDRAISING PACK**

# CONTENTS

2 :Contents page

3: Introduction

4-5: Top fundraising tips to get you started

6: Template Poster

7: Template Email

8-9: Fundraising Ideas

10-11: Make your event safe

12: Asking for sponsorship

13: All you need to know

14. MT Sponsorship Form

15: And Thank you!

# INTRODUCTION

In this pack, you will find everything you need to know to start your fundraising for The Mountain Trust. Being such a small charity, we really rely on our volunteers to help us make as big an impact on the lives of the Nepali people. Through your dedication and support, we are able to provide school sponsorship, healthcare, and human rights programmes.



The Mountain Trust has been supporting Nepal's neediest communities for around two decades. We pioneer health, education and human rights

projects across Nepal. We are committed to providing high-impact, low-cost initiatives that bring about sustainable development in local communities.

# TOP FUNDRAISING TIPS

## WHO DO YOU KNOW?

Friends and Family: They will always be the first people to support you and to help develop ideas about your fundraising.

Work: If you are planning an event, advertise on work noticeboards and send emails out via the intranet. Many businesses also run Corporate Social Responsibility or Matched Giving schemes, where they will match whatever donations are made by their employees to a charity. Get in touch with your HR department to find out more.

Community: Whether you live in a small village or a large town, make the most of the opportunities you have available. You could ask for sponsorship from a local business, either in cash or in raffle prizes. If you are a student, use your Student's Union to get your message out.

Groups: If you are a member of any type of group – sports, Church, acting – there are always people who you can ask to support you in your fundraising efforts.

Other people's networks: Ask your spouse/partner/brothers/sisters/parents to pass on your emails and posters to their friends and work colleagues to. Extend the net as far as you can!

Social Media: During preparations for your event, keep posting regular updates on Facebook and Twitter, which might reach people not on your own immediate network, and might encourage those of your friends who need frequent reminding.

## GETTING THE MESSAGE OUT

Posters are a good way of continuously reminding people about an event, particularly if they are put in a public place, like a work's or gym's noticeboard. They will also get the word out to people who are not on your immediate network.

For those who you do have contact details for, send out Facebook messages and emails, talking about the event, and include a link to the fundraising page as well as explaining about Mountain Trust's current programmes. Further details can be found on the website, but a standard email template is included in this pack.

Please let us know if you would like any more materials, like stickers and/or collection tins, and we can send these to you in the post.

## Template Poster

[NAME OF THE EVENT]



In [month], I will be interning with The Mountain Trust for [duration] to work on their [project – include latest updates from the website] They have been supporting Nepal's neediest communities for around two decades. They pioneer health, education and human rights projects across Nepal. They receive no statutory funding so their volunteers directly help to make these vitally important projects happen.

[explain about the event]

So here's the important information:

Time:

Date:

Place:

[Price of ticket]



Alternatively, if you can't make it, you can still donate via my justgiving gage:

[link]

If you'd like to find out any more information about the Trust, check out their website at [www.mountain-trust.org](http://www.mountain-trust.org), on Facebook (/TheMountainTrust) or on Twitter (@mountaintrust).

Registered UK charity No: 1112841 / Registered Nepal NGO: 3442/072/073

**Please help to make a difference to the lives of men, women and children who have no other means of support!**

**THANK YOU!**

## **Template email**

Dear ...

On the (date), I will be (details of event) to raise money for The Mountain Trust.

The Mountain Trust NGO has been supporting Nepal's neediest communities for around two decades. They pioneer health, education and human rights projects across Nepal. Their projects are designed to be high-impact, low-cost initiatives that bring about sustainable development in local communities. They receive no statutory funding so their volunteers directly help to make these vitally important projects happen.

In (month), I will be travelling to Nepal to work with them on their [project – check out latest updates on our website]. To help raise funds for the project, I will be [details of the event]

You can donate on the day, or if you can't make it, donate online through my justgiving page: [link]

If you'd like to find out any more information about the Trust, check out their website at [www.mountain-trust.org](http://www.mountain-trust.org), on Facebook (/TheMountainTrust) or on Twitter (@mountaintrust).

Please help to make a difference to the lives of men, women and children who have no other means of support!

THANK YOU!

# FUNDRAISING IDEAS:

Here are just a few examples of fundraising activities that previous volunteers have done. This is by no means a comprehensive list so feel free to come up with other ideas.

**Bag Packing:** Write a letter to your local supermarket and ask a couple of your friends to help packing bags for the busy weekend shopper. Download posters for your buckets from our online resources on the website.



**Bike Ride:** Select a route that would be a challenge for you, either in terms of distance or terrain, and get people to sponsor you. Maybe ask a friend to come along to take pictures of you in action. They could also help you with your training.

**BBQ:** Invite friends round and charge them for drinks and food. Obviously charge a little extra to cover your costs.

**Cake Sales:** Either in work/university, ask if you can host a coffee morning. You can make/buy cakes and sell for profit, or ask some friends to help you. Make sure that you state if things have nuts or any other allergies in them. Included at the back of the pack is a list of possible recipes that are pretty straight-forward.

**Car Boot Sale:** If you're clearing out your room at the end of term, or just want to get rid of some clutter, why not host a Car Boot Sale. You can also sell items on line via Amazon and Ebay. If you've got a big collection of CDs/DVDs/Games, then you can send them to musicMagpie and





donate the money you receive to MT (<http://www.musicmagpie.co.uk/>).

**Collection Tin:** Ask your uni canteen or your favourite café/restaurant if they would be happy for you to set up a collection tin for a few weeks. Then if you email us, then we can send you one in the post, as well as some stickers and posters.



**Games Tournament:** If you have several keen gamer friends, why not invite them round for an evening, and charge them from refreshments.

**Hair removal:** This is always a bit of a drastic one, but will draw people's attention. You could shave your hair or, if a guy, have your legs waxed. Do it in your workplace or Student Union, and make sure you have plenty of buckets around for passers-by to throw in their loose change.

**24 hours fast:** If you think you can master the temptation of food for a whole 24 hours, then get people to sponsor you to not eat. It would be a good remind for people about the continual uncertainty of food security here in Nepal, particularly for rural communities.

**Party:** There are any number of parties or concerts that you could organise (always depends on who you know who can participate). Hire a room at your uni or at your workplace. You could do poetry readings, a film night, an open mic night, wine tasting etc. You could even do a dance class – ask an instructor if they'd be willing to do it for free. Make sure you publicise it widely and in advance of when you are planning to host it.

**Sponsored Sporting Event:** There are so many different sports that you could do to get sponsorship for – spinathon, ergathon, swimathon. If you're a gym member, perhaps ask if you could organize an event and advertise for other people to take part. Ask them to fundraise as well. Make sure you put up posters to explain what you are doing. You could set a distance or a time. You could also take part in a local race. If you plan on doing so, please contact us so we can ensure that you have the right promotional material.



## MAKE YOUR EVENT SAFE

Are you doing any publicity? On any posters or online publicity, please state clearly that you are raising money for Mountain Trust and that we are a registered charity. Contact us before using our logo and we will send you a high-resolution version and ensure that you know our charity registration number.

Are you collecting cash? Contact us if you would like a collection tin or bucket with seals and an authorisation letter. To collect on private property you need the owner's permission. To hold a street collection you need a permit from your local authority. Make arrangements for banking any cash securely. Always collect and count cash with at least one other person.

Are you selling food? If you are selling food on a one-off basis, you do not usually need to register with your local authority, but check their food hygiene regulations to make sure you are serving food safely.

Are you selling alcohol? If you are holding a late-night event or are planning to sell alcohol, ask your local authority if you need to apply for a temporary event licence.

Are you holding a raffle? If your raffle is part of the night, rather than the main attraction, you won't have to register your raffle with your local authority. Tickets must be sold at your venue during the event, and the draw must also be made on the night. As the raffle organiser you're not allowed to win any prizes or have any personal gain from the draw.

Will there be children at your event? Do not take or use photos of under 16s without a parent's permission. Under 16s cannot sell raffle tickets. If you would like under 16s to be involved in a street collection, you need to check with your local authority. If you are under 16, we will need a parent's permission before you can take part in a fundraising event for us.

Are you expecting a lot of people? If so, it's a good idea to inform your local authority. If a large number of people will be driving to the event, you should inform the police.

Do you need first aid cover? St John's Ambulance and the Red Cross can provide first aid for a small charge, but you need to book in advance.

Do you need a risk assessment? Most events, especially those held outdoors, will require a risk assessment. Contact us your local authority for advice.

# ASKING FOR SPONSORSHIP

When asking for sponsorship, always emphasize how the money you raise will make a difference. Check out our website for updates on how the funds our volunteers raise are bringing an improvement to the lives of disadvantaged communities across Nepal.

Here are some examples of what certain amounts can achieve on the ground:

**£7: Could pay the wages of one worker for constructing one of our earthquake resistant frames.**

**£12: Could pay for a national Radio Guru radio education broadcast**

**£72: Could pay for a one year scholarship for an underprivileged child**

# ALL YOU NEED TO KNOW

## SET UP A FUNDRAISING PAGE

The Mountain Trust is registered on Justgiving, so to start your page:

1. Go to [www.justgiving.com](http://www.justgiving.com)
2. Click on 'Start Fundraising'
3. Type The Mountain Trust into the search engine and click on the link
4. Follow on the on-screen instructions.

It's always good to start up a justgiving page, as it gives people an opportunity to donate at any time, before and after the event, as well as for those who might not be able to attend.

If you're more comfortable using a sponsorship form, this is included on the next page. Make sure that a GiftAid section is included. For every £1 donated, the Inland Revenue will donate an extra 25p to The Mountain Trust, if the donor is a taxpayer.

To transfer the money, you can either send a cheque payable to The Mountain Trust to The Mountain Trust, 20A High Green, Great Shelford, Cambridge, CB22 5EG, or do a bank transfer to .... Giving your name as a reference. Please post or email a copy of the donation form.

# MT SPONSORSHIP FORM



Please return to: The Mountain Trust, 20A High Green, Great Shelford, Cambridge, CB22 5EG

Name:

Contact number:

Home Address:

Event:

Email:

Signature

We, who have given our names and addresses below and have ticked the box headed 'Gift Aid' want the charity named above to reclaim tax on the donation detailed below, given on the date shown. We understand that each of us must pay an amount of income tax or capital gains tax at least equal to the tax reclaimed by the charity on the donation.

*giftaid it*

<u>Donor/guest</u>	<u>Full Home Address and Postcode</u>	<u>Amount Donated</u>	<u>Gift Aid</u>	<u>Signature</u>	<u>Date Paid</u>

# ...AND THANK YOU VERY MUCH!

The money that you raise really does make a world of difference to some of the neediest communities in Nepal. Whether through radio programmes, school sponsorship, healthcare provision, or earthquake reconstruction, we want to help as many people as possible, and you are helping us to achieve that.

Remember to say thank you, on our behalf, to all those who have donated. We couldn't achieve half of what we do without the generosity of your friends and family. So from the bottom of our hearts, thank you!