



DIOCESE *of* NOTTINGHAM
Retired Priests Appeal

Fundraising Pack

Thank you for everything you have done so far to encourage contributions to the Retired Priests Appeal.

This fundraising pack is designed to give you inspiration and information to help you organise or encourage fundraising events for the Appeal.

Please contact the Appeal office if you require any further assistance, we can help you by providing information, publicity and marketing materials to help with your event.

The pack contains:

- A summary of what the Appeal is about
- Guidance notes on how to choose and plan an event
- Suggestions for possible events
- Guidance on paying funds in to the bank
- Sponsorship forms
- Blank posters
- Stickers
- A sample gift aid envelope.

Collecting boxes are also available from the office.

Appeal Office

The Presbytery,
Holy Trinity Church
Boundary Road,
Newark,
NG24 4AU
Telephone : 0115 888 2644

Email : srpfappeal@nrcdt.org.uk

www.retiredpriestsappeal.com

Many thanks to Odette Millar and Peggy McCarthy for their help in putting this pack together

Be creative, keep safe, and have fun while supporting the Retired Priests Appeal.

Why Support the Appeal?

Whether a Catholic since birth or having joined the church later in life, you may have fond memories of priests who are now retired. You may remember, for example, one who shared the joy of your wedding day, helped your family through a difficult time, or one who supported and gave you strength to cope at the time you lost a close relative or friend. The Retired Priests Appeal is an opportunity for us to show our support, and to remember our retired priests are still part of our family of the church.

Life in a presbytery is very busy and usually quite demanding, particularly these days when an increasing number of priests run more than one parish. Being constantly available to respond to the diverse needs of his parishioners over many years can be extremely fulfilling, but can also take its toll. In general, a presbytery is therefore not a suitable place for a priest to spend his retirement.

The demands made are set to increase, at least in the short and medium term and the contributions currently being paid from all sources will soon become insufficient to provide for those who are sick or retired. Future provision for priests entering ministry now will then be made through a new mechanism. We need however to look to the needs of those who are nearing or already in retirement - the priests who have played such an important part in our lives - and also to make some provision for those currently in active ministry.

Your Event(s) - Things to Consider

What will your event(s) be?

- Will you be hosting a solo fundraising event or entering a large event such as a marathon or fun run?
- Set realistic budgets and ensure you stick to them
- The simplest events often raise the most amount of money
- What has worked well for your parish in the past?

Where will you hold your event?

- Consider the size of the event, can you do this at home or do you need to hire the local community centre or parish hall?
- Are there catering facilities? Are there enough tables and chairs?
- Do you need any special equipment or licences?
- Do you know anyone who can offer their products or services for free or at a discount?

How will you promote your event?

- Will you need extra help from friends, family, parish community, parish council or finance team?
- How and whom are you going to invite to take part or sponsor you?
- Are there ways of raising extra funds on the day, such as a raffle or bring and buy sale?

When will you hold an event?

- Does the event clash with any other initiative/ **fete**/ public holiday?
- For outdoor events, consider the weather and plan an alternative venue should the weather be unpleasant.

Checklist

There are regulations governing how you can fundraise for charity which are aimed at protecting the public from fraud. When fundraising on behalf of the Retired Priests Appeal, we recommend you follow the guidelines below to avoid problems.

Charity registration

It is a legal requirement to include the Retired Priests Appeal charity registration number on all printed materials such as letters, posters, tickets etc. We can provide you with A4 and A3 posters. Please contact the appeal office for further details.

Our registered charity no. is 510119

Gift Aid

In the majority of fundraising events, with the exception of collections and sponsored events, gift aid doesn't apply, for example buying a raffle ticket, or a ticket for a dinner, where you are in effect purchasing a benefit. If you think your event, or part of your event may be eligible, get in touch with our office or HMRC to double check. Please let us know if you need Gift Aid envelopes.

Insurance

If you are running an event, you must be sure you have adequate insurance cover. This may be provided by the venue. In all cases, a risk assessment must be carried out. If you are unsure about insurance cover, please contact the appeal office for guidance. A risk assessment and management template is available on download from the website.

Alcohol

You will need an Occasional Permission licence from the local police if you wish to sell alcohol at an event held in unlicensed premises. Further licensing advice can be obtained from your local council and should be referred to before selling or supplying alcohol at an event.

Raffles

You will need a Lotteries Licence from your local council to run a raffle if you are selling tickets before the event. In some cases your parish may already hold such a licence. Please speak to your local council if you are unsure. This does not however apply to raffles held at one off fundraising events such as dinner dances or fairs.

Public and door to door collections

Please do not carry out your own door to door collections as it is illegal to do so without a special licence. Do not collect money in the street or any other public place without a licence from the local authority. **Please speak to your local council if you are unsure.**

For further helpful guidance and information please refer to <http://www.institute-of-fundraising.org.uk/guidance/about-fundraising/event-fundraising/>

Materials and publicity

Depending on the fundraising event that you are holding, you may want to tell as many people as possible about it. Using your parish newsletter or bulletin as well as the Parish website is also a good way to advertise your event as well as contacting the local media. If your idea is unusual or involves a large group of people often these attract a lot of attention and will get more support.

We can provide A4 posters and in some cases will be able to design them if you so wish. We can also provide collecting boxes and additional gift aid envelopes and stickers if you need them.



DIOCESE *of* NOTTINGHAM

Retired Priests Appeal

Popular events

Often the simplest events are the ones that raise most money. Whatever you decide to do, ensure that it is something of interest to you and that you have the help (and budget) you may require. Ideas include:

☞ Murder Mystery Evening

☞ Sponsored Dog Walks

☞ Casino / Race Nights

☞ Quiz Night with Supper

☞ “Promise” Auction

☞ Coffee Morning

☞ Bring & Buy Sale

☞ Disco / Dance

☞ Car Wash

☞ Fashion Show

☞ Bingo Night

☞ Car Boot / Table Top Sale





DIOCESE of NOTTINGHAM Retired Priests Appeal

Sponsored Challenges

Challenges or Sponsored events can be a great opportunity to challenge yourself whilst raising funds for the Retired Priests Appeal. Challenges can include:

- ☞ Mountain Treks -Three Peaks and local parks and woods
- ☞ Walks, runs, or “toddles”
- ☞ Silence, reading, singing

There are many other challenges that can be undertaken but please contact the appeal office for more information or if you have any ideas you would like to discuss. We have a risk assessment template which can help you assess and manage the risks of activities. We have included a sample sponsorship form, but other versions can be downloaded from the website.

Ideas for Children’s Groups / Schools

- ☞ Bake Sale or Baking Competition

- ☞ Craft Day

- ☞ Knitathon



- ☞ Five A Side Tournament (Football / Netball / Basketball)

- ☞ Sponsored Swim / scooter ride/ bike ride etc

- ☞ Sketching Competition

- ☞ Photography Competition

- ☞ Car Wash



- ☞ Sponsored Disco

- ☞ Smarties Tube Challenge - fill with 20p pieces or pound coins



DIOCESE of NOTTINGHAM Retired Priests Appeal

Ideas for Parish Groups

- ☞ Coffee Morning at homes or parish centres
- ☞ Quiz Night with Supper
- ☞ Band Night (bring your own drinks and nibbles)
- ☞ Live Simply Lunch
- ☞ Craft Day
- ☞ Bake off
- ☞ Sixties / Seventies Night
- ☞ Cheese and Wine Evening with entertainment
- ☞ Knitathon
- ☞ Skill Volunteering
- ☞ Five a Side Tournaments



Inter-parish events

- ☞ Inter-parish football or golf tournament
- ☞ Inter- parish quiz challenge
- ☞ Photography Competition
- ☞ Sketching Competition
- ☞ Inter-school Choir concert





DIOCESE *of* NOTTINGHAM Retired Priests Appeal

Paying in funds raised

Please pay the proceeds into your own parish bank account then once all the income has been received, send us:

- A cheque to cover the amount
- Any gift aid envelopes (with enclosed sum written on) /and sponsor forms so we can then reclaim the gift aid and add it to your parish total
- A copy of the “Record of funds raised”

This will ensure that we are able to attribute the amount to your parish, and to thank the people who organised the event.

The address to send it to is:

Appeal Office
The Presbytery,
Holy Trinity Church
Boundary Road,
Newark,
NG24 4AU

We have enclosed some freepost envelopes for you to use.

