



Saving the bugs that run the planet



Fundraising Pack



What your money can buy

- £10** will plant 50m sq. of wildflower meadow for wild pollinators
- £20** would provide 3 tonnes of sand for bee bank creation
- £100** would pay for a bug walk for school children
- £300** would hire a digger for a day for habitat creation
- £1000** would maintain two ladybird spider sites for a year
- £2000** will plant a hectare of wildflower meadow



Check out our A-Z of ideas for inspiration.

Our A-Z of inspiration, lists some fun ideas and ways to engage your staff and fundraise for Buglife.

A

Afternoon tea – host an afternoon tea day at the office, different people can bake and donations can be given for cake and refreshments.



Auction of promises – auction off services and favours rather than goods. You'll be amazed how much people will pay for someone else to do their ironing!

B

Beetle Drive – organise a Beetle drive competition, charge people to enter the game and donate the income.

Bike rides – choose an adventurous route and get sponsored for your trip.

C

Car wash – charge your colleagues for the luxury of having their car washed in the car park - this can become a great money spinner

Planning tips

Venue – where is suitable?
Can you get somewhere for free?

Date – make sure it doesn't clash with any holidays or key local events.

Resources – what do you need to run your event? Can any local businesses help you out with donations?

Publicity – who is your audience? How are you going to tell them about the event?

Volunteers – rope in co-workers to share the fun.



D

Dress down or Dress up day – ditch the company dress code and dress down or dress up for a day. Participants pay for the chance to take part.

E

Edge of your seat - try something daring and get sponsored to do it, for example skydiving or bungee jumping.

F

Fifty/Fifty club – get everyone to donate £1 a month (or more!) and hold a draw each month where someone wins half the total raised. The other half gets donated. No licence is required as long as at least half the money goes to prize money.

Football tournament – charge teams to enter and ask spectators for donations while they watch.



G

Get sponsored – the list is endless! Try swimming, silence, walking, yoga, aerobics, singing, knitting etc.

H

Hair – get it shaved off and get sponsored whilst getting a new image!

I

Insect discovery walk – Invite a Buglife expert to take groups around your local area to learn more about the bugs that live there, charge a participation donation. Subject to staff availability.



J

Just Giving – set up a page for your event and then ask family, friends and colleagues for their support, just visit www.justgiving.com/buglife

K

Knockout Tournaments – charge a fee for people to enter competitions in your local pub or sports centre; popular ones include darts and snooker.

L

Loud day – charge people a fee to wear their loudest (and worst taste) tie or shirt to work.

M

Marathon – there are many marathons around the country that you can get sponsored to complete in.

N

Name the... – get a teddy bear and choose a name for it. Ask people to guess what the name is (charging a fee to enter) and whoever guesses right gets to keep the bear.



O

Orienteering/Treasure hunts – use your local open space, and battle it out between teams, charge a fee to take part.

Online Fundraising

It only takes a minute to set up your JustGiving fundraising page for Buglife at www.justgiving.com/buglife. JustGiving gets your donations and Gift Aid to Buglife quicker than anyone else, so your fundraising efforts are put to work faster.

P

Pubs game evening – ask your local pub to help out by hosting a games evening. Darts, skittles, pool, crib and dominoes are all popular.

Q

Quit it – This could be a great incentive to give up smoking, chocolate, alcohol etc.

Quiz – there are loads of quiz questions (and answers!) available on the internet to help you get started, charge an entrance fee and for refreshments to raise money.

Match Funding

Find out if your company run a match funding scheme and you could double the money you raise!



R

Raffle – an old favourite but always a good fundraiser! Ask companies to donate prizes and get your colleagues and friends to donate lots of smaller prizes too.

S

Saints days – a great theme for organising events throughout the year!

Swishing – get your friends together to swap stuff – clothes, CDs, DVDs, jewellery etc. and ask for a donation for every item swapped.

T

Triathlon – there are lots of public triathlon events that you can get sponsored to take part in.

Tug of war – Compete in an old fashioned tug of war. You'll need a rope and an impartial judge as it'll get competitive! Charge people to take part and watch the fun unfold.

Gift Aid

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Buglife can get an extra 25% when a UK taxpayer donates to us (we get the tax they've already paid), so if you are doing a sponsored challenge, make sure that people fill in their details on the donation form provided and tick the gift aid box.

U

University challenge – pit the knowledge of your team against another, for the benefit of bugs.

V

Valentine's Day – choose beautiful flowers or a plant from www.charityflowers.co.uk and 15% of the cost will be donated to Buglife.



W

Watches – broken watches, jewellery and odd earrings can all be up-cycled into a donation to Buglife. Contact info@buglife.org.uk to request a freepost bag.

X

X marks the spot – this could be a pin the tail on the donkey style competition, spot the ball or even a treasure hunt using a map to guide participants.

Y

YouTube – send us video's of your fundraising event to post on our video stream.

Z

Zumba-thon – organise a sponsored zumba-thon or run lunch time sessions for co-workers.



Advice

Buglife are extremely grateful to everyone who endeavours to raise money for us, however, we cannot accept liability for any activities which you undertake. We urge you to consider health and safety for your fundraising activity (you may need to do a risk assessment) and to read our advice below.

Raffles

Raffles are classed as a type of gambling and are therefore subject to legislation. Raffles which take place on one day (i.e. during one event) or are only open to a closed group of people (e.g. staff within a work place) can use “cloakroom” style tickets. Any other type of raffle will need a licence from the district council and properly printed tickets.

Collections

If you wish to hold a collection in a public place (e.g. a town centre) you must apply to the district council for a permit to do so. If you wish to collect in a privately owned space you must get permission from the company that owns the building.

First aid

If you have members of the public at your event you may need first aid cover. Speak to your local St John’s Ambulance about any first aid requirements.

Insurance

Please consider whether or not you need to take out one-off insurance for an event. If you are fundraising as a company your fundraising may be covered by their insurance or by the venue where the event is held. You must check this and take out

insurance if you are not covered by an existing policy.

Printed publications

Please publicise your events as “in aid of Buglife”. It is the law that any printed publication which bears our name and/or logo must have our registered charity number clearly displayed somewhere on it: “Registered charity no, 1092293 in England and Wales and Scottish Charity no, SC040004” must be on all materials.

Selling goods

We are not registered to trade (as there are VAT implications with this) therefore when you have a stall, or similar, you can not put fixed prices on things: you must list prices for things as “suggested donation”.

Further information

Speak to your local council about whether your event needs any special licences.



SHOUT about your fundraising

Publicity is key to the success of any event...

1. Make a poster
2. You could approach local radio stations and newspapers to help you [promote your event.](#)
- 3 Where else can you promote it? Work intranet? Facebook event?

Make sure everybody knows what you're doing!

Let's talk money

First of all, congratulations & thank you for fundraising for us! It's really easy to get your donations to us;

Online: If you have used www.justgiving.com, the money raised on your page will automatically transfer to Buglife.

By phone: Call 01733 201210 and make your donation using a credit or debit card.

By post: Write and post a cheque made payable to 'Buglife' but be sure to include any sponsorship forms and information about your event, so that we know who to thank.

In person: If you would like to hand deliver your cash or cheque to the Buglife office, we would love to meet you and hear all about the fun you've had fundraising for us.

Thank You



Buglife – The Invertebrate Conservation Trust is a registered charity at The Lindens, 86 Lincoln Road, Peterborough, PE1 2SN Tel: 01733 201210

www.buglife.org.uk



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