

YOUR GUIDE TO FUNDRAISING FOR YOUR SCHOOL



NBB
School
Shelters

Call us today on **0800 1777 052**
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Web: www.nbbschoolshelters.co.uk

INTRODUCTION

Schools frequently rely on fundraising activities to supplement school budgets, to pay for much needed equipment, materials and supplies and to sponsor extracurricular activities such as sports clubs and off site trips.

There are so many ways to raise funds, whether it is a dedicated event, specifically themed day or raising funds through donated items.

It is essential you plan for your fundraising activity and consider the following:

- How much do you want to raise? Is there something particular you want to use the funds for?
- Timescale – if you are fundraising for a specific purpose you should set a start and end date for your activities
- Who will raise the funds? It's great to involve children and their wider community, but think about who else you will need such as volunteers to assist at your event or themed day
- What is the purpose of the activity? What are you trying to fundraise for?

Need some inspiration? Take a look at our NBB School Shelters fundraising ideas:

- **Bring and Buy Sale**
- **Games Day** – let children bring in toys and games of their choice on the last day of term and ask for a donation in return
- **Joke Fun** – ask children to bring in a joke of their choice and a £1 or £2 donation – then hold a class or assembly dedicated to joke telling
- **Battle of the Bands** – great fun for all ages. Why not also involve the parents?
- **Disco** – a popular choice and great for raising much needed funds. Sell tickets, drinks and snacks and encourage children to get their dancing shoes on!
- **Fun Day** – why not combine a number of ideas together and form a whole day of fun and fundraising?
- **Create a fundraising cook book** designed by your pupils using recipes submitted, print the book in-house and sell
- **Mufti Day** – tried and tested - ask children to donate £1 in return for wearing their non-uniform clothes to school
- **Sponsored Events** – whether it's a readathon, walkathon or sitting in a bath of baked beans, sponsored events are sure to bring in some extra funds



READY, STEADY FUNDRAISE...

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ECO-FRIENDLY FUNDRAISING IDEAS

Why not also consider ways of fundraising which help the environment and aid in creating a greater understanding of being more eco-friendly and sustainable?

- **Grow your own fruit and vegetables**
 - as part of your normal curriculum why not introduce gardening and then sell the produce for a profit. Does your school keep chickens? Why not sell their eggs too!
- **Recycle your old print cartridges**
 - www.emptiesplease.com will pay up to £1 for each cartridge



Re-invest your funds in eco-friendly outdoor furniture



See our fantastic range of recycled plastic furniture:
www.nbbschoolshelters.co.uk

DID YOU KNOW FACTS:

- More than 40 million ink jet cartridges are dumped into landfill each year in the UK alone
- More than 1.1 billion ink jet cartridges are used annually around the world
- Printer cartridges will take 1000 years to decompose!

“We take part in a number of recycling projects with great success but none more so than the initiative to recycle ink cartridges which we raised a staggering £146 for our first bin”

Sharon Barton, Leftwich Primary School, Cheshire



BAG2SCHOOL SCHEME

WWW.BAG2SCHOOL.COM

DID YOU KNOW FACTS:

- Over 70% of the world's population use second hand clothes
- If everyone in the UK bought one reclaimed woollen garment each year, it would save an average 371 million gallons of water and 480 tonnes of chemical dyestuffs
- At least 50% of textiles we throw away are recyclable, however, we only recycle around 25%

Source: www.bag2school.com

Bag2School is a free fundraising scheme established in 2001. Working in partnership with schools, businesses, community groups, local councils and charities to help raise funds from donated items.

How does it work?

Bag2School will arrange to collect donated bagged clothing and textiles from your school, they will weigh the collection and send you payment for your donation – a quick and easy way to raise funds from donated clothing!

According to Bag2School most schools run one collection per term and when established, parents will save up their donations. The bigger the donation, the more you get paid!

Bag2School has paid over £20million to schools to date

“ Thanks to your excellent scheme, we had enough money to buy a Balance Beam for the children and a number of new books for our library ”

Jack and Jills Nursery,
North Yorkshire

DONATIONS

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DO'S AND DON'TS

Plan Plan Plan!

Make sure you plan your event well in advance to ensure it runs smoothly

Let people know

Ensure everyone knows what event you're planning, when it's happening and why. Put details of your event on your school website, newsletters and even in the local press. Make sure parents are talking about your event too, word of mouth is one of the best forms of publicity!

Make sure its legal

Check with the local council or authority for advice on what insurances you need and any relevant licences required

Get help

Rope in volunteers, parents and members of your PTA to help organise and run your event

Ensure its fun

Don't pressure anyone into having to donate as this will only put them off events in the future. Make it fun and the donating will come naturally

Debrief

Have a debrief after the event to work out what worked well and what was learnt from the event

Don't forget gift aid

Ask your donors to sign a Gift Aid declaration form and you might be able to claim back basic tax on the contribution

Thank everyone

After your event make sure you thank everyone for their donations and of course make sure you thank the volunteers for making the event happen



QUICK GUIDE TO EVENT PLANNING

THEME

Decide your theme, is there any particular focus?

PICK A DATE

Pick a date which will work well with your intended audience, if the event is a parent's battle of the bands, how many parents will be able to participate at 3pm?

LOCATION

Important consideration to size, disabled access, toilets and accessibility issues such as car parking and cycle storage

VOLUNTEERS

Do you have enough people to help? Assign roles and responsibilities so everyone knows what they need to do

BUDGET

Write a detailed budget and stick to it! Consider both major and minor costs. Make sure you have money in hand for floats and any last minute expenses

LICENCES

You may need a licence for a number of things including alcohol, live music, and food or to sell things. Check with your local council

MATERIALS

Covers a whole multitude of things including sponsorship forms, leaflets and promotional material. Materials could also mean any ingredients you need, furniture such as tables and chairs

GET IT ADVERTISED

Let people know your event is on and you need their support

RISK ASSESSMENT & HEALTH & SAFETY

During the run up to your event you must spend time considering any health and safety issues presented by your event these include fires, electrical, falls, first aid and disabled access



A BIT ABOUT US...

We hope you have found our fundraising guide helpful and it has given you the inspiration to start generating some much needed funds for your school



NBB School Shelters are one of the UK's leading manufacturers of outdoor walkways, canopies, shelters and recycled plastic furniture.

Established for 25 years NBB have designed, manufactured and project managed thousands of installations across the UK.

Why choose NBB School Shelters for your next project?

- **100% No Quibble Guarantee**
If for any reason you are not totally satisfied contact us within 30 days and we will either replace your goods or give you a full refund (excludes custom made products)
- **ISO 9001: 2008 accredited company**
All of the processes used during the manufacturing of our products are carried out to ISO and BS EN Standards
- **Free Site Consultation**
Not sure what product you need or need some further advice, speak to our sales team today to see if you qualify for a free no obligation site consultation

Call us on Freephone 0800 1777 052

“Very efficient service with fantastic delivery, provided a quality product at a great price”
NBB Customer



- Cycle Shelters & Compounds • Cycle Racks & Stands • Waiting Shelters • Walkways • Canopies & Porches • Buggy Shelters • 100% Recycled Plastic Furniture • Timber Shelters •

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