

How to:

Raise money for our charity

Appeals for large pieces of equipment

Many people choose to raise money for a specific piece of equipment. This is a popular way of raising money because donors know exactly what their money will be spent on. If you opt for this type of fundraising you must inform us what you would like to do with any money over the target or what you would like to do with the money if you don't quite reach the target.

You can tell people that any money over the target will be used for further patient care at North Tees and Hartlepool NHS Foundation Trust - this ensures that those who make donations know how their money will be spent.

If these arrangements are not put in place, and not enough money is raised to achieve the original target, all the money raised must be returned to the original donors.

Other ways of raising money

Public collections

Please do not collect house-to-house, in the street or in pubs. You need permission from the local authority to do this and you need to have a way of proving to the people who have given you money that it has all been handed over.

Lotteries, raffles and tombolas

There are two types of raffle - small lotteries and society lotteries. Both are regulated by the Gambling Act 2005.

Small lotteries

You can hold a small lottery, raffle or tombola:

- as part of another event (a fun day or fundraising evening for example) when the results are announced during the event
- if there are no cash prizes
- if the value of the prizes are not over £50 (each or in total)
- if all the money raised after expenses is going to be donated to the charity

These types of lotteries, raffles or tombolas do not have to be registered with the local authority or with the Gambling Board.

If you are planning to hold a raffle or tombola during another fundraising event please let us know this on your application form.

Society lotteries

All other types of lottery, raffle or tombola not covered by the small lotteries section are classed as society lotteries. For example a raffle held on a ward is a society lottery because it is not part of another event. A raffle where tickets are sold several days in advance of the draw would also be a society lottery.

North Tees and Hartlepool NHS Foundation Trust Charitable Fund has registered as a society with Hartlepool Borough Council under the Gambling Act 2005. If you are planning to hold this type of raffle please contact nth-tr.charitablefunds@nhs.net who can advise you what words need to be included on the tickets.

In society lotteries:

- the total value of prizes must not be more than 50% of the proceeds
- all the money (except the amount used to cover expenses) must be donated to the charity
- tickets must not be sold by anyone under 16 years of age
- tickets must not be sold in the street
- the details of the winners and the ticket stubs must be sent to the Trust Charitable Fund accountant who will send a return to the local authority in line with the Gambling Act 2005.

We are very grateful to you for thinking of patients and staff at North Tees and Hartlepool NHS Foundation Trust. We hope this guide has been helpful but if you have any more questions please contact Sharon.Pounder@nhs.net or phone **01642 624274**.

Thank you!

Every day we hear from people who want to make a donation to our trust. Overwhelmed by the care they or a relative have received from our staff, they want to give something back.

This generosity means we can deliver even more quality care to those who need it most. Every penny is used to enhance the care we provide by investing in equipment and anything else that will make our patients' experience more comfortable. We want to support our staff and ensure they can continue to do a fantastic job of caring for our patients.

People who want to raise money often ask for help and advice and this guide aims to provide just that. Hopefully it will give you a few ideas for your fundraising and we have listed some useful contacts should you need any support or assistance from the trust.

Here at North Tees and Hartlepool NHS Foundation Trust we want to offer our patients the best care possible and our trust charity really helps to make that possible.

On behalf of everyone here at the trust, and most importantly the patients that we care for, I would like to offer my sincere thanks for your generosity.



Paul Garvin
Chairman

