Supporting West Suffolk Hospital
Fundraising Pack
www.mywishcharity.co.uk
My WiSH Charity
@MyWishCharity
Where do you wish your donation to go?

You can choose exactly where in West Suffolk Hospital you would like to support, or if you haven’t a specific area in mind you can donate to the general fund. This means we can then help the areas of the hospital that need it most.

We can guarantee the money you raise will go to the area of the hospital you decide upon to help further enhance and the care and support we offer to both patients and their families.

How your fundraising helps

Thanks to the amazing fundraising and kind hearted donations that the Charity has received you enabled us to purchase specialist equipment, refurbishments and support across the hospital. Here is a just a sample of how you have helped.

- Prostate cancer scanner
- Patient sensor alarms
- Refurbishing a day room
- TV’s for Critical Care
- Lightweight wheelchairs
- Specialist paediatric car seat
- State of the art walking frames
  - Play areas
- Specialist paediatric wheelchair
- Paediatric silent saw
- Dementia awareness
- Updating Neonatal equipment
- Cuddlecots
- Toys and books
- Specialist pushchair
- Patient screens

My WiSH Charity

@MyWishCharity
How do I fundraise?

There are lots of ways to collect your donations and to fundraise.

Online:
You can start a Just Giving or Virgin Money page by following the links below.

www.justgiving.com
uk.virginmoneygiving.com

Once you start your page it will ask you to choose a charity, type in West Suffolk Hospital Charity and choose our link.

Sponsorship forms:
Attached to this pack is a sponsor form. Please let us know if you would like an electronic copy to print yourself.

Merchandise:
We also have charity tins and buckets for you to borrow for your events and t-shirts, charity pens and balloons.

Posters:
If you are creating a poster for your fundraising please let us know and we will send you a copy of our logo for you to use. We would love to have a copy of your poster so that we can promote your event for you.

Promotion:
Please let us know any links you have, eg. Just Giving and let us have copies of posters and leaflets. We can then promote your fundraising and events on our Charity boards and on our Facebook and Twitter pages. Remember to tag us or # so that we can share you post.
Setting up a Just Giving page

1. Click on Start Fundraising for a Charity.
2. Type in My Wish Charity and search and select.
3. Select whether you are participating in an organised event or other.
4. Complete your event details
5. Click Create your page
6. You can now edit your page with your personal story and photos.

Please make sure you complete your story and make it from the heart. Your story really helps you when you ask people to donate and support you.

Please also ensure you tell us which area of the hospital you are fundraising for to ensure we allocate the money to the correct fund.

From the edit page you can also share your Just Giving page on social media.

You can also choose to make a Text to Donate button using a unique four letter, 2 digit code.

Any problems, please contact the Fundraising Team and we will do our best to help you.

www.justgiving.com
Boost your fundraising?
In addition to sponsorship forms and collection tins you can further boost your fundraising by organising smaller events such as holding a cake sale, quiz night or a raffle.

Don’t forget to promote all your events and fundraising. And don’t forget to rope in your family and friends.

Make the most out of your family and friends skills! Is there an aunt who is great at organisation, a teenager who is great with social media or do you have a creative friend who can make you posters and leaflets? Make it a team effort!

The main thing is make it FUN to FUNdraise!

www.mywishcharity.co.uk
@MyWishCharity
Volunteering

The Charity is not just about raising money. We would love you to come and join us at our events.

We hold several events a year and always need help with everything from manning the gates to litter picking to running a stall.

We also host awareness stands at local events to promote the Charity and tell people about the work we do.

If you are interested in helping us then please contact the Charity team.

How to contact us

Email: fundraising@wsh.nhs.uk
Phone: 01284 712952
Facebook: My WiSH Charity
Twitter: @Mywishcharity
Did you know that if you are a UK tax payer for every £1 you donate that the tax man will contribute 25p...that means for every £100 we get an extra £25 so it makes sense to ensure you use gift aid where applicable.

**Please note:** We are only entitled to receive gift aid for sponsored events such as a skydive or marathon and for donations. If you put on an event such as a quiz night we will not be able to claim gift aid.

When sponsors complete your online donation form or sponsor form please ensure they complete the **first line of their address** and their **postcode**. Without this information we are unable to claim.

If you wish to make a one off donation you can use the form attached (this is a 2 page document).

Many thanks.

The Fundraising Team
West Suffolk Hospitals Trust Charitable Fund

Gift Aid Declaration

Details of donor:

Title …….  Forename (s) ………………………………..  Surname ………………………………………………….

Address …………………………………………………………………………………………………………………
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Postcode ………………………………………………….

I want my WiSH charity to treat (please delete as appropriate):

The enclose donation of £…………………… for (which Charitable Fund) ………………………………………

The donation(s) of £…………………… which I made on ………../…………/………….

As Gift Aid donations.

Date ………./………./……….               Signed ,…………………………………………………………………….

This Gift ☐ Future ☐ Previous ☐

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Notes

1) You can cancel this declaration at any time by notifying the charity

2) You must pay an amount of income tax and/or capital gains tax at least equal to the tax that the charity reclaims on your donations in the tax year.

3) If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, you can cancel your declaration (see note 1).

4) If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return.

5) If you are unsure whether your donations qualify for Gift Aid tax relief, ask West Suffolk Hospital Charity or ask your local tax office.

6) Please notify the charity if you change your name or address.

Please return completed form to:

Mrs M. Pawsey,
Charitable Fund Accountant/Administrator,
Finance Department,
West Suffolk Hospital NHS Trust,
Hardwick Lane,
Bury St Edmunds,
Suffolk,
IP33 2QZ.
# myWiSH Charity
Supporting West Suffolk Hospital

## PLEASE SPONSOR:

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<th>EVENT:</th>
<th>DATE:</th>
<th>RAISING MONEY FOR:</th>
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## Sponsor Drivers

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<th>Name</th>
<th>Address (please put first line of your home address below as well as postcode so we can claim Gift Aid)</th>
<th>Postcode</th>
<th>Donation</th>
<th>Gift Aid*</th>
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To ensure that My WiSH Charity receives an additional 25% over and above your contribution please kindly ask that your sponsors tick the gift aid box if applicable. They must complete their first and last name and their postcode to ensure we can claim. Thankyou.

Registered Charity No. 1049223
If you wish to set up a Direct Debit please use the form below:

Instructions to your Bank/Building Society
to pay by Direct Debit

Name and full postal address of your Bank or Building Society

To the Manager

Name(s) of Account Holder(s)

Bank/Building Society

Bank/Building Society account number

Branch Sort Code

Address

Postal Code

Instructions to your Bank/Building Society

Please pay the West Suffolk Hospital Charity Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with the WSH Charity and, is so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

Registered Charity No. 1049223

Direct Debit Guarantee

This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.

If there are any changes to the amount, date or frequency of your Direct Debit Eaglemoss Publications will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Eaglemoss Publications to collect a payment, confirmation of the amount and date will be given to you at the time of the request.

If an error is made in the payment of your Direct Debit by Eaglemoss Publications or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.

If you receive any refund you are not entitled to, you must pay it back when Eaglemoss Publications asks you to.

You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.
The difference you make
Your fundraising really does make an amazing difference.

Every penny is used to further enhance the care and support we can offer to you, your family and friends and to the staff that take care of you here at West Suffolk Hospital.

The Charity is here to help and support you all the way with your fundraising so please don’t hesitate to contact us.

We value every penny we receive and we pledge to you to spend it wisely.

All that leaves is for us to say

THANKS

www.mywishcharity.co.uk
@MyWishCharity