



FUNDRAISE FOR PTEN RESEARCH

MORE RESEARCH. BETTER TREATMENTS. SOONER NOT LATER.



GREAT TO HAVE YOU ON BOARD

Every pound you raise goes towards developing new and better treatments for PTEN hamartoma tumour syndrome (PHTS).

At PTEN Research, we have one goal: to break new ground in the way PHTS is treated and understood. It's a big task. But with your help, our dedicated team can provide vital support for scientists and doctors as they conduct research into PHTS, convert findings into potential treatments and run clinical trials to get those treatments to the people who need them most.

Thank you for choosing to support us.

Best wishes,

Riccardo Zacconi

Founder and Trustee, PTEN Research

LET'S GET STARTED

This guide includes some useful tips to inspire great fundraising and make your event as successful as possible.



Pancake party
Talent show
Eighties evening
Night run

Raffle
Egg and spoon race
Scavenger hunt
Embroidery class
Afternoon tea
Rumba-thon
Cake sale
Hiking

SET A TARGET

You may find it helpful to set a target for your fundraising. It could motivate you and boost your final total Some fundraisers also choose to make their fundraising target public to beat their goal!

USE OUR PROMOTIONAL MATERIALS

PTEN Research has a variety of fundraising materials designed to help you publicise your event. Using the promotional materials is easy! All you need to do is download our PTEN Research posters, flyers and/or invitations and add your event and contact details before printing. If you're making your own materials, don't forget to mention that you're raising money 'in aid of' PTEN Research and include our registered charity number: 1173589.

BOOST YOUR EVENT

Using the media to promote your fundraiser will help you create a buzz and help raise money for PTEN Research. Reaching out to local media – papers, TV stations and regional radio stations could get you there for free.

Social media is also a great way to reach out to everyone, such as local politicians, other fundraisers, celebrities – you name it! Make sure to share and publicise your event and keep them updated along the way.

CHOOSE GIFT AID

Donations which are eligible for Gift Aid are special as they will generate extra funds for PTEN Research without any extra effort for you! For every £1 donated by your sponsors HMRC will give us an extra 25p. There's only one tricky bit: the donor needs to be a UK tax payer at the time of the donation.

So, if every supporter who qualifies marks their donation as a Gift Aid, we will be able to raise even more money to support people with PHTS. Amazing.

KEEPING IT SAFE AND LEGAL

It's important to make sure your event is safe and that you're aware of any legal issues. You can also find useful information by visiting the Fundraising Regulator, Institute of Fundraising and UK Government websites.

CASH HANDLING

When handling cash, make sure that you have plans in place to stay safe. Ensure that cash is secure by using a cash box with a lock. Wherever possible, have two people available to count or transport cash, and get it to the bank as soon as possible. Choose busy and well-lit routes if you need to transport the cash and try to conceal it. If you are ever confronted by someone demanding money, just hand it over and don't put up a fight. This should be reported to the police as soon as possible.

COLLECTIONS

Public collections take place in a public space. They are governed by strict legal requirements and must be licenced by your Local Authority. Some popular premises for public collections may require you to arrange public liability insurance. It's worth checking with your contact beforehand.

Private collections take place on private premises and do not need the permission of the local authority. If you're going to organize a private collection, for example inside a train station or at a supermarket, you need the permission of the owner of the premises. Remember that anyone collecting money in public must be over 16.

SAFEGUARDING

If there are children at your event, you should ensure that they have permission to take part and have someone to look after them. Adults looking after children should have carried out appropriate checks. See the Government's Disclosure and Barring Service (DBS) information for more guidance.

RAFFLES AND LOTTERIES

There are strict laws governing the organization of raffles, lotteries and prize draws. Contact your local council for more information or visit the Gambling Commission or the Institute of Fundraising's website.

For simple raffles, you need to remember to charge a standard price for each ticket and to draw the name of the winner before the evening is over. You will not usually need a licence for this activity. If you are planning to run your event over a long period of time or sell tickets at more than one venue, you will need to purchase a local lottery licence from your council.

PUBLICITY MATERIALS

Please make sure that all materials promoting your event specify that you are raising money 'in aid of' PTEN Research (and any other charities you are supporting). The easiest way to do this is to use our downloadable posters, flyers etc. All materials carry our logo and charity number.

CONTRACTORS AND SUPPLIERS

If you are using a supplier for equipment or services, make sure you use a reputable company. Ask to see a copy of their Public Liability Insurance and risk assessment in advance. If anything looks unsafe on the day, stop the activity immediately.

FIRST AID

You may need to have first aid provision at your event. This will depend on how many people are involved, the type of activity they are doing, and what first aid facilities are already available at the venue.

If you think you might need first aid support, check with an organisation such as St John's Ambulance or the Red Cross. They will be able to advise you further and can also provide first aid support for your event.

INSURANCE

By organising your own fundraising event in aid of PTEN Research, you are responsible for taking steps to make sure that the event poses no risk to others. Check that any buildings or equipment you hire are covered. Insurance is often included in hire fees but not always. You may need to consider arranging public liability cover for some events, which will protect you against claims made by third parties for injury or property as a result of negligence. In most cases, for public and/or hazardous events, you may need public liability cover in place. For private events this may not be necessary. Please seek advice if you are unsure.

ALCOHOL

Thinking of serving alcohol at your event? Most venues will already have a license to sell or supply alcohol. If not, you may need a Temporary Event Notice or equivalent from your local authority.

FOOD HYGIENE

This is vitally important. Please take great care when handling food and work to basic rules for safe preparation, storage, display and cooking. The Food Standards Agency provides guidelines for preparing, handling and cooking food. This section of their website is useful for people organizing charity and community events involving food. If you are using a caterer, you will need to ensure that they have a food hygiene certificate and public liability insurance. Further information can be found on the NHS Choices website and from your local authority.

HEALTH AND SAFETY

Follow the professional advice of equipment manufacturers and staff supervising any facilities. Events need to be adequately risk assessed to find, reduce and control the risk to all those taking part and members of the public that may be attending. It is best practice to complete a risk assessment form to show that you have considered and mitigated any potential risks around your event, but it is not a legal requirement unless the organiser is an employer.

PTEN Research cannot accept liability for any loss, damage or injury suffered by yourself or anyone else as a result of taking part in a fundraiser organized in aid of PTEN Research. Help for how to complete a risk assessment can be found at the Health and Safety Executive.

GET THE DONATIONS TO US

POST IT TO US

You send your money to PTEN Research by downloading our [postal donation form](#). All you need to do is fill in your details and send the form back to us.

SEND US A CHEQUE

If you would like to send us your money by cheque, download the [postal donation form](#) and write your name on the back of the cheque.

GO ONLINE

If you would like to get the money to us online, you can donate via our KindLink page. All donations you receive will be processed and sent to us directly.

Are your donors UK taxpayers? Don't forget to ask them to declare Gift Aid. That means PTEN Research will receive an extra 25p for every pound donated, at no extra cost to them!



THANKS FOR YOUR HELP

We appreciate every penny you raise for our work to create new and better treatments for PTEN hamartoma tumour syndrome (PHTS).

PHTS is a complex disease and shows itself in lots of different ways. It might be invisible, or it might affect every aspect of your life.

Right now, there is an urgent need for more research to pave the way for new treatments and drug therapies. Your money will help us get there.

Together, let's build a world where people with PHTS can lead the lives they choose.

**PTEN
RESEARCH**