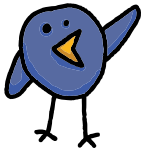




Introduction

Springer Rescue for Scotland (SRS) were founded in 2008 with the aim that every Springer Spaniel in Scotland should have the chance of a happy, fulfilled life in an appropriate home. SRS facilitate the rescuing and rehoming of Springer Spaniels by:-



- assessing the dog in its own home or current location
- providing transport and foster care as appropriate
- homechecking potential new owners
- matching the dogs in our care with the most appropriate new owners

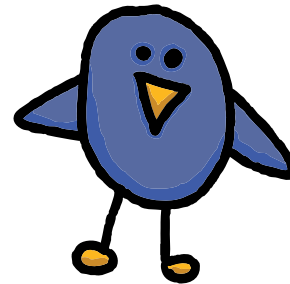
We recognise that whilst the majority of dogs are suitable for pet homes, there are occasions when a working home is more appropriate and it is our responsibility to make sure the dog is placed in the best environment for a happy, fulfilled life.

SRS will provide the necessary veterinary support for the dogs in our care and when required we will provide ongoing veterinary care for the elderly and infirm.

We will encourage and support responsible dog ownership by providing information and education to owners through various mediums.

To support our activities we will undertake fundraising activities and promote and publicise our work as appropriate. We will liaise with other animal welfare organisations and any other relevant organisations where we believe that a co-operative approach will further our aims.

Quite simply we will ensure a happier, fulfilled life for each of the dogs in our care.



The Essentials – Do's & Don'ts Of Fundraising

Act Within The Law

The following activities may require a licence from the local authority if you intend to have any at your event:-

- Collecting money or selling goods in a public place
- Provision of food and drink
- Copyright and royalties for a drama or film show
- Music
- Dancing
- Alcohol for sale
- Extended hours of a licensed premises



It is worth checking with the Local Authority in the early stages of your planning as they will gladly give advice on health and safety issues and other regulations.

Please check with our Fundraising Co-ordinator to see if a licence is already in place for SRS, or if you are in any doubt on the legal requirements.

Raffles & Lotteries

If your raffle is a simple 'cloakroom ticket' raffle held where you work or similar, there's no need to obtain a licence, however, it must be run by someone from within the organisation and can only be advertised on the premises. Tickets must state the price, name and address of promoter and rules for eligibility.

When the raffle is part of a larger event or function but the draw will take place during the event, again you don't need a licence. However, no cash prizes can be awarded and the total value of the prizes must not exceed £250. Prizes must be donations and all the proceeds from the raffle must go to the Charity.

When the tickets are being sold in one place but the draw takes place somewhere else or on a different day then a Gaming and Lotteries Board licence is required from the local authority. Ensure the application is made well in advance as there are a number of questions to answer and some rules to comply with.

You also need to keep the following in mind:-

Alcohol

As highlighted above, a licence will be required if you are planning to sell alcohol at your event. You must give at least two month's notice to obtain a temporary event notice or, if required, a new premises licence from the local authority. This can be avoided by holding the event in licensed premises.

Children

If you intend to have children helping at the event, you will need permission from their parents and we would strongly recommend that you make an assessment of the risks

- Please ensure all children are adequately supervised
- Have contingency plans to deal with the unexpected, e.g. how to deal with lost children
- Children under the age of 16 cannot collect money from the public unless they are accompanied by an adult.
- If there is an intention to publish photographs from the event, then once again you will need permission from the parents of any children or young people in the photos.
- Please do not sell alcohol to children under the age of eighteen during your event, and bear in mind it is illegal to sell cigarettes, solvents or knives to children.

Food

Food safety laws apply whenever you sell food at an event:-

- Anyone selling or processing food has a legal responsibility to do so safely and hygienically. The best way to do this is to try to ensure that at least one helper has a Foundation Level Food Hygiene certificate.
- If the above is not feasible, then please ask all food handlers to read the Food Standards Agency's leaflet "Guide to Food Hygiene" which can be downloaded from www.food.gov.uk/multimedia/pdfs/foodhygieneguide.pdf
- If you are having a BBQ, the guidance in the Food Standards Agency's leaflet "Beat the Barbecue Bugs" will be helpful www.food.gov.uk/multimedia/pdfs/barbecue_bugs_final.pdf
- Foods which contain nuts or other allergens should be clearly labelled.
- Children and animals should not be allowed into the food preparation area
- Provide appropriate protective clothing (aprons, plastic gloves, etc)



Safety

When organising a fundraising activity it is necessary to comply with the Health & Safety at Work Act 1974. Your event may require insurance unless it is part of another bigger event which already has insurance in place.

- Check the maximum number of people you are legally allowed to have in your venue. By law you cannot exceed this capacity for safety reasons.
- Ensure you know where the fire equipment and emergency exits are and ensure they are not obstructed.
- Make sure any electrical equipment has been tested and take care when positioning to ensure there are no trailing cables.
- Use trolleys, if possible, when lifting and moving furniture

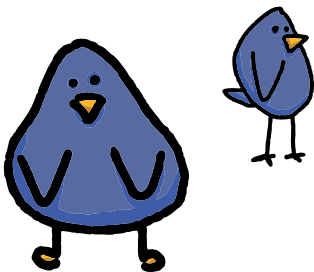
First Aid & Emergency

- Make sure you have sufficient emergency and first aid procedures/kit in place and that your helpers are familiar with them
- Consider if the Police/Fire Brigade need to know about your event and do you need a qualified First Aider

General

- Door-to-door collections of money are illegal without a licence and SRS would prefer to avoid this type of collection.
- If you intend to hold your event on private property, you must have the owners permission
- Make sure your venue meets your requirements, good lighting, toilet facilities, disabled access, parking

We do appreciate that this is a lot of information but it is provided as general guidance only and to that extent the information provided is accurate at the time of writing.



Six Steps To Success

1. What, When & Where

There are many ways of raising funds and we have provided some suggestions in this kit. Make your decision, based on the resources you have available to you, in terms of time, helpers and skills. Sometimes it's the simple ideas that are the most effective.

Once you have decided what to do, then look at appropriate venues (if required), and consider:-

- How many helpers do you need
- What equipment do you need
- Do you need to sell tickets

Let us know your plans, so we can advertise it on our site and ask if you need any help.

1. Organisation

- You can never be too organised! Prepare a plan of action with appropriate timescales. Don't forget your risk assessment as this will highlight where you need to apply for licences etc. Make sure you have contingency plans, should anything go wrong on the day.
- Agree who will do what with your helpers and amend your plan accordingly.
- Let people know what you're planning, never underestimate the value of your network.

If you need any help with any issues do not hesitate to contact us.

3. Advertising

- Use the Visual Identity Manual to help you with posters and leaflets and put them wherever you can, e.g. library, vets, pet shop, work noticeboard. Your local radio station or paper may even publicise it for you.
- Change your email auto-signature to promote your event, every email will catch attention!

4. Sponsorship

- Start raising and collecting money as soon as you can. When asking people to sponsor or support you, ensure you know enough about Springer Rescue for Scotland and the work we do and how the money you raise will be spent.
- Carry sponsorship forms and pledge cards wherever you go, you just never know when a sponsorship opportunity will appear.

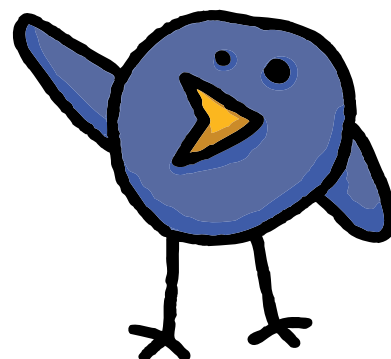
5. Your Event

- Make those final adjustments to your plan. Make sure equipment is working.
- Check up on your volunteers, make them feel valued for the help they are giving you.
- Take photos for our website. Enjoy it!

6. After the Event

- Make sure there are two people to count the money raised. Keep accurate records of donations made and costs covered.
- Make sure you thank everyone at the end, the job would've been impossible without them.

Finally, Give yourself a big pat on the back for being a successful and valued SRS Fundraiser!



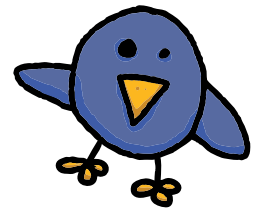
Fundraising Ideas - Not Quite An A-Z

Aa

- Auction of Promises - Use others hidden talents. People will pay to have a room decorated or a photoshoot.
- Afternoon Tea – put the kettle on and do some baking. Entertain guests with auctions and tombolas, some music and dancing
- Art Exhibition – stage an Exhibition for local artists. Entrance fee and commission on sales

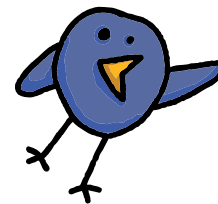
Bb

- BBQ – make it a whole day event with games and competitions
- Bike Ride – plan a safe route suitable for all and ask for sponsors
- Bring & Buy Sale/- who knows what treasures may be uncovered
- Burns Night – themed evening with haggis, neeps and tatties and bit of poetry thrown in



Cc

- Car Boot Sale – look out all your old belongings or sell pitches
- Car Treasure Hunt – prizes for the winner
- Carol Concert – host a Christmas Concert for your community. Earn extra by selling festive food.
- Charity Ball – themed ball with music. Ticket entry and auction and raffles
- Coffee morning – hot coffee and home-baking for friends and neighbours
- Christmas Fair – Christmas themed arts and crafts
- Cream Teas – sandwiches, lovely cream scones and hot coffee!
- Copper Collection – ask everyone to donate their collections of 1p and 2p coins



Dd

- Dress Down/Up Day – ask your work if you can organise one and charge a fee
- Dances – Ceilidh, tea dance, disco, there are too many to mention
- Dutch Auction – start with a high price which lowers until someone accepts and pays the price

Ee

- Easter Egg Hunt – ask for donations of eggs, make up clues, charge a fee and have a great time

Ff

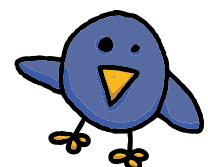
- Face Painting – creativity with face paints at the local fete or show
- Five-a-side Football – organise teams of enthusiastic footballers and have a knock-out tournament

Gg

- Garage Sale – clear out your unwanted goods and sell them to willing buyers
- Garden Party – cucumber sandwiches and tea on the lawn – dress up and invite friends and neighbours
- Golf Tournament – ask a local golf club if you can arrange a day for local businesses or teams from your work
- Guest Speakers – arrange a small seminar with a guest speaker and boost funds with a raffle and refreshments

Ii

- Ironing – offer your services – at a cost
- Italian Evening – pizza, pasta and friends



Ll

- Line Dancing – hire a caller and off you go

Mm

- Murder Mystery – make up your clues, invite your friends and find out whodunit?
- Musical Evening – round up your musical friends or acquaintances and put on a concert for the community
- Mile of Pennies – Make a mile of pennies in a location of your choosing
- Mobile Phones – collect in redundant mobile phones and give them to us for recycling

Oo

- Open Garden – open your garden to visitors – sell tickets, plants, vegetables and refreshments

Pp

- Postage Stamps – collect rare and foreign stamps and send them to us

Qq

- Quiz Night – ask locals to put together teams for a quiz night in the local pub

Rr

- Race Night – organise a race night in a nearby venue. Necessary equipment is provided by race operators. Some gaming regulations apply.
- Raffle – ask local firms to donate prizes and sell tickets. Contact us for local authority regulations
- Recipe Book – collect recipes from friends and neighbours and turn into a booklet.
- Recycle Ink/Toner Cartridges – send them to us for recycling

Ss

- Silent Auction – Ask for prizes to be donated. Bidders place their bid on a sheet. After pre-determine time the highest bidder wins
- Scavenger Hunt – participants have a list of items to collect – prize for the winner
- Sponsored Silence, Walk, Slim, Run, Don Stay – the world's your oyster

Tt

- Tombola – pick a ticket and match it with a ticketed prize
- Tuck Shop – sell, sweets, crisps, cake and drinks at a children's event
- Toy Sale – do it near Christmas and you could raise a lot of money

Uu

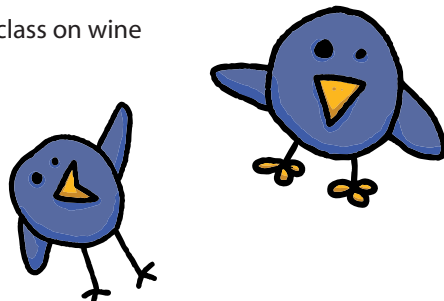
- Unwanted Presents – arrange a sale of unwanted Christmas Gifts

Vv

- Village Fete – plan a fete/fair with lots of stall/side shows
- Virtual Dog Show – you're limited only by imagination

Ww

- Wine Tasting – run a masterclass on wine



Useful Information

Other Ways to Help

Recycling

We have launched a recycling programme for phones, inkjet and toner cartridges. Mobiles phones which are less than 5 years old can be sent to our Fundraising Co-ordinator who deals direct with the recycling company.

We also have a partnership with Redeem plc who are based in Falkirk, for recycling print cartridges. Again these should be sent to the Fundraising Co-ordinator who will arrange for them to be sent on to Redeem.

Using the Internet

If you, your friends and neighbours make purchases over the internet, then you can help us raise funds by making your purchases through the Easy Fundraising site. There are many retailers who in return for your business will give a percentage donation to Springer Rescue for Scotland. You can register through www.easyfundraising.co.uk

Do you use Google as your search engine? Do you know if you use EasySearch they will make a donation for every search.

Fostering

Can you provide short or long term foster care for some of our dogs? Sometimes a dog just needs a little respite care until we find he/she can go to their forever home, sometimes it takes a little longer.

Contact Details

If you require any further information or support with fundraising for Springer Rescue for Scotland please contact

Fundraising Co-ordinator

Gwen Matear

Tel: 07875 140 485

Email: fundraising@springerrescuescotland.org

For further information on volunteering

Volunteer Recruitment Manager

June McPhillips

Tel: 07950 141074

Email: volunteers@springerrescuescotland.org

Nancy Townsend

Volunteer Co-ordinator

Tel: 01620 880246

Email: nancy@springerrescuescotlandsnd.org

For rehoming enquiries

Rehoming Co-ordinator

Mary Hanney

Tel: 01698 333 734