

Dwarf Sports Association UK

Fundraiser Support Pack

Contents

Thank you	Page 3
About the Dwarf Sports Association UK	Page 4
Fundraising ideas	Page 6
Tips and things to remember	Page 7
Making your event a success	Page 8
Holding your event	Page 9
Collecting your fundraised money	Page 10
Getting your money to DSAuk	Page 11
Appendix 1: Sponsorship Forms	Page 12
Appendix 2: Blank Posters	Page 14

Thank you!

All at DSAuk are delighted that you have decided to fundraise on our behalf.

The majority of our income comes from voluntary donations from kind hearted individuals in the community who raise funds in interesting and inspirational ways.

Our staff and Board members at DSAuk are always working hard to gain grants to support our core funding, however, as the association grows we need more funding to continue to deliver quality events that you all enjoy.

Your support is invaluable and any amount you raise will be vital in ensuring the continued success of DSAuk.

Included within this pack you will find lots of hints and tips to make your fundraising event successful, however, if you need any more advice, please don't hesitate to call the office on 01246 296485.

Thank you again, we are very grateful for your support.

The DSAuk Board



About DSAuk

In 1993, Arthur Dean and his daughter Nichola, who both have restricted growth, travelled to the USA to compete in the 1st World Dwarf Games hosted by the DAAA (Dwarf Athletic Association of America). Arthur and his daughter went to Chicago with four other Dwarf Athletes and members of their families and between them they returned with 26 medals in total.

Upon their return, they discussed the possibility of setting up an athletic association for dwarfs in the UK. What they saw and felt whilst in the USA was unique. They saw for the first time that people of restricted growth were competing in sport on an equal level. In doing so their self-esteem was lifted and the people taking part gained a great sense of achievement. This idea was very well received and in October 1993 at the RGA convention the Dwarf Athletic Association UK was formed. It was registered as a Charity in the name of the Dwarf Athletics Association the following year.

From these humble beginnings the Association has grown from strength to strength holding a national games each year. At those games athletes from 2 to 70 years old take part and each year the number of people taking part has grown and grown. The National Games are now IPC sanctioned, meaning athletes are competing for world ranking positions and qualifying for European and World events

Every four years The World Dwarf Games is hosted by different countries, we have been represented by a strong team from Great Britain at each World Games. At each of these events the times, distances and records have been logged and recorded so the world can see that dwarf athletes can compete and win. The DSA had four of its members compete in the 2012 Paralympics in London. The 2012 Paralympics saw the largest number of dwarf athletes ever competing at a paralympic games, again showing the world that we are both serious and capable athletes.

The Association is recognized nationally by prominent disability sporting groups all over England, and we are the recognised National Disability Sporting Organisation for people with dwarf conditions. In 2011 the Association changed its name from the Dwarf Athletic Association to the Dwarf Sports Association to encompass all sports including lifestyle and leisure activities. We work with health professionals and schools to ensure the correct information is passed on to families, regarding a child with dwarfism.

The Association now has two new Patrons' being the Paralympic swimmers Ellie Simmonds O.B.E and Matt Whorwood, who both started their swimming careers with the DAAUK.



The DSAuk now has nine regions covering the whole of the UK, offering different events each month for members in their area. It is important that all young people with dwarfism can feel that they can meet up regularly with other friends who have the same condition, rather than wait for the national events which are less frequent

The DSAuk promotes grass roots participation starting young athletes from the age of two. We use sport as a tool to break down the barriers of difference within society and to encourage confidence and empower our members. It is so important that our members feel valued and that they can do anything in life. We empower people to go on to enjoy all kinds of sport, in which they can compete equally and should they wish to go further we guide them on to the correct pathway to world class performance within the National Governing Bodies of Sport as with our most successful paralympians, Ellie Simmonds and Matt Whorwood have done.

But it's not about being the best, it's about feeling good about who you are and knowing that you can achieve anything you want to do in life as well as in sport.

Fundraising Ideas

There are many ways in which you can 'Do Something Amazing' to support DSAuk whilst having fun and making new friends at the same time.

Please find below a list of some popular ideas:

- Hold a coffee and cake morning
- Donate a raffle or auction prize
- Hold a street party with your neighbours
- Plan a quiz night in your local pub
- Wash cars in your community
- Hold a non-uniform day at school
- Collect loose change in a DSA collection box
- Hold a fancy dress day at school or work
- Have a picnic and family fun day in your local park
- Complete a sponsored walk or cycle
- Be a daredevil and try abseiling or skydiving
- Get wet and muddy on an assault course
- Complete a distance run such as a 10k or a marathon
- Sell homemade cakes and crafts at a local craft fair
- Be sponsored to shave your head
- Organise a bag packing event in your local supermarket
- Hold a disco or karaoke night
- Ask a local business or school to donate to DSAuk
- Ask a local business or school to support DSAuk as their charity of the year
- Ask a local band to play in your pub and collect ticket fees
- Sell homemade craft items
- Organise a token collection at Asda or Waitrose
- Clear out your unwanted items at a car boot sale
- Organise a bucket collection at a supermarket or shopping centre

Tips and things to remember

There are some considerations you should make when planning your event to ensure it runs as smoothly as possible. Here is a list of helpful advice, however it's not exhaustive and if you think of something not covered and would like to talk it through, please call the office on 01246 296485.

Venue	Think about how many people will be attending and if you have room to accommodate everyone. Make sure you plan for the British weather for outdoor events.
Health and Safety	There are lots of Health and Safety things to consider. Do you have a first aider? Have you conducted a risk assessment to check for hazards? How will you keep any collected money secure?
Costs	Think about how much you are spending as your money collected must be more than what is spent. Ask local bands and entertainers to perform free of charge, ask locally for a free venue, speak to local companies for a donation.
Legal Advice	You may need a special licence for certain street collections or to give out flyers. Please ensure you speak to your local council or police for advice. Please also check if you need public liability insurance for your event.
Refreshments	If you plan to offer food and drinks at your event you must comply with food hygiene regulations. Please speak to your local council or see www.food.gov.uk Also consider the amount of refreshments you need. You will need enough for everyone without having too much waste.
Volunteers	Recruit plenty of volunteers to help run your event and assist in keeping it running smoothly. Don't forget to assign each volunteer a specific task to ensure that everything is covered.
Equipment	Think about what equipment you might need to facilitate your event on the day. You could ask friends, neighbours and volunteers to bring along things such as tables, chairs, cutlery and crockery.

Making your event a success

To ensure your event or activity is successful you will need to consider marketing and publicity...in short, you'll need to tell people about it.

Here are some ideas for spreading the word about your event:

Website	Tell the team at DSAuk and we'll include your event on our website
Social Media	Ensure you add details of your event to your Facebook and Twitter accounts, Ask people to share them for you. We'll also add your event to the DSAuk Facebook page and also retweet any tweets to @dwarfsportDSAuk
Local Press	Contact local newspapers and magazines to inform them of your event
Word of Mouth	Ask your friends, family, neighbours and colleagues to tell everyone they know about your plans
Posters	Display a poster or notice in local shops. Please make sure you include charity number 1041961 and ensure there is clear information about the event.
Newsletters	Ask schools, nurseries and local businesses to include your event in their newsletters to customers

Here are some other great ways to raise extra money:

Gift Aid	Encourage your sponsors who are taxpayers to allow us to collect Gift Aid on their donation. The government gives us an extra 25p in every £1.
Fund Matching	Ask your employer to match any funds you raise
Raffles	Ask people to donate prizes that you can raffle at your event

Ask as many people as possible to help you raise money. Don't do it alone!

Holding your event

Holding your event can be a daunting experience, particularly if you haven't done something like this before. Here are a few key tips to ensure that everything runs smoothly on the day:

- Plan well ahead
- If you are in any doubt, call the office on 01246 296485 for help and support
- Reconfirm any booked people such as entertainers, caterers, volunteers, venues etc 7 days and 24 hours before your event
- Delegate tasks to volunteers to take the pressure away from you
- Don't be disappointed if less people than planned arrive - this is normal
- Don't panic if everything doesn't go to plan, be prepared to improvise
- **Enjoy it!**
- **Don't forget thank you cards for all volunteers and donators of free services after your event!**

Collecting your raised money

Your raised money will be gained in different ways depending on the type of event you plan to hold. Whichever way you raise money, you should always make sure that cash collections can be securely stored and transported without putting you or another volunteer at risk.

Sponsorship Forms

Collect money from the person who has sponsored you once you have completed the event. If the person wishes to pay by cheque please make this payable to 'Dwarf Sports Association UK'.

Ticket Sales/Entry Fees

Collect money as and when tickets are sold in advance or at the entry point of your event. If the person wishes to pay by cheque please make this payable to 'Dwarf Sports Association UK'.

Sales of goods and services

Collect money as and when the product or service is purchased. If the person wishes to pay by cheque please make this payable to 'Dwarf Sports Association UK'.

DSA Collection Boxes

Empty the box to collect the money.

Donations from businesses and schools

Ask the person to write a cheque payable to 'Dwarf Sports Association UK'

Using on-line money raising websites

If you would like to raise money using an online website, please contact the office on 01246 296485.

Be aware that some of these services charge a fee.

Getting your money to DSAuk

Please count all monies gained so you know exactly how much has been raised.

Any collected cheques can be posted directly to the DSAuk office.

There are two ways you can send money to us after your event:

- To make a payment directly via your bank account, please call us on 01246 296485.
- Cheques made payable to 'Dwarf Sports Association UK' can be sent to:
DSAuk
Polaris Building
Velocity Point
Wreakes Lane
Dronfield
S18 8PN

Sponsorship Form

Fundraiser:	
Details of the Event:	
Event Date:	

*If you are a UK tax payer, Gift Aid allows us to collect an extra 25p from the Government for every £1 donated. This doesn't cost you any extra but does make your money go further. Please tick the box if you are a UK tax payer and are happy for DSAuk to collect Gift Aid on your donation below.

Full Name	Home Address incl. Postcode	Phone No.	Amount	Signed	Gift Aid*
			SubTotal		

Charity Fundraising Event

In aid of the Dwarf Sports Association UK

Date: _____

Time: _____

Location: _____

Event Details:



Charity Number 1041961.

The fundraising event is not held by representatives of the charity and DSAUK accept no liability.