



24th August 2017

Lesley Sykes Licensing Support Officer Rotherham Metropolitan Borough Council Riverside House, Main Street Wing A, Floor 3 near Pod A33 Rotherham S60 1AE

Dear Licensing Officer,

#### RE: CANCER SUPPORT UK HOUSE TO HOUSE COLLECTION APPLICATION

Please find enclosed an application form for a House to House collecting permit.

We have negotiated a contract with Cancer Support UK, to carry out House to House collections to raise funds for the appeal.

I have enclosed supporting literature for your perusal. I trust this information satisfies your criteria for granting a House to House collecting permit for the time requested.

Please could you email me to confirm you have received this application I look forward to hearing from you at your earliest convenience. In the meantime if you have any queries, please do not hesitate to contact me on 0207 288 8523.

Yours sincerely

Dawn Taylor Licensing Assistant

0207 288 8523

dtaylor@clothesaid.co.uk



24.08.2017

Lesley Sykes Rotherham Metropolitan Borough Council Riverside House, Main Street Wing A, Floor 3 near Pod A33 Rotherham S60 1AE

**Licensing Support Officer** 

Dear Licensing Officer,

I am writing to you with reference to the attached license application for Clothes Aid (Services) Ltd to collect waste textiles for the purpose of recycling under the House to House collections Act 1939.

Clothes Aid (Services) Ltd propose to carry out collections under license from Cancer Support UK. We have recently begun working with Clothes Aid and we hope this will prove to be a very positive partnership for us. The agreement we have ensures that we receive from Clothes Aid at least £100 plus VAT per each tonne of clothes collected also £10 plus VAT for every tonne of Bric a Brac, Bed Linen and household's items collected and Clothes Aid is aiming to raise for us a minimum sum of £100,000 plus VAT per annum.

If a license were granted, Clothes Aid would like to collect in various areas of your local authority. It would greatly assist our fundraising efforts if Clothes Aid were granted a collection license for a 12-month period.

I hope the above answers any queries you may have with regard to our relationship with Clothes Aid. However if you require any further information please do not hesitate to call me on 020 7470 8755,

Yours sincerely

**Gemma Holding Chief Executive** 

**Cancer Support UK** 



t 020 7470 8755 cancersupportuk.org

a Cancer Support UK 71-75 Shelton Street London, WC2H 9JQ

hello@cancersupportuk.org

for as long as it takes

#### HOUSE TO HOUSE COLLECTIONS ACT 1939 House to House Collections Regulations 1947

#### **Application for a Licence**

To (name of Licensing Authority) **Rotherham Metropolitan Borough Council** In pursuance of Section 2 of the House to House Collections Act 1939, I hereby apply for a licence allowing me to promote the collections, of which particulars are given below

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Dated	24.08.2017	Signed	
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#### PARTICULARS OF COLLECTION

PARTICULARS OF CO	
Surname of applicant (in block letters)     Other names	1 Peter Gerrard Glynn 102 Loraine Mansions Widdenham Road London N7 9SH
2. Address of applicant	2 Clothes Aid, Unit 4R, Leroy House, 436 - 438 Essex Road, LONDON, N1 3QP
Particulars of charitable purposes to which proceeds of collection are to be applied.     (Full particulars should be given and where possible the most recent account of any charity which is to benefit should be enclosed)	3 Cancer Support UK 71 – 75 Shelton Street, London WC2H 9JQ
Over what parts of the area is it proposed that the collection should extend?	4 Rotherham Metropolitan Borough Council
5. During what period of the year is it proposed that the collection should be made?	5. 1st October 2017 – 30th September 2018
6. Is it proposed to collect money?	6 NO
7. Is it proposed to collect other property? If so, of what nature? And is it proposed to sell such property or to give it away or to use it?	7 Yes Second hand clothing To sell
8. Approximately how many persons is it proposed to authorise to act as collectors in the area of the authority to which the application is addressed?	8 No more than four persons
9. Is it proposed that remuneration should be paid out of the proceeds of the collection: - (a) to collectors? (b) to other persons? If so, at what rates and to what classes of persons?	9. Clothes Aid is now carrying out a collection of goods as a commercial participator under the Charities Act 1992 with the accompanying representation that for every tonne we collect £75.00 & £125 per tonne plus VAT will be given to Cancer Support UK and that Clothes Aid has agreed to raise a minimum £75,000 per Annum. Cancer Support UK does not pay any expenses from the money we raise for them.
10. Is application being made for licences for collections for the same purpose in other areas:     If so, to what authorities?     And, approximately, how many persons in all is it proposed to authorise to act as collectors	10. Yes See enclosed licence held list No more than 25 persons nationwide
11. Has the applicant, or to the knowledge of the applicant, anyone associated with the promotion of the collection, been refused a licence or order under the Act, or had a licence or order revoked? If so, give particulars	11. Yes, see enclosed 'Additional Information'
12. Is it proposed to promote this collection in conjunction with a street collection? If so, is it desired that the accounts of this collection should be combined wholly or in part with the account of the street collection?	12. No
13. If the collection is for a War Charity, state if such charity has been registered or exempted from registration under the War Charities Act, 1940 give name of registration authority and date of registration or exemption	13. N/A

### **ADDITIONAL INFORMATION**

Clothes Aid Group has been refused a licence in 2009 by Birmingham Council to collect for Make a Wish Foundation.

The Refusal by Birmingham City Council was appealed to the Minister and that appeal in turn was refused. Clothes Aid Group issued preceding before the high Court of Judicially review this decision. The Appeal decision by the Minister has been quashed by consent Order of the high court. This is a result of the Minister conceding a point on the nature of the Minister functions on appeal.

In light of the delays, Make a Wish sought and the Minister has now granted a national exemption order under section 3 of the House to House collections Act 1939 under which Clothes Aid Group acts. Given this a licence from Birmingham City Council is no longer needed.

Council	<u>Duration</u>
Aberdeen City	1 Oct 17 - 30 Sep 18
Aberdeenshire	1 Oct 17 - 30 Sep 18
Adur & Worthing	1 Oct 17 - 30 Sep 18 1 Oct 17 - 30 Sep 18
Allerdale	1 Oct 17 - 30 Sep 18
Aldershot	1 Oct 17 - 30 Sep 18
Alnwick	1 Oct 17 - 30 Sep 18
Amber Valley	1 Oct 17 - 30 Sep 18
Angus	1 Oct 17 - 30 Sep 18
Argyil & Bute	1 Oct 17 - 30 Sep 18
Arun	1 Oct 17 - 30 Sep 18
Ashfield	1 Oct 17 - 30 Sep 18
Ashford	1 Oct 17 - 30 Sep 18
	1 Oct 17 - 30 Sep 18
Aylesbury Vale	1 Oct 17 - 30 Sep 18
Babergh	1 Oct 17 - 30 Sep 18
Barnet GLB	1 Oct 17 - 30 Sep 18
Barnsley	1 Oct 17 - 30 Sep 18
Barrow in Furness	1 Oct 17 - 30 Sep 18
Basildon	1 Oct 17 - 30 Sep 18
Basingstoke & Deane	1 Oct 17 - 30 Sep 18
Bassetlaw	1 Oct 17 - 30 Sep 18
Bath & N.E Somerset	
(Bristol Hub)	1 Oct 17 - 30 Sep 18
Bedford	1 Oct 17 - 30 Sep 18
Berwick on Tweed	1 Oct 17 - 30 Sep 18
Birmingham City	1 Oct 17 - 30 Sep 18
Blaby & Wigston	1 Oct 17 - 30 Sep 18 1 Oct 17 - 30 Sep 18
Blackburn & Darwin	1 Oct 17 - 30 Sep 18
Blakeney	1 Oct 17 - 30 Sep 18
Blackpool	1 Oct 17 - 30 Sep 18
Blaenau Gwent	1 Oct 17 - 30 Sep 18
Blyth Valley	1 Oct 17 - 30 Sep 18
Bolsover	1 Oct 17 - 30 Sep 18
Bolton	1 Oct 17 - 30 Sep 18
Boston	1 Oct 17 - 30 Sep 18
Bournemouth	1 Oct 17 - 30 Sep 18
Bracknell Forest	1 Oct 17 - 30 Sep 18
Bradford	1 Oct 17 - 30 Sep 18
Braintree	1 Oct 17 - 30 Sep 18
Breckland	1 Oct 17 - 30 Sep 18
Brent GLB	1 Oct 17 - 30 Sep 18
Brentwood	1 Oct 17 - 30 Sep 18
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Bridgend	1 Oct 17 - 30 Sep 18
Brighton & Hove	<del></del>
Bristol City (Bristol Hub)	1 Oct 17 - 30 Sep 18 1 Oct 17 - 30 Sep 18
Broadland	1 Oct 17 - 30 Sep 18
Broxbourne	1 Oct 17 - 30 Sep 18
Broxtowe	1 Oct 17 - 30 Sep 18
Burnley	1 Oct 17 - 30 Sep 18
Bury Metro	1 Oct 17 - 30 Sep 18
Caerphilly	1 Oct 17 - 30 Sep 18
Calderdale	1 Oct 17 - 30 Sep 18
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Cambridge City	1 Oct 17 - 30 Sep 18
Cannock Chase	11 Oct 17 - 30 Sep 16

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Cardiff	1 Oct 17 - 30 Sep 18
Carlisle	1 Oct 17 - 30 Sep 18
Carmarthenshire	1 Oct 17 - 30 Sep 18
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Castle point	1 Oct 17 - 30 Sep 18
Central Bedford	1 Oct 17 - 30 Sep 18
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Chelmsford	1 Oct 17 - 30 Sep 18
Cheltenham	1 Oct 17 - 30 Sep 18
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Chesterfield	1 Oct 17 - 30 Sep 18
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Chiltern	1 Oct 17 - 30 Sep 18
Chorley	1 Oct 17 - 30 Sep 18
Christchurch	1 Oct 17 - 30 Sep 18
Lincoln City	1 Oct 17 - 30 Sep 18
City of York	1 Oct 17 - 30 Sep 18
Clackmannanshire	1 Oct 17 - 30 Sep 18
Colchester	1 Oct 17 - 30 Sep 18 1 Oct 17 - 30 Sep 18
Congleton	1 Oct 17 - 30 Sep 18
Conwy	1 Oct 17 - 30 Sep 18
Copeland	1 Oct 17 - 30 Sep 18
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East Lindsey	1 Oct 17 - 30 Sep 18
East Lothian	1 Oct 17 - 30 Sep 18
East Hertfordshire	1 Oct 17 - 30 Sep 18
East Northamptonshire	1 Oct 17 - 30 Sep 18
East Renfrewshire	1 Oct 17 - 30 Sep 16
East Riding of Yorkshire	1 Oct 17 - 30 Sep 18
East Staffordshire	1 Oct 17 - 30 Sep 18
Eastbourne	1 Oct 17 - 30 Sep 10
Eastleigh	1 Oct 17 - 30 Sep 18 1 Oct 17 - 30 Sep 18 1 Oct 17 - 30 Sep 18
Eden	1 Oct 17 - 30 Sep 10
Edinburgh	1 Oct 17 - 30 Sep 18
Elmbridge	1 Oct 17 - 30 Sep 18 1 Oct 17 - 30 Sep 18
Epping Forest	1 Oct 17 - 30 Sep 16
Epsom & Ewell	1 Oct 17 - 30 Sep 16
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Exeter	1 Oct 17 - 30 Sep 18
Fakenham	1 Oct 17 - 30 Sep 18 1 Oct 17 - 30 Sep 18
Falkirk	1 Oct 17 - 30 Sep 18
Fareham	1 Oct 17 - 30 Sep 18
Fenland	1 Oct 17 - 30 Sep 18
Fife	1 Oct 17 - 30 Sep 18
Flintshire	1 Oct 17 - 30 Sep 18
Forest Heath	1 Oct 17 - 30 Sep 18
Forest of Dean	1 Oct 17 - 30 Sep 18
Fylde	1 Oct 17 - 30 Sep 18
Gateshead	1 Oct 17 - 30 Sep 18
Gedling	1 Oct 17 - 30 Sep 18
Glasgow City	1 Oct 17 - 30 Sep 18
Gloucester City	1 Oct 17 - 30 Sep 18
Gosport	1 Oct 17 - 30 Sep 18
Gravesham	1 Oct 17 - 30 Sep 18 1 Oct 17 - 30 Sep 18
Great Yarmouth	11 Oct 17 - 30 Sep 18
Guildford	1 Oct 17 - 30 Sep 18
Gwynedd	1 Oct 17 - 30 Sep 18
Halton	1 Oct 17 - 30 Sep 18
Hambleton	11 Oct 17 - 30 Sep 18
Harborough	1 Oct 17 - 30 Sep 18
Harlow	1 Oct 17 - 30 Sep 18
Harrogale	1 Cot 17 - 00 Cop 10
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Havant	1 Oct 17 - 30 Sep 18
Herefordshire	1 Oct 17 - 30 Sep 18
Hertsmere	1 Oct 17 - 30 Sep 18
High Peak	1 Oct 17 - 30 Sep 18
Highland	1 Oct 17 - 30 Sep 18
Hinckley & Rosworth	1 Oct 17 - 30 Sep 18
Horsham	1 Oct 17 - 30 Sep 18
Hull	1 Oct 17 - 30 Sep 18
Huntingdonshire	1 Oct 17 - 30 Sep 18
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Ipswich	1 Oct 17 - 30 Sep 18
Isle of Anglesey	1 Oct 17 - 30 Sep 18
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King's Lynn	1 Oct 17 - 30 Sep 18
Kirklees	1 Oct 17 - 30 Sep 18
Knowsley	1 Oct 17 - 30 Sep 18
Lancaster	1 Oct 17 - 30 Sep 18
Leeds	1 Oct 17 - 30 Sep 18
Leicester City	1 Oct 17 - 30 Sep 18
Lewes	1 Oct 17 - 30 Sep 18
Lichfield	1 Oct 17 - 30 Sep 18
Liverpool City	1 Oct 17 - 30 Sep 18
London Met	1 Oct 17 - 30 Sep 18
Luton	1 Oct 17 - 30 Sep 18
Macclesfield	1 Oct 17 - 30 Sep 18
Maidstone	1 Oct 17 - 30 Sep 18
Maldon	1 Oct 17 - 30 Sep 18 1 Oct 17 - 30 Sep 18 1 Oct 17 - 30 Sep 18 1 Oct 17 - 30 Sep 18
Manchester	1 Oct 17 - 30 Sep 18
Mansfield	1 Oct 17 - 30 Sep 18
	1 Oct 17 - 30 Sep 18
Medway	1 Oct 17 - 30 Sep 18
Melton	1 Oct 17 - 30 Sep 18
Mendip (Bristol Hub)	1 Oct 17 - 30 Sep 18
Merthyr Tydfil	1 Oct 17 - 30 Sep 18
Mid Devon	1 Oct 17 - 30 Sep 18
Mid Suffolk	1 Oct 17 - 30 Sep 18
Mid Sussex	1 Oct 17 - 30 Sep 18
Middlesbrough	1 Oct 17 - 30 Sep 18
Midlothian	1 Oct 17 - 30 Sep 18
Milton Keynes	1 Oct 17 - 30 Sep 18
Mole Valley	1 Oct 17 - 30 Sep 18
Monmouthshire	1 Oct 17 - 30 Sep 18 1 Oct 17 - 30 Sep 18
Montgomery	1 Oct 17 - 30 Sep 18
Moray	1 Oct 17 - 30 Sep 18
Neath Port Talbot	1 Oct 17 - 30 Sep 18
New Forest	1 Oct 17 - 30 Sep 18
Newark & Sherwood	1 Oct 17 - 30 Sep 10
Newcastle under Lyme	1 Oct 17 - 30 Sep 18
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Newcastle upon Tyne	
Newport	1 Oct 17 - 30 Sep 18
North Ayrshire	1 Oct 17 - 30 Sep 18
North Devon	1 Oct 17 - 30 Sep 18
North Dorset	1 Oct 17 - 30 Sep 18
North East Derbyshire -	1 Oct 17 - 30 Sep 18 1 Oct 17 - 30 Sep 18
North East Lincoln	1 Oct 17 - 30 Sep 18
North Hertfordshire	1 Oct 17 - 30 Sep 18
North Kesteven	1 Oct 17 - 30 Sep 18
North Lanarkshire	1 Oct 17 - 30 Sep 18
North Lincolnshire	1 Oct 17 - 30 Sep 18
North Norfolk	1 Oct 17 - 30 Sep 18
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North Tyneside	1 Oct 17 - 30 Sep 18
North Walsham	1 Oct 17 - 30 Sep 18
North Warwickshire	1 Oct 17 - 30 Sep 18
North West Leicester	i Oci 17 - 30 Sep 18
Northampton	1 Oct 17 - 30 Sep 18
Northumberland	1 Oct 17 - 30 Sep 18
Norwich City	1 Oct 17 - 00 Gep 10
Nottingham City	1 Oct 17 - 30 Sep 13 1 Oct 17 - 30 Sep 18
Nuneaton & Bedworth	1 Oct 17 - 30 Sep 18
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Oldham	1 Oct 17 - 30 Sep 18
Oxford	1 Oct 17 - 30 Sep 18
Pembrokeshire	1 Oct 17 - 30 Sep 18
Pendle	1 Oct 17 - 30 Sep 18
Perth & Kinross	1 Oct 17 - 30 Sep 18
Peterborough	1 Oct 17 - 30 Sep 18
Plymouth	1 Oct 17 - 30 Sep 18
Poole	1 Oct 17 - 30 Sep 18
Portsmouth	1 Oct 17 - 30 Sep 18
Preston	1 Oct 17 - 30 Sep 18
Purbeck -	1 Oct 17 - 30 Sep 18
Reading	1 Oct 17 - 30 Sep 18
Redcar & Cleveland	1 Oct 17 - 30 Sep 18
Reigate & Banstead	1 Oct 17 - 30 Sep 18
Renfrewshire	1 Oct 17 - 30 Sep 18 1 Oct 17 - 30 Sep 18
Rhondda Cynon Tydfil	1 Oct 17 - 30 Sep 18
Ribble Valley	1 Oct 17 - 30 Sep 18
Richmondshire	1 Oct 17 - 30 Sep 18
Rochdale Met	1 Oct 17 - 30 Sep 18
Rochford	1 Oct 17 - 30 Sep 18
Rossendale	1 Oct 17 - 30 Sep 18
Rother & Wealden	1 Oct 17 - 30 Sep 18
Rotherham	1 Oct 17 - 30 Sep 18
Rugby	1 Oct 17 - 30 Sep 18
Runnymede	1 Oct 17 - 30 Sep 18
Rushcliffe	1 Oct 17 - 30 Sep 18
Rushmoor	1 Oct 17 - 30 Sep 18
Rutland	1 Oct 17 - 30 Sep 18
Ryedale	1 Oct 17 - 30 Sep 18
Salford	1 Oct 17 - 30 Sep 18
Sandwell Met	1 Oct 17 - 30 Sep 18
Scarborough	1 Oct 17 - 30 Sep 18
Scottish Borders	1 Oct 17 - 30 Sep 18
Sedgemoor (Bristol Hub)	·
	1 Oct 17 - 30 Sep 18
Sefton	1 Oct 17 - 30 Sep 18
Selby	1 Oct 17 - 30 Sep 18
Sevenoaks	1 Oct 17 - 30 Sep 18
Sheffield City	1 Oct 17 - 30 Sep 18
Shepway	1 Oct 17 - 30 Sep 18
Shropshire, Bridgnorth,	
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Shrewsbury, South	
Shropshire	1 Oct 17 - 30 Sep 18
Slough	1 Oct 17 - 30 Sep 18
Solihull Met	1 Oct 17 - 30 Sep 18
Scotland	1 Oct 17 - 30 Sep 18
South Ayrshire	1 Oct 17 - 30 Sep 18
Stirling	1 Oct 17 - 30 Sep 18
South Bucks	1 Oct 17 - 30 Sep 18
South Cambridgeshire	1 Oct 17 - 30 Sep 18
South Derbyshire	1 Oct 17 - 30 Sep 18
South Gloucestershire	1 Oct 17 - 30 Sep 18
South Hams	1 Oct 17 - 30 Sep 18
South Holland	1 Oct 17 - 30 Sep 18 1 Oct 17 - 30 Sep 18 1 Oct 17 - 30 Sep 18
South Kesteven	1 Oct 17 - 30 Sep 18
South Lakeland	1 Oct 17 - 30 Sep 18
South Lanarkshire	1 Oct 17 - 30 Sep 18
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South Norfolk	1 Oct 17 - 30 Sep 18
South Northampton	1 Oct 17 - 30 Sep 18
South Oxfordshire	1 Oct 17 - 30 Sep 18
South Ribble	1 Oct 17 - 30 Sep 18
South Somerset	1 Oct 17 - 30 Sep 18
South Staffordshire	1 Oct 17 - 30 Sep 18
South Tyneside	1 Oct 17 - 30 Sep 18
Southampton	1 Oct 17 - 30 Sep 18
Southend-on-Sea	1 Oct 17 - 30 Sep 18
Spelthorne	1 Oct 17 - 30 Sep 18
St Albans	1 Oct 17 - 30 Sep 18
St Edmundsbury	1 Oct 17 - 30 Sep 18
St Helens	1 Oct 17 - 30 Sep 18
Stafford	1 Oct 17 - 30 Sep 18
Stafford Moorlands	1 Oct 17 - 30 Sep 18
Stevenage	1 Oct 17 - 30 Sep 18
Stockport	1 Oct 17 - 30 Sep 18
Stockton-on-tees	1 Oct 17 - 30 Sep 18
Stoke-on-Trent	1 Oct 17 - 30 Sep 18
Stratford on Avon	1 Oct 17 - 30 Sep 18
Stroud	1 Oct 17 - 30 Sep 18
Suffolk Coastal	1 Oct 17 - 30 Sep 18
Sunderland	1 Oct 17 - 30 Sep 18
Surrey Heath	1 Oct 17 - 30 Sep 18
Swale	1 Oct 17 - 30 Sep 18
Swansea	1 Oct 17 - 30 Sep 18
Tameside	1 Oct 17 - 30 Sep 18
Tamworth	1 Oct 17 - 30 Sep 18
Tandridge	1 Oct 17 - 30 Sep 18
Swindon	1 Oct 17 - 30 Sep 18 1 Oct 17 - 30 Sep 18
Taunton & Deane	1 Oct 17 - 30 Sep 18
Teignbridge	1 Oct 17 - 30 Sep 18
Telford & Wrekin	1 Oct 17 - 30 Sep 18
Tendering	1 Oct 17 - 30 Sep 18
Test Valley	1 Oct 17 - 30 Sep 18
Tewkesbury	11 Oct 17 - 30 Sep 18
Thanet	1 Oct 17 - 30 Sep 18
Three Rivers	1 Oct 17 - 30 Sep 18
Thurrock	1 Oct 17 - 30 Sep 18
Tonbridge & Malling	1 Oct 17 - 30 Sep 18
Torbay	1 Oct 17 - 30 Sep 18
Torfaen	1 Oct 17 - 30 Sep 18
Torridge	1 Oct 17 - 30 Sep 18
Trafford	1 Oct 17 - 30 Sep 18 1 Oct 17 - 30 Sep 18
Tunbridge Wells	1 Oct 17 - 30 Sep 18
Tynedale	1 Oct 17 - 30 Sep 18
Uttlesford	1 Oct 17 - 30 Sep 18
Vale of Glamorgan	1 Oct 17 - 30 Sep 18
Vale of White Horse	1 Oct 17 - 30 Sep 18
Wakefield	1 Oct 17 - 30 Sep 18
Walsall Met	1 Oct 17 - 30 Sep 18
Wansbeck	1 Oct 17 - 30 Sep 18
Warrington	1 Oct 17 - 30 Sep 18
Warwick	1 Oct 17 - 30 Sep 18
Watford	1 Oct 17 - 30 Sep 18
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## Clothes Aid & Cancer Support UK collection bags



Front







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Ciothes Aid Helpline:







(after the delivery of this kep)

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This collection is operated by Clothes Aid (Services) Ltd in participation with Cancer Support UK. For every forche of clothes, shoes and accessores objected, Clothes Ald will donate at least \$100 bits VAT, and for every tonne of books, household linens and other miscellaneous household linens collected. Clothes Ald will donate at least \$100,000 bits VAT each year.



Everything you need to get going)

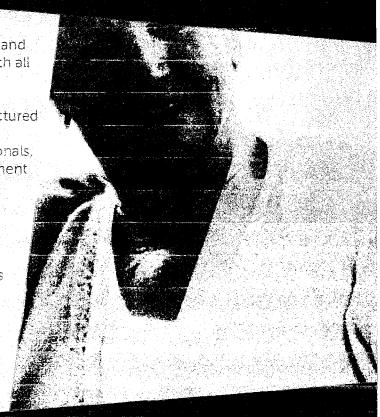
CANCER SUPPORTUK

## What We Do

We provide practical and emotional support to people living with cancer, both during and after the treatment period. We support people with all kinds of cancer across the UK.

Our Cancer Coach programme is a six week structured 'self-management' course for people living with cancer. Developed by a range of cancer professionals, the programme offers much needed encouragement and emotional support, which is fundamental to recovery. Groups are run by people who can empathise and understand what it's like - as they have experienced cancer themselves.

Our Cancer Kits include a range of practical items for adults and children currently experiencing cancer. They have been designed by people who have had cancer themselves, to provide practical and handy items that people will find genuinely useful during their treatment. We have Cancer Kits, Chemo Kits and Kids' Kits, which we supply free of charge.



## With your support...

Without the help of donations and volunteers, we wouldn't be able to support those living with cancer across the UK, as 100% of our funding comes from voluntary donations and gifts.

The money you raise will help us to successfully deliver our support services, which are available to adults and children all over the UK, and keep them completely free.

... you're helping us to help others.

Donations go towards supplying Cancer Kits to people undergoing cancer treatment, to help make the recovery process more comfortable, and towards training volunteers to run the Cancer Coach Telephone Support Groups, offering ongoing support to cancer patients.

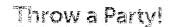
So we'd like to start by saying a huge thank you for wanting to fundraise for us!

## We're here to help

This pack is your guide to having the perfect event. It contains ideas on what sort of event you could host, how to collect and send in money, how to keep it all legal, and information on how we use your money to support people living with cancer.

#### Need Some Ideas?

Sometimes the trickiest bit about organising a fundraising event, is deciding what to do. We've listed a few ideas below to get the creative juices flowing. From bake sales to barbeques, we've got you covered.



Why not throw a party and invite all your friends? Sell tickets and you can donate all your proceeds. It's an easy way to raise some money for charity and have some fun.

### Host a Sponsored Cook-Off

Get competitive and show off your cooking skills by hosting a cook-off with your friends and family. Charge an entry fee, each person can bring their signature dish, and vote to see who comes out on top! Fundraising never tasted so good!



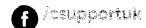
## How to maximise your fundraising

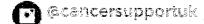
Here are some tips on how you can make the most out of your hard work. From publicity to Gift Aid, we're here to help.

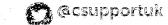
### **Get Social!**

In order to boost the reach of your event - you've got to promote it! Use social media to let friends, family, and people in your local area know what's going on. Use Facebook and Twitter to keep your supporters updated about event information, fundraising targets, and your final achievements.

We would also love to know what you're up to, and we can help to promote your events on our social media accounts too. We love a good opportunity to shout about our wonderful fundraisers!







You can email hello@cancersupportulc.org, if you need more help promoting your event!

## Set a Target

A great way to motivate yourself to stay on track is to set yourself a target - and make it public! You can set up a Just Giving page so everyone can easily donate to you, and see just how much of your target you've raised.

It means you won't be able to give up until you've achieved (or even exceeded) your target!

## So close!

95%

JustGiving

### Gift Aid it!

Perhaps easiest, and most important of all - don't forget to Gift Aid all your donations! Gift Aid allows UK charities to claim back the basic rate tax already paid on donations by the donors.

This means we can claim back 25p from the government from every £1 donated - boosting the value of your donation by a quarter, at no extra cost to you!









## Keep it all safe and legal

It's important to keep everything safe and legal, so your fundraising can stay fun. Here are a few things to consider.

## **Publicity Materials**

We're happy for you to use our logo and branding to help spread the word about your fundraising. Please contact hello@cancersupportuk.org and we can send over a copy of our logo.

All your publicity materials must contain the phrase 'Raising funds in aid of Cancer Support. UK, a registered charity in England and Wales (1105703) and in Scotland (SC039731). Cancer Support UK cannot authorise you to act as an agent for or on behalf of the charity, so your publicity materials must not say that you represent us.

#### insurance

If you're hosting a fundraising event, it is your responsibility to ensure that risks are taken into account; you may need to take out one-off insurance for your event. Cancer Support UK's insurance does not cover you for any loss or injury as a result of your fundraising.

### Raffles and Lotteries

if you are organising a lottery, such as a raffle, tombola or sweepstake, be aware that it is subject to strict legislation, as it is considered an act of gambling. A lottery covers any events that are purely down to luck or chance. For further details, refer to the Gambling Commissions Website at www.gamblingcommission.gov.uk

### **Data Protection**

You must ensure that any personal details you acquire as part of your fundraising complies with the Data Protection Act, You mustn't share people's information without their permission, or keep hold of it for longer than you need to. For more information, refer to the government's Data Protection Act information page at https://www.gov.uk/data-protection/the-data-protection-act.

### Other Considerations

A few other useful things to consider at your event are:
- Accessibility - Is your event accessible to all?
- Food Hygiene - Nobody wants to get poorly, so ensure food is prepared and stored safely.
- Risk Assessment - Is your event safe? For more

- Risk Assessment - Is your event safe? For more information about undertaking a risk assessment, visit www.hse.gov.uk

- First Aid - It's always handy to have a first aider on site, just to be safe.



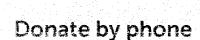
## How to pay in your money

### Send us a Cheque

An easy way to get your money to us is to pop a cheque in the post to:

Cancer Support UK 71-75 Shelton Street London WC2H 9JQ

Please enclose your donation form, sponsorship forms and details about your amazing event!



You can also donate by making a oneoff credit or debit card payment over the phone, by contacting our head office on the following number: 020 7470 8755

### **Donate Online**

Donate from the comfort of your own home by logging on to our website and donating; www.cancersupportuk.org/donate.

You can also set up a Just Giving page. Your supporters can make their donations directly, without you having to do anything!

## How we use your donations

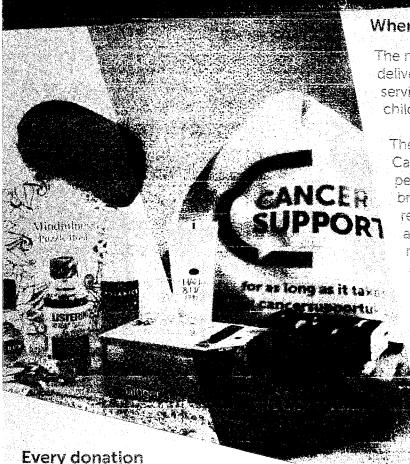
### Where does my money go?

The money you donate helps us to successfully deliver our practical and emotional support services, which are available to adults and children all over the UK.

The money you raise goes towards supplying Cancer Kits, Chemo Kits and Kids' Kits to people undergoing cancer treatment, to brighten their day and to help make the recovery process more comfortable. It also goes towards training volunteers to run the Cancer Coach telephone support groups, offering ongoing emotional and psychological support to cancer patients.

Your donations also help us to keep all our services completely free of charge to people who need them.

We use your donations where the need is most urgent but if you would like a donation restricted to one of our services, or would like to talk to us about funding our special projects, please call us on 020 7470 8755.



**£10** could help fund ongoing support to adults and children living with cancer.

makes a real difference.

**£25** could help pay for one of our specially designed Cancer Kits to go directly to an adult or child undergoing cancer treatment.

**£50** goes a long way to providing emotional support to someone in need, and could help fund our Cancer Coach telephone support groups.

**£100** could pay for 10 hours of our Cancer Coach telephone support groups, offering an outlet for people who need someone to talk to



## Sponsorship Form

Event:	Date:	<del>et i</del>
l, will be		to raise
money for Cancer Support UK, a ch	narity that provid	des emotional and
practical support to people wit	h cancer up and	I down the UK.
Please help me reach my fundraising	target of £	by sponsoring
me - and don't forget to	Gift Aid your do	onation!



Full Name	address	Home address (in full, including postcode - if it's not in full we cannot claim Gift Aid on your donation)	Amount	Aid?	Money Received	I would like to be kept up to date by email with Cancer Support UK's work.
Julia Smith	julia. smith1976@ email.com	234 West Avenue, London, E12 4NJ	£ 20	1		<b>\</b>

# You're all set

You now have everything you need for a successful fundraising event! You have all sorts of event ideas, and know how to collect donations and pay them in. You can photocopy the sponsorship form in this pack if your event involves being sponsored. If you have any questions, don't hesitate to get in touch! hallo@cancersupportuk.org

#### Neep in Touch!

Dan't forget to keep us updated valids your progress; we'd love to see what you're up to. Send us bhotos of vour event rag us on Facebook and Twitter. refre efereja no habe to bete you promote en so ent priz eta etaloriaria en du<del>ge</del>en franc the roombox!

## Thank you!

Without the support of people like you, we wouldn't be able to help adults and children up and down the UK living with cancer. You're fantastici

- /csupportuk
- @cancersupportuk

Cancer Support UK (CSUK) is a charmy registered in England and Wales (1105703) and



@csupportuk