



Your Ref:

Name  
Address

Date

Dear

Thank you for your interest in helping to support FMA UK. By organising your own fundraising event in aid of FMA UK you join a team of people working together to help sufferers of this crippling syndrome. Fundraising is a refreshing way to spread the word, inspire people and ultimately raise money for fibromyalgia awareness.

FMA UK is an independent organisation dedicated to promoting the awareness of fibromyalgia. Our main aim is to help raise awareness amongst the medical professionals, government, and the general public.

We would like to give all our supporters as much help as possible with their fundraising, therefore we would be grateful if you could spare a few minutes to complete and return the attached **Fundraising Registration Form**. This will help us identify ways in which we can help to make your fundraising a great success.

Once we have received your fundraising registration form, your volunteer manager will contact you to offer you any advice and support you may need. We can send you any additional materials you require, such as sponsorship forms, posters and leaflets to help you with your fundraising. Enclosed are also some helpful hints and tips on fundraising.

If you have any questions about your fundraising, please contact the head office in the first instance.

Thank you once again for supporting the research into Fibromyalgia.

Name of contact



## Sponsorship Hints and Tips

**YOU COULD HELP US RAISE AMAZING AMOUNTS OF MONEY FOR FMA UK. IT'S SO SIMPLE; WE KNOW YOU CAN DO IT!**

**HERE ARE SOME TIPS TO HELP YOU RAISE THOSE £'s.....**

- ❖ **Generous Sponsors.** Start your sponsor form off with your most generous sponsor. If the first person sponsors you £10 then this can set the trend.
- ❖ **Gift Aid.** Don't forget to ask your sponsors to tick the box if they are UK taxpayers. FMA UK can then claim an extra 28p for every £1 donated. Just follow the guidelines on the sponsor form.
- ❖ **Employer Support.** Many companies will match pound for pound sponsorship money. This is tax efficient for them and a great way of doubling your donation.
- ❖ **Collect the Pledge Straight Away.** Try to collect your sponsorship money at the time of the pledge as this helps save you time collecting at the end, and people can often forget they owe you money.
- ❖ **On Line!** Save time, and use online sponsorship. It is so simple, visit [www.justgiving.com/fmauk](http://www.justgiving.com/fmauk) to help you set up an online account. This is so easy, you can advertise your just giving page to all your email buddies and it's a quick and easy way to collect sponsorship money. All you have to do is post friends your link, it's that easy!
- ❖ **Set Yourself A Target.** It's great to set yourself a high target; this can really motivate you and your sponsors. Go on set yourself a target now!
- ❖ **At Work!** If you are working the best place to start fundraising is at work. Use your email, pigeonholes, internal mail as a way to spread the word of your fundraising. Also use your internal communications to market your fundraising event.
- ❖ **Ask Everyone!** Don't be afraid to ask everyone, highlight the challenge you are taking on, and ask everyone for your support. Take your sponsor form everywhere you go, you never know who you will bump into! Smile and be happy, never feel guilty about asking people to sponsor you.
- ❖ **Hand out those Leaflets and Posters** As Fibromyalgia is not an illness many people have heard of, hand out leaflets and put posters up in your local library, community centres, doctors, and dentists. Keep some leaflets on you, and if people ask about Fibromyalgia you can let them read about it.

**BEST OF LUCK!**



## The Fundraiser's Guide !

- 1) **The Event** - Here's some activity that you could do
  - Dress down for the day.
  - Be a slave for a day
  - Organise a party.
  - Have a school / work reunion.
  - Piggy-back other events.
  
- 2) **The Location** – Where will you hold your event? How much space will you need? You could host the event in your home, workplace, a local church, school or community centre.
  
- 3) **The Date** – Consider the date for the highest attendance, an office party might be best after work or on a payday. A sports club event would work well at its peak time. To involve children choose the weekend or after school. Don't forget to ensure you have enough time for planning and preparation of the event.
  
- 4) **Guests & Publicity** – who do you, want to invite to your event, and is it for family and friends? Is it a work event? If so could you invite customers, colleagues and suppliers? If you need an extra pair of hands to help organize your event recruit some volunteers to give you some support. You could ask family and friends help promote the event and help out on the day. FMA UK can give you more literature for the day is your require, just contact us and ask for more materials.
  
- 5) **Reaching Your Goal** – Have you set yourself a fundraising target yet? Tell your family and friends the amount you aim to raise, here's some other tips to help you reach your goal :
  - Raffles / Auctions – you could approach local businesses or companies for prizes.
  - Match-giving – your employer may offer you a match giving scheme, where for every pound you raise the employer donates another pound. Why not check with your employer?

**GOOD LUCK AND THANK YOU FOR RAISING FUNDS FOR FMA UK**



**FUNDRAISING REGISTRATION FORM**

Thank you for supporting FIBROMYALGIA ASSOCIATION UK (FMA UK); together with your support we can help play a major role in raising awareness of fibromyalgia among the general public and medical professionals.

Please complete this form and send it back to us, this will help us to identify ways in which we can help make your fundraising a great success. Thank you.

**YOUR PERSONAL DETAILS**

TITLE ..... FIRST NAME..... SURNAME .....

ADDRESS.....

..... POSTCODE .....

TELEPHONE NO (DAY) ..... (EVENING) .....

MOBILE ..... E-MAIL .....

DATE OF BIRTH ..... OCCUPATION .....

WHAT IS YOUR MAIN REASON FOR FUNDRAISING ON BEHALF OF FMA UK?

- I HAVE FM OR A RELATIVE WITH FM
- I ENJOY FUNDRAISING
- OTHER .....

HOW DID YOU HEAR ABOUT FMA UK?

- POSTER
- WORD OF MOUTH
- WEBSITE
- MEDIA
- MAILING
- OTHER .....

**PLEASE TELL US ABOUT YOUR FUNDRAISING EVENT**

WHAT IS YOUR FUNDRAISING ACTIVITY?

.....

DATE OF EVENT ..... TIME IF APPLICABLE .....

Please give any further details of your event .....

.....

If you have a JustGiving page, please state the address: <http://www.justgiving.com/>.....

What is your fundraising target? £.....



## DECLARATION

**PLEASE SIGN AND DATE**

### **MY RESPONSIBILITIES.....**

I am organising this activity or future activities as an independent supporter of FMA UK. As I will be in control of organising these activities, any costs or risks that arise out of my fundraising activities, including any liabilities for injury or loss which might occur to me, my helpers, or guests are my responsibility to manage and are not the responsibility of FMA UK. I am aware that FMA UK's insurance policy will not cover my fundraising activities, but understand that a household insurance policy may cover them. I will make efforts where appropriate to obtain insurance for my event.

I will raise funds in order to promote and better the name and reputation of FMA UK. If I do anything which threatens or is likely to threaten FMA UK's reputation or name, you have the right to ask me to cease fundraising on your behalf. I know that FMA UK cannot support dangerous activities such as parachute jumps, sky diving or bungee jumps, nor are you able to recommend companies who undertake such activities.

I agree to pay all proceeds of any fundraising event I undertake in aid of FMA UK within the agreed time scales and without deduction of any costs other than as specifically agreed in writing FMA UK.

### **FMA UK's brand.....**

I agree to only use FMA UK branded materials and / or name and logo for my approved fundraising activities. I will adhere to Fibromyalgia UK's guidelines on how to use the logo and promotional materials, to ensure that I make the most impact and you are presented in a consistent manner which will uphold your reputation and identity.

I also consent that photographs taken during my fundraising activity may be used to publicise the work of FMA UK generally.

### **Fibromyalgia Association's responsibilities.....**

FMA UK will support me to fundraise. You will have an Volunteer Manager in your area or at head office that you can talk to and get advice from on putting on a successful fundraising event and access to support materials and literature.

Signed ..... Printed name.....

### **If you are under 18 we need you parent or Guardian's consent.**

Signature of parent / Guardian .....

Printed name.....

Relationship to child .....

### OFFICE USE ONLY

DATE APPLICATION RECEIVED..... I.D. no .....

MATERIALS SENT .....

DATE MATERIALS SENT ..... V.M .....





**FIBROMYALGIA  
ASSOCIATION UK**  
Registered Charity no. 1042582

## Standing Order Mandate

I would like to help FMA UK to raise awareness of fibromyalgia by making a regular donation to **Fibromyalgia Association UK**.

To make a regular donation to **Fibromyalgia Association UK** Charity please ask your bank or use your internet banking to set up a regular standing order for £3 a month, or the amount of your choice.

- Our bank details: sort code 40-52-40 and account number 00013986.
- Once you have done this please return this form to inform us of your donation and Gift Aid it if possible (see below). Our address is:  
**Fibromyalgia Association UK**, P O Box 206, Stourbridge, DY9 8YL

### **Instructions to Bank**

My Bank: .....

My Bank's Postal Address: .....

Please make payments and debit my/our account:

Account number .....

Sort Code .....

In accordance with the following details:

Pay the CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ for the account of **Fibromyalgia Association UK** with the account details listed below:

Account Name: **Fibromyalgia Association UK**  
Sort Code: **40-52-40**  
Account Number: **00013986**

The sum of £..... per month  / annually  until further notice. (Please tick)

Payments will commence on ...../...../20.... (Start date)

I hereby authorise you to set-up this standing order payment on my account:

Signed: ..... Date: ...../...../20....

Name: (Capitals please): .....

Address: .....

Post Code: ..... Telephone: .....

### **Gift Aid Declaration**

Using Gift Aid means that for every pound you give, we get an extra 28 pence from the Inland Revenue, helping your donation go further. This means that £100 can be turned into £128, just so long as donations are made through Gift Aid. Imagine what a difference that could make and it doesn't cost you a thing.

So if you want your donation to go further, Gift Aid it. It's that simple.

I am a UK tax payer and want all donations to qualify for Gift Aid.  (Please tick)

### **Please Return to:**

Fibromyalgia  
Association UK  
P O Box 206,  
Stourbridge  
DY9 8YL

Fax: 0870 752 5118

email: [fmauk@hotmail.com](mailto:fmauk@hotmail.com)

Web: [www.fmauk.org](http://www.fmauk.org)