



REGISTERED UK CHARITY NO 1133208

## FUNDRAISING PACK

Hello

We're so pleased that you have decided to fundraise for TILINANU.

Ensuring you have all the right information is important to us and to you, the fundraiser.

We understand that you may be an individual or a group fundraiser, so we've kept this pack as simple as we can whilst keeping to the regulations that govern our charity.

First, a bit more background for you.

### Background



In 2007, Alice Pulford went on a teaching placement for 5 months and fell in love with Lilongwe, Malawi's capital city. Captured by the desperate need for effective aid, she returned the same year with some funds the family had



REGISTERED UK CHARITY NO 1133208

raised. This is when Alice was introduced to Mercy, Benson and Giff Mkandawire, by their nephew Spiwe Zulu.

Mercy had registered Tilinanu as a community based organization in 2002, with a porridge fund, was serving around 400 children from their land in Area 49.

Mercy's vision was to build a safe place for the vulnerable girls to be loved and cared for - either orphans or children with parents unable to support them. Alice and Mercy began working together, with funds Alice had been left by her late grandfather and her inspiration Alan Pulford. Very quickly the Mkandawires and Pulfords were intertwined and driven towards the same goal to house these children. An abandoned church, with only 3 walls and no roof on the family land was to be turned into the orphanage.

Over 8 weeks, Alice, her older sister Nina, their mother Yvonne, and some helping hands, set to work, and on Saturday 29th August 2009, Tilinanu Orphanage as a home was opened.

After Mercy and Benson passed away their son Giff Mkandawire took over the running of Tilinanu.

Tilinanu continues to care for and educate the children living at the orphanage, it is also making steps to sustainability within Malawi, through sustainable initiatives such as farming.

See more on how we started, our gallery and recent news on our website <https://lovetilinanu.org.uk/>

### **How can you fundraise for TILINANU?**

There are lots of ways you can support TILINANU whilst having fun at the same time, here are a few ideas:



REGISTERED UK CHARITY NO 1133208

- Promote us on social media like Facebook, Twitter, Instagram
- Ask friends and family to sponsor a child
- Attend our annual fundraiser in Leicestershire
- Host a “Down with Devices” a campaign by our partners Love Support Unite - at school or University at <https://lovesupportunite.org/volunteer-2/fundraise-for-us/down-with-devices/> emailing in [info@lsufoundation.co.uk](mailto:info@lsufoundation.co.uk) to express this funding goes to Tilinanu
- Hold a cake sale, quiz night or car wash
- Do a sponsored walk, silence or even a dance
- Help out at an event/festival
- Have a dress down day at work or school
- Hold a family fun day
- Volunteer at an event
- Jump out of a plane
- Have a go at a marathon or half marathon



## Fundraising Pack

Things to think about:

- **Venue** - think about how many people you would like to invite and ensure you have enough room. If you are planning an outside event, make contingency plans for the British weather!
- **Audience** – Ask yourself who your audience is. If you're hosting children ensure that you have activities and areas that are suitable for them so they don't become bored or endanger themselves. Do you want your audience to 'sign up' to pledge/sponsor you. Could you do that by email or on a JustGiving page upfront?
- **Volunteers to help** – it is hard to manage an event by yourself so round up your friends and family and ask them to help you. Post on Facebook for local volunteers for larger events too. Make sure you brief them before the event and that each of them understand the procedures for collecting cash, giving out 'freebies'/food/drink etc.
- **Refreshments** - If you are going to offer food at your event contact your local council for food hygiene regulations, or see [www.food.gov.uk](http://www.food.gov.uk)



REGISTERED UK CHARITY NO 1133208

- **Legal requirements** - If you are holding a street collection, giving out flyers or organising an event you may need a special licence, please contact your local Council or Police Force for advice. We really appreciate your support; however Love Support Unite Foundation cannot accept liability for any fundraising event or activity you undertake for our benefit. Please check if you **need insurance** when planning your event.
- **Health and safety** - Please think about health and safety if you are holding an event. Do you have a first aider? Have you identified any potential risks or fire hazards? Do you have a secure place to keep any money collected and can you transport it safely from the event?
- **Costs** - For any event or activity, think about how much you are spending; ask for a free local venue, speak to local companies for donations, source local entertainers or bands who will perform for free or at a charity rate.
- **Collection of sponsorships/donations** – if you intend to raise funding through sponsorship or donations ensure you register each amount given to you in a register with the donor's name, address, tel no and the amount given. Give them a Gift Aid form and ask them to complete it and give it back to you or send it to the charity themselves. This way you can ensure that the charity is able to Gift Aid the donation.

### Promotion:

Here are a few ways you can promote your event to get maximum exposure:



- **Posters** – Download one of our blank posters and add the details of your event.

If creating your own poster, please make it clear that you are raising funds in aid of TILINANU and you are not a representative of the charity. You will need to add the registered charity

number which is 1133208.



REGISTERED UK CHARITY NO 1133208

- **Press release** – be sure to inform local papers and magazines of your event
- **Social media** – add details of your event or activity to your **Facebook** and Twitter accounts and ask others to share. Tell the team at TILINANU n about your event and we will add to our Facebook pages.
- **Website** – tell the team at TILINANU about your event and we can add your event to our events calendar. Email: [hello@lovetilinanu.org.uk](mailto:hello@lovetilinanu.org.uk)

#### Raising extra money:



Here are a few things you can add to your event or activity to raise even more money:

- Raffles and auctions – ask local businesses, family and friends to donate prizes that you can raffle or auction at your event.
- Gift Aid - Please encourage your sponsors who are taxpayers to gift aid their donations adding a further 25p for every £1 donated.
- Funds Matching – find out if the company you work for will match fund the money you raise at your event or activity.

*Whatever you decide to do, make sure you **have fun** doing it. This is all about spreading the love in the world and helping, one person at a time.*



REGISTERED UK CHARITY NO 1133208

THANK YOU!

## FUNDRAISING REGISTRATION FORM

Please complete and return this form to: [hello@lovetilinanu.org.uk](mailto:hello@lovetilinanu.org.uk)

Fundraiser details:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Tel no: \_\_\_\_\_

1. Details of the event: \_\_\_\_\_

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2. Additional details: (Anything else you want us to know?)

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3. How will you get the funds raised, to TILINANU

- Cheque
- Internet Transfer

4. I am happy for my photo and information to be used by TILINANU to advertise this event

5. I understand and agree that I am undertaking a fundraising event/activity to raise funds for TILINANU.

6. All proceeds of this are for TILINANU and will be given to them at the earliest opportunity. I understand and agree that TILINANU does not accept any responsibility for this event/activity and if I am taking part in a third-party event/activity TILINANU does not accept any responsibility for my



REGISTERED UK CHARITY NO 1133208

participation. I understand and agree that I am undertaking this event/activity at my own risk and that TILINANU is not responsible for any risk, injury, loss or damage that may result and will not be liable for any claim which may arise from this event/activity.

Signature: .....

Date: .....