



# Spooktacular fundraising guide

For schools

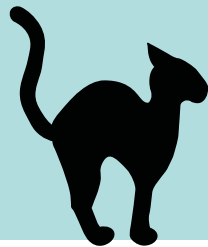


EVERY CHILDHOOD IS WORTH FIGHTING FOR

# A little green makes a big difference

Thanks for choosing to add a splash of fun to your Halloween and help give more children a safe childhood.

In this guide, you'll find tips, advice and lots of inspiration to help you go green and make your fundraising a spooky success.



## Step 1

### Set yourself a target

It'll help you stay motivated and raise more. Think about how much you want to raise once you've covered any costs, and tell everyone your goal.

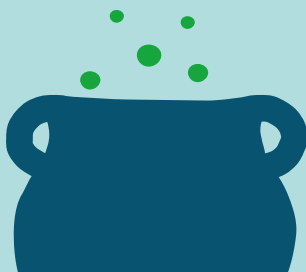
## Step 2

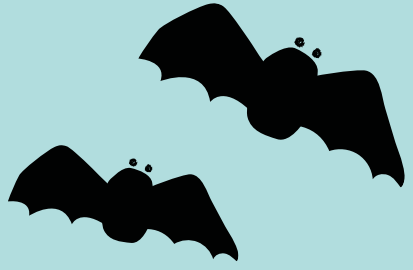
### Make a fundraising page

An online page like JustGiving makes fundraising easy by automatically collecting your money (and Gift Aid details) from your supporters. Share the link to your page via Facebook, Twitter and email to keep people updated with your fundraising progress and encourage them to donate.

### Top tip

With JustTextGiving you can set up a unique text code so people can donate to your JustGiving page by text. It's easy to do, with no extra charge – just log in and follow the steps at [justgiving.com/nsppc](https://www.justgiving.com/nsppc)





### Step 3

#### Spread the word

Pick a venue, time and activity, and get as many pupils involved as possible. Give parents plenty of notice by sending a letter home, and use the poster in this pack too! You can download more materials at [nspcc.org.uk/gogreen](https://nspcc.org.uk/gogreen)

#### Top tip

Don't forget Gift Aid! Any UK taxpayer can include Gift Aid when they donate. The taxman adds 25 per cent to their gift so that's an extra £1 for every £4 donated. Please make sure all UK taxpayers tick the Gift Aid box on your 'Gift Aid it' form or online fundraising page, and include their full name and home address with postcode, so that we can claim Gift Aid.

### Step 4

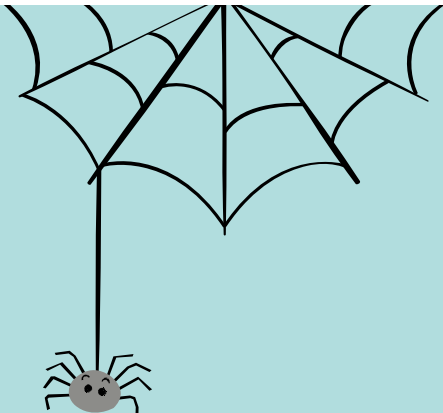
#### Go green for Halloween!

Whether it's a party, a bake sale, dressing up, or something completely different, have a great day going green for Halloween. We'd love to hear all about it too, so share your pictures and amazing fundraising on Facebook (@NSPCC), Twitter (@NSPCC) and Instagram (@nspcc\_official). And don't forget to tag your posts with **#GoGreenForHalloween**

### Step 5

#### Tot up your total

It's time to collect up any last donations and pay in the money you've raised so that we can put it towards keeping children safe. If you've fundraised online then all the money is automatically sent to us – sit back and relax! If you collected cash donations, please use the envelope and what you've raised form in this pack to send us a cheque by post or contact our Supporter Care team on **020 7825 2505**.



# How will you go green?

Whether you wear it, bake it, sell it, or make it – go green this Halloween.

Keep it simple, or go all out in a green-hued extravaganza. The following pages are crammed with ideas for you to pick and choose from.



## Eat your greens

Homemade cakes, snacks and drinks – set up a green food and drink stall with a Halloween twist and sell your tasty treats for a suggested donation.

## Frightful challenge

Which teacher is daring enough to dye their hair green? Or brave enough to get slimed? Find someone who's up for a chilling challenge and ask pupils, parents and staff to sponsor them.

## Get your spook on

Pay to dress up in ghoulish green for the day. Think witches, dinosaurs, Robin Hood or Frankenstein's monster – just make it green!

## Face painting

Set up a face painting stall for a suggested donation and get spooky! Think bats, cats and all things Halloween (and green, of course).

## Halloween brainteaser

Be the quizmaster and use our downloadable quiz to put your school's Halloween knowledge to the test.

## Remember remember

Put a selection of Halloween items on a tray (spiders, cobwebs, bats) and give pupils 30 seconds to memorise them. Then cover the tray and challenge your pupils to remember as many items as they can.



# Spooktacular party



Throw a Halloween party and invite pupils and staff to come along for a suggested donation. Spooky snacks, devilish drinks and monster tunes are a winner. This could be a great project for pupils to organise and promote the event. And here are a few more ideas to make your party a fundraising success.





## Apple bobbing

Fill a basin with water and green apples, and ask pupils and staff to pay a donation to have a go. You could even try to get a donated prize for the apple bobbing champion.

## Lucky dip

Ask pupils to pay a donation and have a go at a mysterious lucky dip – full of treats, no tricks.

## Dance off

From Thriller, to the Monster Mash and the Time Warp, Halloween's a perfect excuse to show off your best moves. Why not organise a class dance off? Pupils can plan and practise their dance, then battle it out to be crowned Halloween disco royalty.

## Best-dressed

Reward the spookiest, funniest, or just plain weirdest costume-wearer.



# Go green for every child



This October also marks 30 years of our Childline service. Since 1986, it's been a place for children to turn, even when it feels like no one else is listening.

Talking to Childline can be the first step that gets a child's life back on track. But right now, we can only help three out of every four children who contact Childline.

So, as well as celebrating Childline, the over 4 million children it's helped to date, and the amazing supporters and volunteers who have made it possible, we want to go further than that.

## We want to be there for every child

Every penny you raise can help us to keep children safe now, and well into the future. Here are some children whose lives would have been so different without having Childline to turn to.

**"I didn't know what to expect when I called Childline. I spoke to a woman called Veronica who sounded so kind. I knew that if I didn't get it all out I would do something really bad to myself so I told her everything. I was worried that if I didn't I would end my own life. But knowing that she believed me really helped. I really do believe Veronica from Childline saved my life."**

— Charley\*

**"If they hadn't helped me when I ran away I shudder to think what could have happened to me. I really don't know what I would have done without them."**

— Leanne\*

**"At Childline no one will judge you or tell you what to do – you will be listened to. The support I got helped me to cope with bullying and helped me to understand what options were available to me when I decided I couldn't go to school anymore. I can honestly say my contact with them has made a real difference to helping me cope with my situation and plan for the future."**

— James\*

\* These are true stories but names have been changed to protect identities.





# How your money helps

Here's how your donations can help change children's lives.

**£25**

could pay for toys which children use during therapeutic sessions to explain how they're feeling.

**£50**

could pay for our helpline to answer ten calls from anyone worried about a child's safety.

**£100**

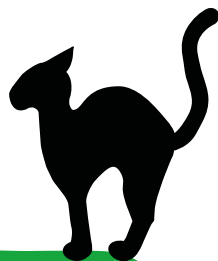
could pay for a practitioner to deliver four hours of Domestic Abuse Recovering Together (DART), an innovative group work programme helping children who have been affected by domestic abuse.

**£4**

could pay for a child to speak to Childline.

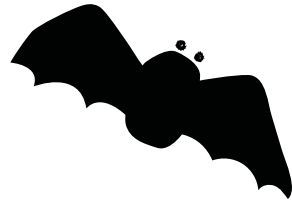
**£150**

could fund a Childline supervisor to provide five hours of crucial support and motivation to our volunteer counsellors.



# Frightfully important

When planning any fundraising event, you need to consider health and safety, and legal concerns. So make sure you avoid any frightful surprises with these handy tips.



## **NSPCC branding**

Please contact your local fundraising team for permission for you or a third party to use the NSPCC name or logo.

## **Insurance**

As your event or activity hasn't been organised by and isn't controlled by the NSPCC, it isn't covered by our insurance programme. Therefore, you may need to arrange your own insurance, unless covered by your own home insurance, for example.

Also, for any contractors, sub-contractors or external facilities used – make sure they have the relevant experience and can demonstrate evidence of the relevant insurance cover.

The NSPCC won't be liable for any loss or injury arising out of the event or its organisation.

## **Food hygiene and alcohol**

Please take great care when handling food and work to basic rules for safe preparation, storage, display and cooking. You will need a licence if you have alcohol at your event. You can avoid this issue by either holding your event on licensed premises or by asking a local pub to organise a bar at your venue. Otherwise you'll need to submit a 'Temporary Event Notice' to the local district borough unitary council to apply for a temporary licence.



## Health and safety

If you hold a fundraising event you'll be responsible for the health and safety of all involved. The Institute of Fundraising and government websites have useful information on this. Depending on your event you may need information from other sources too.

## Raffles, lotteries and prize draws

Raffles, lotteries and prize draws are a highly regulated area. Please refer to the guidelines on the Go Green for Halloween website.

## Collections

Collections are a great way to raise money. If you're planning a collection that takes place in a publicly owned place then this is governed by strict legal requirements and must be licensed by your local authority. Please let us know your plans and wait for approval before approaching your local authority. Licences are not needed on privately owned land but you'll need the permission of the owner or business.



# A little bit about us

We're leading the fight against child abuse in the UK and the Channel Islands. We help children who've been abused to rebuild their lives, we protect children at risk, and we find the best ways of preventing child abuse from ever happening.

We receive around 90 per cent of our funding from generous supporters. Amazing people like you, who believe in our work. Thanks for going green for Halloween and joining the fight for every childhood.



[nspcc.org.uk/gogreen](https://nspcc.org.uk/gogreen)  
020 7825 2505  
[gogreenforhalloween@nspcc.org.uk](mailto:gogreenforhalloween@nspcc.org.uk)

Join in the conversation:



Facebook: [@NSPCC](https://www.facebook.com/NSPCC)



Twitter: [@NSPCC](https://twitter.com/NSPCC)



Instagram: [@nspcc\\_official](https://www.instagram.com/nspcc_official)  
[#GoGreenForHalloween](https://www.instagram.com/nspcc_official)

In aid of

**NSPCC**

**GO**

**green**

**FOR HALLOWEEN**



# Add a splash of fun



Get involved and go green this Halloween to raise money for the NSPCC.

Visit [nspcc.org.uk/gogreen](https://nspcc.org.uk/gogreen)



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**FOR HALLOWEEN**

# Spooktacular party sweepstake

Pay £2 to pick your favourite spooky food or creepy costume and write your name underneath.

We will announce the winner on **31 October** at [nspcc.org.uk/gogreen](https://nspcc.org.uk/gogreen)

If your choice matches our randomly selected winner, then you can keep half the cash raised from the sweepstake. Get guessing!



<b>Trick or treacle tart</b> _____	<b>Slime cordial</b>  _____	<b>Freaky fudge</b> _____	<b>Gummy worms</b>  _____
<b>Witches' brew</b>  _____	<b>Franken-flapjacks</b> _____	<b>Cunning cat</b>  _____	<b>Pumpkin punch</b>  _____
<b>Monster munch</b> _____	<b>Wicked witch</b>  _____	<b>Bat biscuits</b>  _____	<b>Nightmare nachos</b> _____
<b>Cobweb candyfloss</b>  _____	<b>Vampire bites</b> _____	<b>Pesky poltergeist</b> _____	<b>Spooky spider</b>  _____
<b>Terrible toad</b> _____	<b>Carrot broomsticks</b>  _____	<b>Giggling goblin</b> _____	<b>Ice scream</b>  _____
<b>Terrifying toffee apple</b>  _____	<b>Mysterious monster</b> _____	<b>Ghoulish ghost</b>  _____	<b>Wacky werewolf</b> _____

**Terms and Conditions:** This sweepstake kit is provided by the NSPCC for you to use as a Workplace Lottery or Residents' Lottery. Over 16s only please. No entry to be sold by or to any person outside of the workplace/residence. This sweepstake can only be run at a single office/workplace site. Prizes: half of the proceeds of this lottery can be awarded as a prize to the winning entry. The remaining proceeds will be donated by the organiser of this Workplace Lottery/Residents' Lottery to the NSPCC. By purchasing entries you agree to these terms and conditions. If you have any questions on how to legally use this sweepstake kit as a Workplace or Residents' Lottery please contact [gaming@NSPCC.org.uk](mailto:gaming@NSPCC.org.uk)

The NSPCC would like you to gamble responsibly. Are you gambling more than you really want to? If you feel you have a problem with gambling, please visit the GambleAware website for help and advice at [gambleaware.co.uk](https://gambleaware.co.uk) or contact The National Gambling Helpline on 0808 802 0133 lines open 8am to midnight.

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# Gift Aid it

Make your donations worth an extra 25 per cent at no extra cost to you. If your donors pay tax in the UK, they can Gift Aid their donation.

**Your details**

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

Address: \_\_\_\_\_ Company/School name if applicable: \_\_\_\_\_

## What is Gift Aid?

Gift Aid is a scheme that HMRC runs to help charities make their donations go further. It allows charities to claim the basic rate tax on every pound donated. This means that for every pound donated, we can reclaim an extra 25p.

## How to use this form

1. Ask every adult donor (who is a tax payer) to write their full details and tick the Gift Aid box to increase their donation at no extra cost.
2. Each person must write their details in their own handwriting so that we can claim the Gift Aid.
3. Send us your completed form in the Freepost envelope included in this pack, along with the 'What you've raised' form.

*giftaid it* Tick here for 'Gift Aid' Please read the details and declaration below\*.

Title	Full first name and surname	Home name or number	Postcode	Amount	Gift Aid	Date paid
Mr	Harry Jones	1 Sample Street, Anytown	AB1 2BA	£5	<input checked="" type="checkbox"/>	24/08/16

\* I have read this statement and have ticked the box headed 'Gift Aid' as confirmation that I am a UK Income Tax and/or Capital Gains tax payer. I want the NSPCC to reclaim tax on the donation detailed, given on the date shown. I understand that if I pay less Income Tax and/or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand NSPCC charity will reclaim 25p of tax on every £1 that I have given. We will only use the details that you have provided for the purposes of administering your donation and for claiming Gift Aid. If you would like to know about more ways to support the fight for every childhood, please contact our Supporter Care team on 020 7825 2505 or supportercare@nspcc.org.uk



giftaid it

Tick here for 'Gift Aid'  
Please read the details  
and declaration below\*



Title	Full first name and surname	Home name or number	Postcode	Amount	Gift Aid	Date paid
Mr	Harry Jones	1 Sample Street, Anytown	AB1 2BA	£5	<input checked="" type="checkbox"/>	24/08/16
<b>Well done!</b>			<b>Total £</b>			



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\* I have read this statement and have ticked the box headed 'Gift Aid' as confirmation that I am a UK Income Tax and/or Capital Gains tax payer. I want the NSPCC to reclaim tax on the donation detailed, given on the date shown. I understand that if I pay less Income Tax and/or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand NSPCC charity will reclaim 25p of tax on every £1 that I have given. We will only use the details that you have provided for the purposes of administering your donation and for claiming Gift Aid. If you would like to know about more ways to support the fight for every childhood, please contact our Supporter Care team on 020 7825 2505 or supportercare@nspcc.org.uk

For office use only

**Thank you**  
Your support is really important to us.



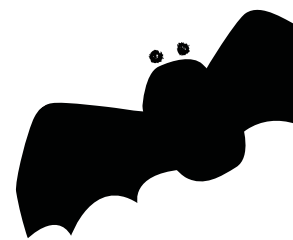
NSPCC

GO

green

FOR HALLOWEEN

# What you've raised



Thank you for going green for Halloween and fundraising for the NSPCC.

Please complete this form in BLOCK CAPITALS and make cheques payable to "Go Green for Halloween, NSPCC Registered Charity". Please don't send cash in the post.

Please remember to also return your Gift Aid form so we can claim Gift Aid on all your donations.

Send to: **Go Green for Halloween, NSPCC, 42 Curtain Road, London EC2A 3NH.** Or simply pop it in the Freepost envelope in your fundraising pack.

## 1 Your details

Amount enclosed \_\_\_\_\_

Event date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Daytime telephone \_\_\_\_\_

Email \_\_\_\_\_

## 2 Fundraising online

I have raised money online

Link to my page \_\_\_\_\_

## 3 Matched giving

Your employer may agree to match fund what you raise – make sure you ask your company if they are able to support you.

I have applied for matched giving from my employer

Company name \_\_\_\_\_

I expect to receive the following amount in matched giving

£ \_\_\_\_\_

### Sweepstake money

If you took part in our Go Green for Halloween sweepstake please fill in below how much money the sweepstake alone raised.

Amount raised \_\_\_\_\_

### For office use only.

Committee code:

Appeal code: 171970

## Thank you for your support

Once we receive your cheques we will send you a letter thanking you for your offline donation.

We will use the details you have provided for administration purposes.

**EVERY CHILDHOOD IS WORTH FIGHTING FOR**



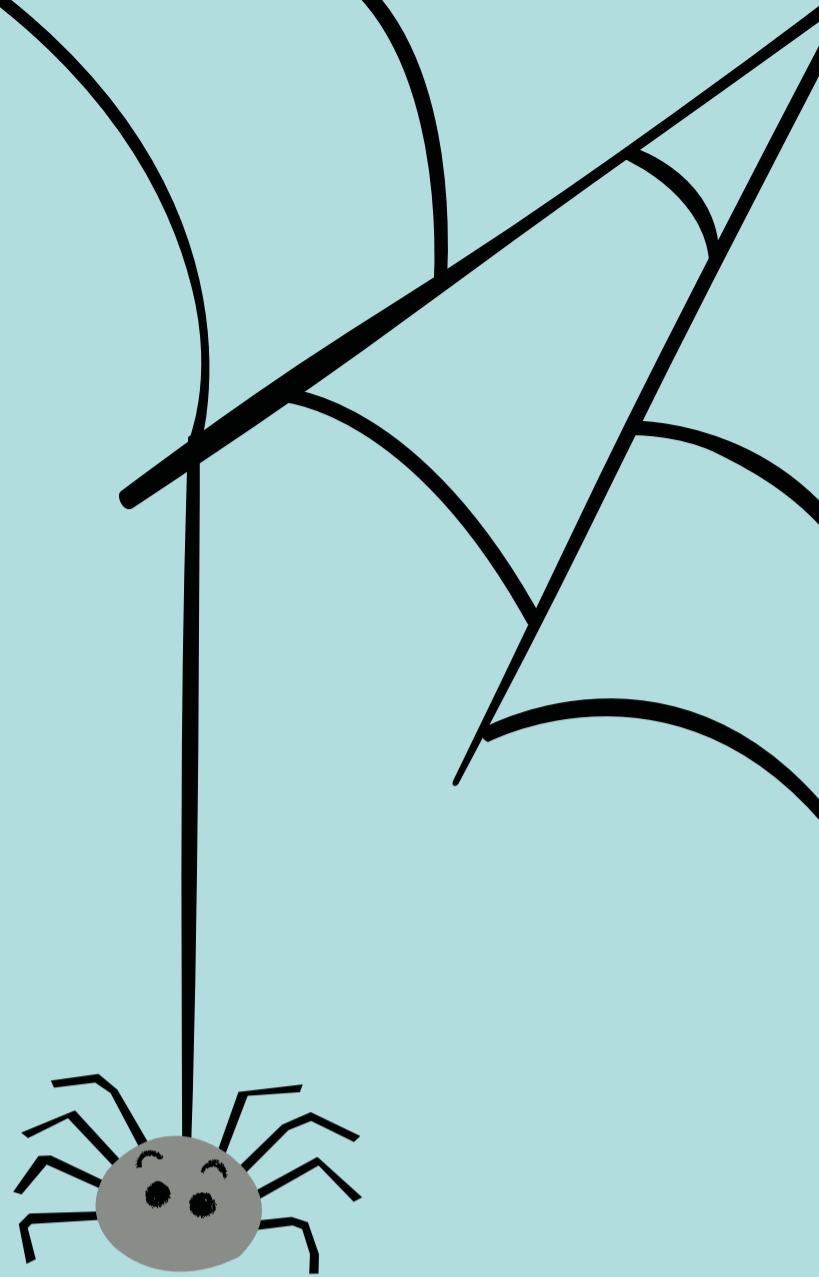
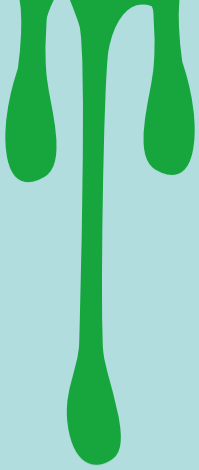
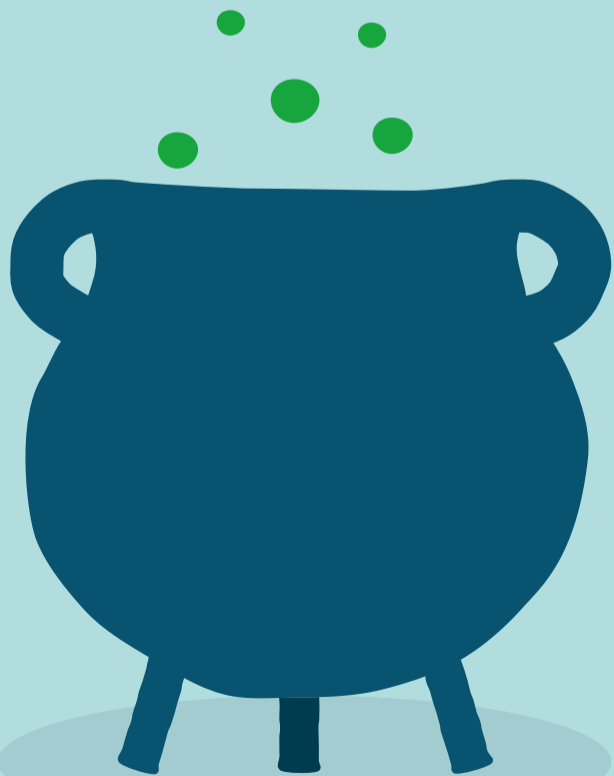
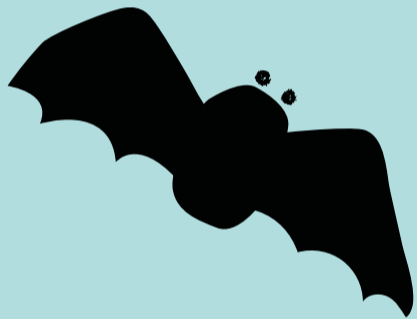
Feel free to make as many photocopies as you need.

In aid of  
**NSPCC**

**GO**

**green**

**FOR HALLOWEEN**



# Thank you

The money you've raised will help the NSPCC to reach more children and keep them safe.

**You raised**

**£**

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