



Staff Fundraising Week

Supporting early miscarriage research

13-17 February 2017

Fundraising pack



#raisedbyUoB



Thank you for being part of Staff Fundraising Week 2017

Imagine never being able to have a family due to multiple miscarriages, and never finding out why they happened. Read this guide to find out how you and your team can make a difference to patients experiencing the anguish of miscarriage.

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Fundraising in aid of: Early miscarriage

‘We wanted that child. When you get pregnant again there’s a part of you that feels guilty for carrying another baby again so soon. You have to come to terms with that and think it’s a new pregnancy, I’ve got to be positive for this. And then it happens again. Now I’m at 20 weeks but I still don’t know if it’s going to work out. I’ve got another 20 weeks to go and then hopefully I might have that dream of becoming a mum.’ **Charlotte Jay-Jones, Tommy’s Centre patient**

Miscarriage is by far the biggest cause of pregnancy loss in the UK, with 1 in 4 pregnancies ending this way. Around 85% of miscarriages happen in the first 12 weeks, but there is little known about how and why they occur, leaving couples grieving with few answers and little support. Current health guidelines mean the 200,000 mothers and their partners that are affected every year must endure three consecutive pregnancies that end in early miscarriage before there is any investigation.

The University is leading a collaboration to fund vital research into early miscarriage. In April 2016, Tommy's opened Europe's largest research centre dedicated to preventing miscarriage and improving care here. Birmingham is one of three universities that will work alongside specialist clinics, enabling 24,000 women per year to access treatment and support as well as participate in research studies. The team will seek to understand why miscarriage happens, if it is likely to happen again, how to prevent it, and how to provide appropriate emotional support and aftercare.



The team behind the research

Where will the money go?

By supporting the centre you could help fund the following research:

- Genetic causes including a possible connection to damaged DNA in sperm.
- Role of bacteria in miscarriage – new understanding of the role of the oral, gut, and vaginal microbiomes in shaping early pregnancy outcomes.
- Predicting the risk of miscarriage by developing sophisticated computerised risk prediction models that pull together clinical data from across the UK.
- Identifying the best ways to support women who have experienced miscarriage.

If you would like to speak to us about how you can help fight early miscarriage, or for support in your fundraising, please get in touch on 48895 or fundraiseforus@contacts.bham.ac.uk.

5 SIMPLE STEPS TO AN EVENT

1

THE EVENT

WHAT kind of event do you want to hold? Think about what would **INTEREST** people in order to encourage donations - a lunchtime 'pub' quiz, odd socks day or an **OFFICE BAKE OFF**? The possibilities are **ENDLESS!**

THE LOCATION

WHERE is there a suitable venue on campus that's **ACCESSIBLE** to as many people as possible? Or perhaps only host for your **OFFICE**? Check with your office manager for rooms to book within your building, or host in your nearest work kitchen. Don't forget about Staff House!

2

3

THE DATE & TIME

WHEN will you hold your fundraising event? You need to consider which day and time is best for attendance. Bear in mind regular team meetings, work deadlines, or away days that may interfere with your event.

SHOUT ABOUT IT

WHY are you hosting this event in the first place? There are many ways to **SPREAD THE WORD** about your event. You can use our template **POSTER** to advertise round your building, include details in the weekly office **EMAIL**, or promote it on your personal and departmental **SOCIAL MEDIA**.

4

5

RAISING THE MONEY

Are you **PREPARED** for the event? Have you got enough **PEOPLE** to run it? How are you going to **COLLECT** the money? When running your event and fundraising in aid of the University of Birmingham you must wear your staff ID card at all times.

Top 10 easy office fundraising ideas

- 1. Office quiz** On your lunch hour host a quiz, ask for a couple of pounds per person for entry and source some prizes!
- 2. Bake off!** Invite co-workers to recreate the nation's favourite baking show and charge to taste the cakes.
- 3. Dress down day** Dress down for the day and ask colleagues for a donation in return for wearing their comfiest clothes. Alternatively you could do a dress up day if your office doesn't require smart clothing.
- 4. Fine box** Ask colleagues for a donation if they are late to meetings, or ban e-mails for the day and ask for a small donation per e-mail sent (it will get you all talking too!)
- 5. Beard or head shave** Ask colleagues to sponsor you to remove your beloved hair.
- 6. Odd jobs service** Offer to help colleagues out with small jobs around the office such as delivering items across campus, helping with admin, or collecting their lunch for them (for a fundraising fee)!
- 7. Office jukebox** Bring some speakers into the office for a day and charge 50p per song choice.
- 8. Quit something** Quit your guilty pleasures for Staff Fundraising Week for sponsorship, whether it is caffeine, biscuits, chocolate, or sweets...
- 9. Come dine with me** Choose a theme for lunch, curry? Chinese? Then cook the office lunch and reheat it at work the next day!
- 10. Sponsored coffee/tea runs** Offer to make your colleagues their hot drinks for a week for sponsorship.



Feeling Sporty?

Why not invite a few colleagues to participate in a mini sports tournament?

You can hire pitches, tennis or squash courts at the Munrow after the working day or during lunchtime. We recommend charging colleagues £5 to cover hiring costs and to put towards your fundraising.

Sport Ideas: Football, Dodgeball, Tennis, Badminton, Running



Why miscarriage research?

'Miscarriage is the most common complication of pregnancy but also a deeply personal and often isolating experience for women and couples. Many questions remain unanswered. Here in Birmingham we're determined to find the answers. 'Professor Arri Coomerasamy, Director, Tommy's National Centre for Miscarriage Research.

Tweet your fundraising event photos to @birminghamalum using #raisedbyUoB

Staff Fundraising Week 2017

Raising funds in aid of the University's
early miscarriage research.

Come along to.....

on the

in the

at

To find out more about Staff Fundraising Week
or the research into miscarriage prevention then
visit www.birmingham.ac.uk/stafffundraising

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STAFF FUNDRAISING WEEK 2016



STUDENT HUB STAFF

The Student Hub staff ran various events throughout staff fundraising week 2016, including an **ECCENTRIC HEADGEAR COMPETITION**, a **CAKE SALE**, a **'HUB' QUIZ**, and a **'FIND FLAPPY' COMPETITION**. They raised an incredible **£297!**

IT SERVICES

IT Services held a **CURRY LUNCH DAY** and made some delicious looking lunch! They also had a bake sale and over the course of the week raised an amazing **£280!**



DARO

The Development and Alumni Relations Office (DARO) held a **GUESS THE BABY** competition, as well as a **CARNIVAL GAMES DAY**, a **BAKE SALE**, and a **DRESS IN THE DECADE YOU WERE BORN DAY**. They raised **£456** over the week!

IMMUNOLOGY & IMMUNOTHERAPY

The Immunology and Immunotherapy department hosted a **WINTER FETE** and they managed to raise **£333** from that one event!



In 2016, our staff raised £2637.37 to support the University's childhood cancer research

Stay legal and keep it safe

Making the most of your fundraising

The University has charitable status and can reclaim **GIFT AID** on donations, increasing their value by 25%.

Remember to ask donors to fill in your sponsorship form in order for us to claim Gift Aid and maximise your fundraising total! Gift Aid can only be claimed on voluntary donations, so if you are asking for a specific donation (i.e. £2 per cake) then unfortunately we can't claim Gift Aid. It's up to you how you decide to ask for donations - sometimes asking for a specific amount can encourage your donors to give more!

The University of Birmingham is a corporate body created by Royal Charter in 1900 and an exempt charity under Schedule 3 of the Charities Act 2011. For reference, our Inland Revenue Charities reference number is X7237.



Paying in your donations

There are many ways that you can ask your colleagues to make a donation to the University. The easiest way is to create a JustGiving page, or you can collect donations in cash (good for bake sales).

JustGiving is a secure and easy-to-use fundraising tool that enables you to collect donations online or by text message. You can even join the Staff Fundraising Week team page and watch our total go up day by day! To set your page up, visit: <http://www.justgiving.com/universityofbirmingham/raisemoney/>

Any cash donations collected need to be counted by two people and logged on the 'cash counting sheet' found in the back of this pack. We'll even come and collect it from your office if it's more convenient.

Please feel free to contact us at fundraiseforus@contacts.bham.ac.uk or on **48895** for further advice on how to collect funds and return them to us.

Food hygiene

If you are planning a bake sale please complete a food hygiene information form completed and send to the hygiene manager prior to the event. (forms will be provided).



Getting in touch

Please fill out our online form at www.birmingham.ac.uk/stafffundraising to let us know about your staff fundraising event. We can help you publicise, and we'd love to pop in to see you!

Social media

We would love to hear about your fundraising activities so please get in touch on social media. Use #raisedbyUoB to share your best photos and let us know how your fundraising is going.



@birminghamalum



<https://www.facebook.com/birminghamalum>



@birminghamalum



Raising funds for the University of Birmingham

Thank you very much for your support for the University of Birmingham. Your hard work in fundraising for the early miscarriage research is very much appreciated.

In order to maintain the necessary records for the University, we would be grateful if you would complete the following details:

Your contact details

Name: _____ E-mail: _____

Address: _____

Postcode: _____ Tel: _____

Your fundraising event

Date: _____ Event title: _____

Description: _____

University project to benefit:

Early Miscarriage Research

The University of Birmingham is a corporate body created by Royal Charter in 1900 and an exempt charity under Schedule 3 of the Charities Act 2011. For reference, our Inland Revenue Charities reference number is X7237.

To enable your fundraising event to come under the charitable status of the University of Birmingham, you will need to sign the following declaration. This will also allow the University to claim Gift Aid on any donations which qualify, provided the necessary details (full name, full address and postcode) are recorded for each of your donors.

Declaration

As the organiser responsible for the above fundraising event for the benefit of the University of Birmingham, I undertake to remit all funds collected to the University of Birmingham without deduction:

Signed: _____ Date: _____

Approved on behalf of the University: _____

Position: _____ Date: _____



Sponsor Form

Name of fundraiser: _____

Fundraising event and cause: Staff Fundraising Week – Early Miscarriage Research

If you are making a *recommended donation* towards cakes/coffee etc. and you pay UK income tax, then your donation could go even further with Gift Aid. This means that the University would receive an extra 25p in reclaimed tax for each £1 that you donate, with no extra expense to you. In order to help us claim these funds, we would be grateful if you could complete the details below.

* I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

| Full Name | Home Address | Postcode (essential for Gift Aid) | Amount | Gift Aid* (please tick) | Tick if Paid |
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Please find spare sponsor forms at www.birmingham.ac.uk/giving

Total Raised: £ _____

Please drop off your sponsorship form and fundraising total by the **27th February 2017** to:

Development and Alumni Relations, Birmingham Research Park, 97 Vincent Drive, Birmingham, B15 2SQ.
Alternatively, get in touch at fundraiseforus@contacts.bham.ac.uk and we can arrange to collect your money from your office. Please avoid sending cash through the internal post system - thank you!

CASH DONATIONS FOR BANKING

Tips:

In order to avoid any problems, cash should always be counted by two people, so that they can verify each others' total.

It should ideally be bagged up in coin bags from the bank in separate denominations (notes, £2, £1, 50p etc).

The amounts of each denomination should be listed on the attached and totalled.

Once it reaches the University, we would then also make sure two people count it, to verify the original amount is still intact, before banking it.

Event Name: _____

Organised by: _____

Date held: _____

Bank (Paying in book) Reference: _____

CASH DONATIONS FOR BANKING

Counted by: _____

Verified by: _____

DARO counted by: _____

DARO verified by: _____

Date: _____

AMOUNT COLLECTED

| | |
|----------------------------|--|
| £50 notes | |
| £20 notes | |
| £10 notes | |
| £5 notes | |
| £2 coins | |
| £1 coins | |
| 50p | |
| 20p | |
| 10p | |
| 5p | |
| 2p | |
| 1p | |
| TOTAL AMOUNT RAISED | |

Thank you



Contact us:

Email: fundraiseforus@contacts.bham.ac.uk

Phone: +44 (0) 121 414 8895

Address: Development and Alumni Relations Office,

Birmingham Research Park,

University of Birmingham,

B15 2SQ

www.birmingham.ac.uk/stafffundraising