



Action for  
Pulmonary  
Fibrosis



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FUNDRAISE FOR US

# PULMONARY FIBROSIS AFFECTS OVER 200,000 PEOPLE IN THE UK

We provide patients and their families with practical support and promote awareness of pulmonary fibrosis through fundraising, education and advocacy.

We fund high quality, high impact research that has the potential to:

- contribute towards the discovery of an effective treatment or cure, and
- accelerate change which will enable our community to live well for longer.



# TOGETHER WE ARE STRONGER

We rely entirely on charitable donations to fund our work. We are incredibly grateful to our generous community of supporters - every penny donated helps us continue to be there for everyone affected by pulmonary fibrosis.

Fundraising is crucial to us reaching more people and creating changes to the lives of people living with pulmonary fibrosis, both now and in the future.

Your donations help us:

- Fund new research that could help stop lung fibrosis in its tracks
- Support more people affected by pulmonary fibrosis to help them live well for longer
- Raise awareness and take strides towards preventing occupational causes of this devastating disease

We can't do this alone, and we are grateful for every donation made towards our life-changing work.



# HOW YOUR MONEY HELPS

**£10** could help fund a phone call to our specialist nurse, providing a listening ear and information to people living with pulmonary fibrosis

**£25** could help fund a Carers Group session, supporting those caring for people with pulmonary fibrosis to connect with other people sharing similar experiences

**£50** could help us provide essential information packs to people living with pulmonary fibrosis to help make informed choices about their wellbeing

**£100** could support the funding of vital new research into pulmonary fibrosis and treatments that could one day lead put a **STOP** to pulmonary fibrosis.





# YOU'LL HELP PEOPLE LIKE DAWN

Dawn lives alone and is on ambulatory oxygen. Dawn is pretty much housebound – particularly during the cold weather when she finds it hard to breathe. She keeps busy at home with a treadmill, baking and crafts.

*'You don't meet many younger people like myself with PF and it's rare to find someone who understands what you're experiencing. I'm on ambulatory oxygen and live alone so it's quite a mission to get out and about under normal circumstances. After a couple of months the isolation really hit. I knew I was struggling.'*

Dawn got in touch with APF and was matched with a befriender.

*'At first, I really didn't think it would make any difference. How wrong was I! I really can't overestimate the impact my befriender inspires me so much. I think what makes it so impactful is that she is a similar age to me and totally understands the specific challenges of living with PF. It's very different to speaking with a supportive friend. The impact she's had on me is tremendous.'*

# GETTING STARTED

The quickest and easiest way to collect donations is by setting up a Enthuse page at <https://actionforpulmonaryfibrosis.enthuse.com/profile>

Follow the Enthuse step-by-step guide to setting up your fundraising page on their website. Once you have a page, you can share the link on email and social media with your friends, family and colleagues so they can sponsor you anywhere, at any time.

A sponsorship form can be found at the end of this pack if you prefer to collect donations offline.



# GET INSPIRED

## **Bake it**

From a small office bake sale to a full-blown bake-off competition, cakes are a great way to fundraise for APF!



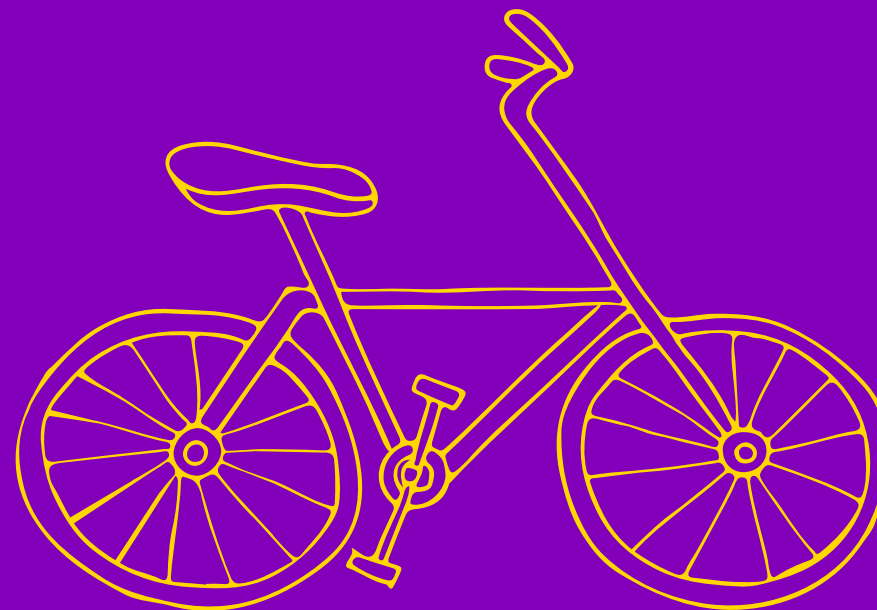
## **Give something up**

Fancy going booze free, or giving up fast food? Get sponsored to give up your favourite thing and help people with PF while you do it



## **Host a quiz**

Competitive? Host a quiz and more with our step-by-step guides, available [www.actionpf.org/get-involved/fundraising](http://www.actionpf.org/get-involved/fundraising)



## **Do an APF challenge**

Cycle, walk, run or swim! Find out more at [www.actionpf.org/get-involved/fundraising](http://www.actionpf.org/get-involved/fundraising)

# SPREAD THE WORD

## **Tell friends and family**

Use email, Facebook and Twitter to tell your friends, family, colleagues and contacts that you're fundraising, why APF is so important to you, and how they can support you.

## **Promote your fundraising through local media**

Share your fundraising story with local newspapers and radio stations – they love a good story.

## **Put posters up**

Using the poster template at the back of this pack, add a photo and share why you're supporting APF. Put them up at your office, local schools and cafés to advertise your event or challenge and let them know how they can support you.

## **Let us know how you're getting on...**

Tag us @actionpulmonaryfibrosis on Twitter and Instagram so we can follow your fundraising journey through photos or videos



# PUTTING ON AN EVENT

If you decide to hold an event – from a dinner party to a sports tournament – here’s a step-by-step guide to make sure it goes off without a hitch!

## Before...

- 1 Read our Events checklist (page 12) and Risk assessment (page 16) to make sure your event is safe
- 2 Get a date in the diary
- 3 Book a venue
- 4 Order materials (page 10) to help you fundraise
- 5 Recruit helpers – security, models, a quizmaster, a goalie...
- 6 Invite people or sell tickets to friends, family and colleagues
- 7 Spread the word (page 8)
- 8 Plan fundraising activities



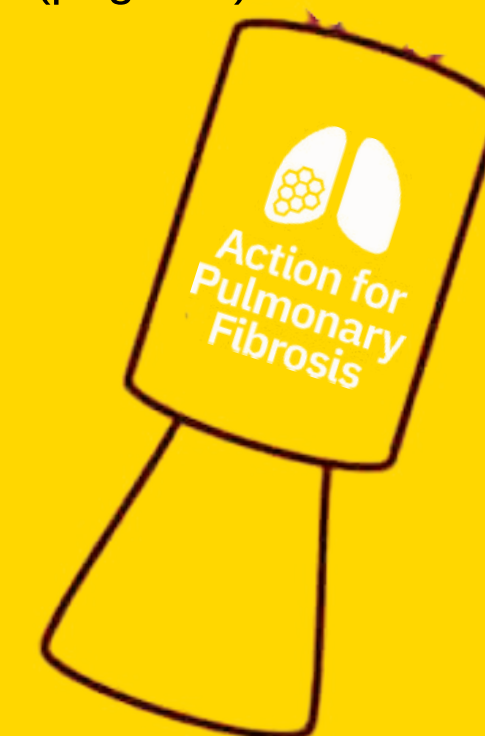
## During...

- 1 Make sure health and safety has been considered
- 2 Encourage guests to get involved with your raffle/auction/games
- 3 Put collection tins or boxes on every table for loose change
- 4 Use a sponsorship form for offline donations
- 5 Most importantly – have fun!



## After...

- 1 Say thank you to all your guests for their donations with our Thank You poster
- 2 Does your company offer match-funding? It's worth an ask...
- 3 Collect together sponsorship forms and paying in forms
- 4 Send your money back (page 11)



# ORDER YOUR MATERIALS

Pin badge



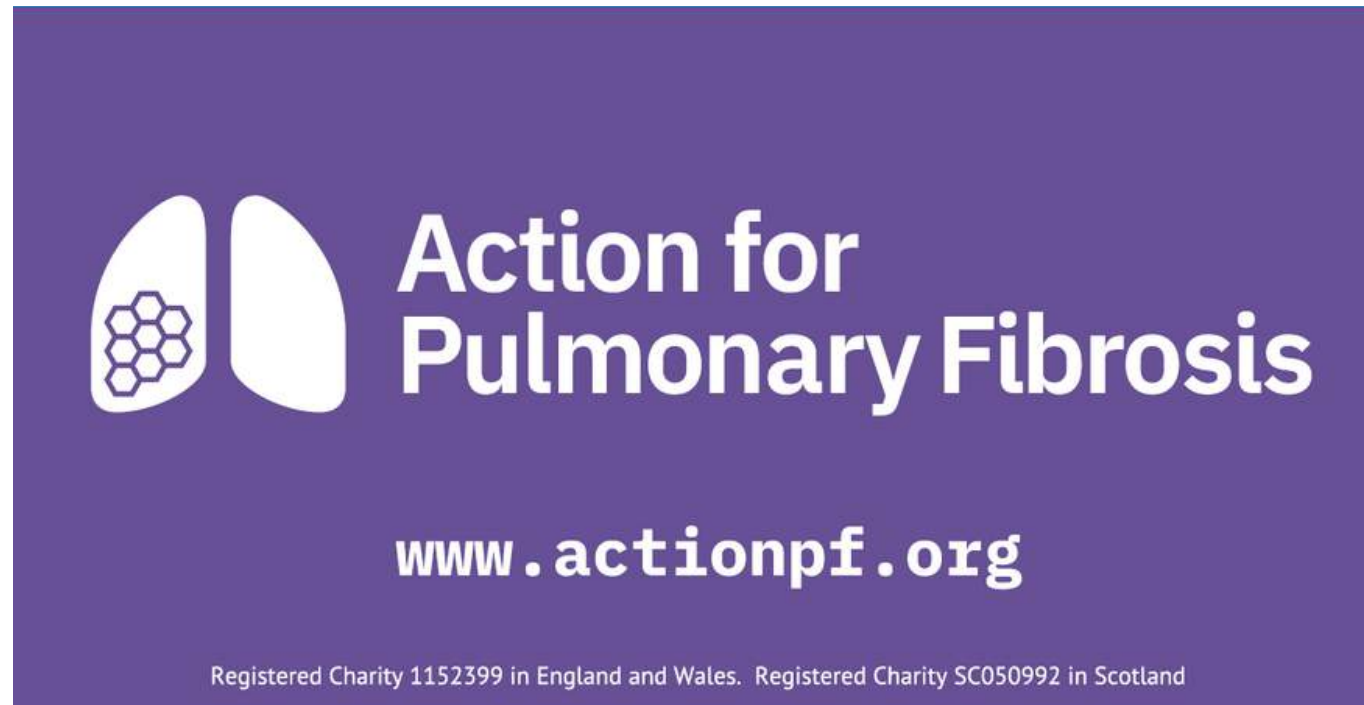
T-Shirts



Balloons



Email [fundraising@actionpf.org](mailto:fundraising@actionpf.org) with a list of what you need and we'll pop it in the post. We do have restricted quantities available, so if you need additional items, you can purchase them via our shop [www.actionpf.org/fundraising/merchandise](http://www.actionpf.org/fundraising/merchandise)



Banners



Wristbands



Pens



Collection Buckets

# SEND YOUR MONEY BACK

Good news – if you set up your online fundraising page, the money you raise is sent to us automatically.

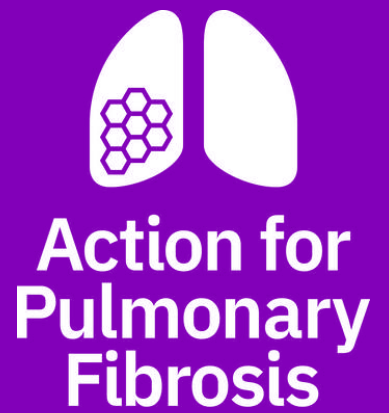
To send in cheque donations, please complete a paying in form (page 23) and send it to us, along with any completed sponsorship forms to:

**Action for Pulmonary Fibrosis**  
**Stuart House, East Wing**  
**St Johns Street**  
**Peterborough**  
**PE1 5DD**

Alternatively, you can return your money online at [www.actionpf.org/form/one-off-donation](http://www.actionpf.org/form/one-off-donation) or call us to make a card payment on [01733 839642](tel:01733839642) Mon to Fri 9am - 5pm



# EVENT CHECKLIST



If you are thinking of holding your own fundraising event or activity to help reach your fundraising target, please follow these simple guidelines to make sure your event is safe and legal!

## The venue

- Ensure the venue is suitable for your event. Does it have adequate lighting, the right facilities and disabled access?
- Do not exceed the safety capacity of the venue.
- Keep fire exits clear and free from obstructions at all times.
- Think about the parking arrangements and provide a parking steward if needed.
- If you are collecting money in a private property such as a restaurant or pub, you'll need permission from the manager.
- If your event is in a public place, you'll need to let the police know in case it disrupts traffic.

## Equipment

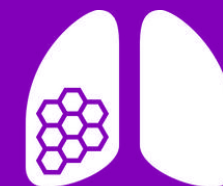
- Ensure all portable electrical equipment has been tested and is safe to use.
- Position equipment safely to avoid trailing cables.
- Equipment should only be operated by people who are competent to use it.
- Check the stability and strength of trestle tables before piling them up!
- Avoid lifting heavy loads – use trolleys or ask for help where appropriate.

## First aid and emergency measures

- Ensure that you have adequate emergency and first aid procedures for your type of event (e.g. what will you do in the event of a fire?).
- Consider whether you need to notify the police or fire brigade of your event.
- Decide if you need a qualified first-aider or if a first aid box is adequate.
- Make sure there is a telephone available for emergency calls.
- Ensure that you know where turn-off valves and fire extinguishers are located.
- Speak to St John's Ambulance/St Andrew's First Aid for advice about first aid at events.

## Food & refreshments

- It is the legal responsibility of anyone selling or processing food to do so safely and hygienically, so ensure that at least one helper has a foundation level food hygiene certificate.
- If no one has this certificate, ensure that all food handlers have read the NHS guide on food safety.



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## Money

- Keep money in a lockable box.
- Take care of your personal security when carrying money. If possible, don't go alone. Make sure that no one puts their personal safety in jeopardy by tackling a thief.

## Insurance

- For events, we strongly recommend that you check that you have adequate insurance (e.g. public liability insurance) and that you take all reasonable steps to ensure the safety of all concerned.
- It is the responsibility of those joining in activities to ensure that they are fit enough to take part.
- APF cannot accept responsibility for accident, injury, loss or damage as a result of your event.

## Useful Contacts & Information

St John Ambulance – 08700 104950 (Mon-Fri 9am-5pm)

St Andrew's First Aid – 03004 666999

Police (Non-Emergency) – 101 (England, Scotland and Wales) or 0845 6008000 (Northern Ireland)

Institute of Fundraising – 020 7840 1000 or visit their website

## Legal Guidelines

- The advice given in this section is clearly intended to provide general guidance only and to that extent the information conveyed is accurate.
- Any fundraising materials you use should say: In aid of Action for Pulmonary Fibrosis

Registered Charity No. England & Wales Charity Registration Number: 1152399,  
Scotland Charity Registration Number: SCO50992

## Licensing

**You will need a licence from your local authority for any of the activities listed below:**

- Music and dancing.
- Sale of alcohol.
- Extended hours.
- Provision of food or drink.
- Copyright and royalties for drama or film shows.
- Collecting money or selling goods in a public place.

## Prevention of Food Poisoning.

- If there is BBQ food, follow the guidance in the Food Standard Agency's leaflet, Beat the Barbecue Bugs.
- Label food which contains nuts or other allergens.
- Keep children and animals out of food preparation areas.
- Provide appropriate protective clothing (e.g. plastic gloves, aprons, etc.).

## Children

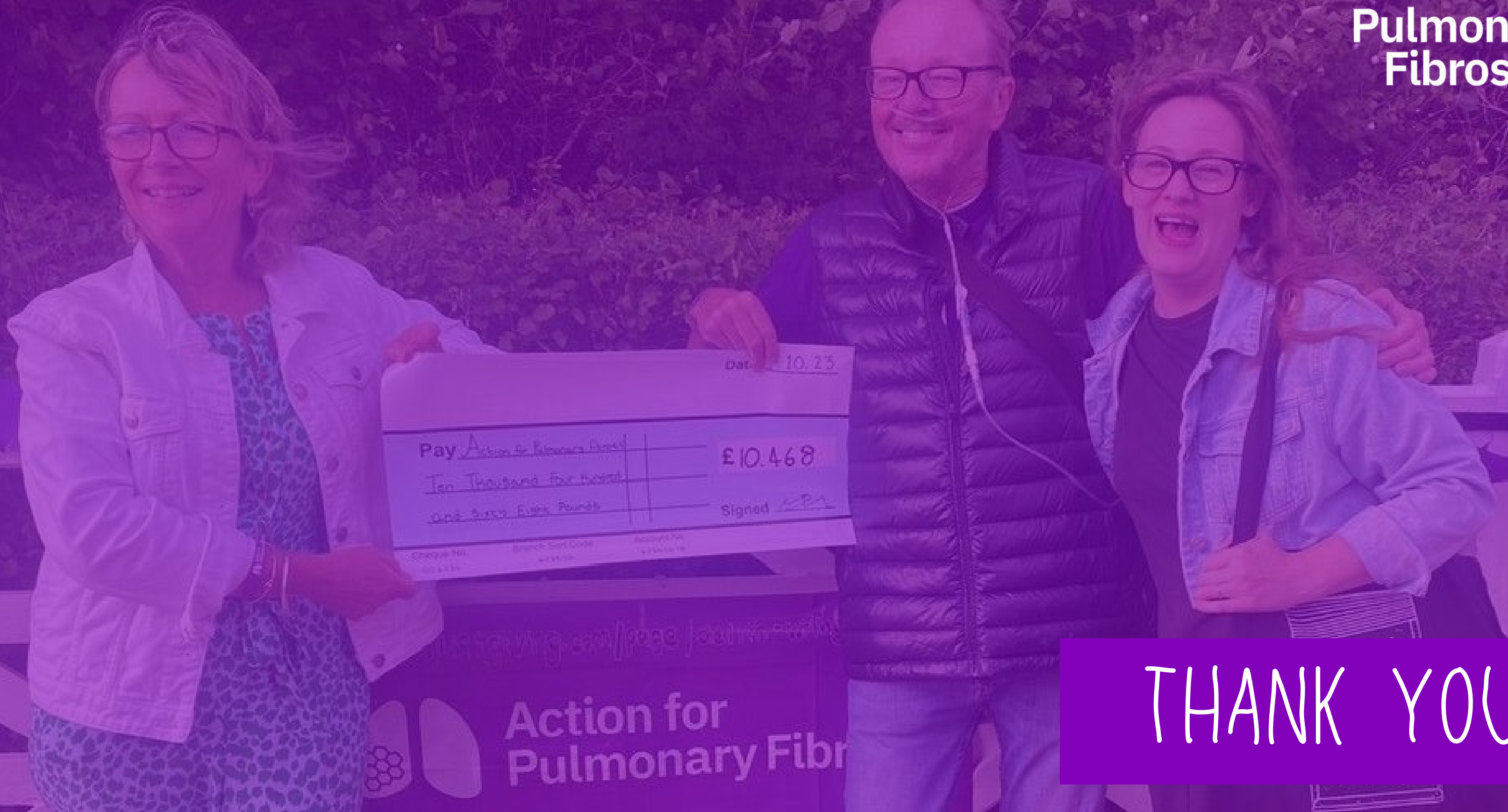
- If anyone under the age of 16 wants to help with fundraising, they must be accompanied by an adult at all times.
- For anyone aged 16-18 years old, they must have permission from a parent/guardian.
- Do you need to make provisions for lost children?



Registered with  
**FUNDRAISING  
REGULATOR**



Action for  
Pulmonary  
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Date: 10/23

Pay Action for Pulmonary Fibrosis £10,468

Ten Thousand four hundred

and three eight pounds Signed: *[Signature]*

Cheque No. 101234 Branch Sort Code 211456 Account No. 12345678

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THANK YOU

# RISK ASSESSMENT

Please note: This is a template/example risk assessment form for you to fill in for your event to ensure the safety of yourself and the people who attend. Remember to consider the likelihood and severity of risk (where applicable) of:

- Tripping over objects/wires
- Food allergies
- Falling/tripping down stairs
- Lost property
- Case of fire
- Any other risks that could apply to your event

**Date:**

**Activity:**

**Date and time:**

**Venues and locations:**

**Transport arrangements:**

**Contact information:**

**Lead fundraiser(s):**

Identified risk	Likelihood Severity	Action taken to minimise risk	Action required if risk occur	Action required if risk occurs
Food allergy	Low	Moderate	All delegates are asked to identify any dietary requirements when booking. The venue is made aware of any dietary requirements.	Inform the venue and call an ambulance if necessary.

Identified risk	Likelihood Severity	Action taken to minimise risk	Action required if risk occur	Action required if risk occurs
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# I'M FUNDRAISING

IN AID OF  
ACTION FOR  
PULMONARY FIBROSIS



Action for Pulmonary Fibrosis  
is a charity that offers practical and emotional  
support to everyone affected by the disease. We  
fund vital research, education and campaign.

[www.actionpf.org](http://www.actionpf.org)



# COME TO MY EVENT

IN AID OF  
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# THANK YOU

FOR SUPPORTING  
ACTION FOR  
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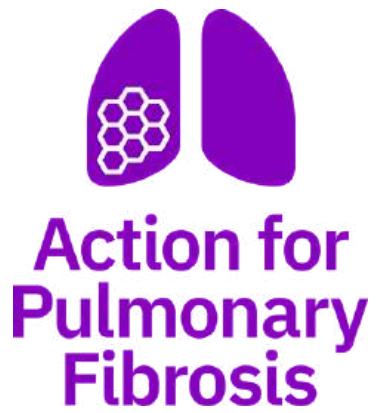


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Fibrosis





# Cheque Paying in form



I would like to make the following donation to APF from my (e.g. bake sale)

Title	First name	Surname name
Address		
Postcode		
Phone	Email	

## At no cost to you, increase your donations by 25%

**Yes**, I am a UK taxpayer. I would like Action for Pulmonary Fibrosis to treat all donations I have made for the past four years and all future donations as Gift Aid donations until I notify you otherwise. By ticking this box, I confirm that I am paying an amount of income tax and/or capital gains tax for each tax year, that is at least equal to the tax all charities & CASCs will reclaim on my donations in the appropriate tax year. I understand that if I pay less income and/or capital gains tax to cover the amount of Gift Aid claimed on all my donations in that tax year, it is my responsibility to pay any difference. *giftaid*

**No** I am not a UK taxpayer **Date**

