



THANK YOU

**FOR CHOOSING TO FUNDRAISE FOR THE
CHILDREN OF OUR FALLEN HEROES.**



A MESSAGE FROM NIKKI

Thank you so much for choosing to fundraise for *Scotty's Little Soldiers* and the children of our fallen heroes.

Your support means so much to us and allows us to continue with our work helping all of our brave Scotty Members.

Please read through this information pack which will hopefully answer any questions you might have regarding your fundraising.

If you need any further assistance please get in touch with the team at events@scottyslittlesoldiers.co.uk.

Once again, thank you and good luck with your fundraising!



WHAT HAPPENS NEXT?

1. Your fundraising activity is now registered and included with your email should be your unique ESLS registration code. Use this whenever you contact us so we can look up your details quickly.
2. Have a read through this information pack for fundraising tips and advice. If you have any questions not answered here feel free to contact the team at Scotty HQ on 01553 763000 or by emailing events@scottyslittlesoldiers.co.uk.
3. Most fundraisers chose to set up an online giving page to make collecting sponsorship easy, the most popular ones are www.justgiving.com or uk.virginmoneygiving.com
4. If you've requested any promotional items you will receive them 2 weeks before your event start date (if you haven't, give us a shout as they may have gone missing in the post).
5. You will receive a phone call from a member of the team around 4 weeks before your event to see if there is anything we can help with.
6. You will also receive a phone call after your event to find out how it went but feel free to get in touch before then and send us any photos you have.

REQUESTED A COLLECTION POT?

Your collection pot will be sent to you shortly & there is information within this pack on how to pay in any money collected. If you have finished with your pot please organise for its return so we can issue it to a new fundraiser.

TIPS & ADVICE

PAYING FUNDS

LEGAL

EVENTS

ONLINE GIVING

DONATING



BUYING SCOTTY GEAR & MAKING PAYMENTS

RUNNING VESTS

We have 2 styles of running vests available, our basic vests for £15 and our new premium Under Armour vests priced at £25. Both are available from www.scottyslittlesoldiers.co.uk/webshop



FUNDRAISING T-SHIRTS

Our Fundraising for Scotty's T- Shirt is available to buy from our website for £15 but registered fundraisers can order theirs by phone for £10. Call 01553 763000 Mon-Fri 0900-1700

FUNDRAISING T-SHIRT



SHOP IN A BOX

Do you want to sell Scotty merchandise at your event? We have 3 shop in a box options available to you. Call the office on 01553 763000 to hear the latest options.

We will need to take a pre-authorisation of credit/debit card as a deposit but will not charge the card as long as unsold items are returned on time.

PROMOTING YOUR EVENT

Social media is a great way to promote your event. Remember to include @corporalscotty in your tweets so we can retweet and help spread awareness of your fundraising.

Like us on Facebook and post a comment about your event on our page.

Posters and sponsorship forms can be downloaded from our website for your use.

If you selected the option for Scotty's to share details of your event when registering we will include you in our monthly events update on the website and in Stripes Magazine.

PAYING IN YOUR FUNDRAISING

By Post

You can send us a cheque made payable to *Scotty's Little Soldiers* to Unit 21 Bergen Way, King's Lynn, Norfolk PE30 2JG.

At the Bank

You can deposit funds directly into our bank account. Please use your ESLS number as the reference and it would be great if you could post us or email a picture of the paying in receipt. Our account details are:

Name: Scotty's Little Soldiers

Bank: HSBC

Account: 62055007

Sort Code: 40/40/14

Online

Visit our website and hit the donate button to pay your funds using a credit or debit card.

By Phone

Prefer to pay by card over the phone? Just give us a call on 01553 763000 Mon-Fri 9-5.

Online Giving Sites

Got a JustGiving or Virgin Money Giving page? Just sit back and relax, they automatically transfer your fundraising over to us.

We've included a submission form on the final page of this pack. If you complete and return to us it helps us keep track of our donations.

SHOW US YOUR PICS!

It may seem some way off now but we love to hear how your fundraising went. Please let us know all about it and feel free to send in some pictures - we love to see them and if it's OK with you, use them to give other people fundraising ideas.





KEEPING IT LEGAL

Scotty's Little Soldiers is so thrilled that you have decided to support and raise money for the children of the fallen.

We ask that you please read through this guide as we want you to fundraise safely and within the law.

We are obliged to point out that by supporting Scotty's it does not authorise you to act as an agent or representative for, or on behalf of the charity, so your fundraising materials must not suggest that you represent Scotty's in any way, only that you are fundraising in support of the charity.

IN SUPPORT OF SCOTTY'S



Whilst we really appreciate your support, Scotty's Little Soldiers is not responsible for organising, supervising or hosting your fundraising activity, and all activities and participation are at the organisers and participants own risk. Please be aware that Scotty's Little Soldiers does not accept any responsibility or liability during your fundraising.

IN SUPPORT OF SCOTTY'S



IN SUPPORT OF SCOTTY'S LOGO

For contractual and trademarking reasons you can only use the 'In Support of Scotty's Little Soldiers' logo on all your publicity and fundraising materials (e.g. leaflets, posters).

Please do not make any changes to the logo or use any of Scotty's intellectual property on items to be sold without obtaining written permission from the charity.

Please email events@scottyslittlesoldiers.co.uk if you wish to be sent a copy of the logo.

We also have a full copy of our brand guidelines available for designers to use.



Competitions

If you are holding a fundraising event for Scotty's and you are planning on having a lottery, such as a raffle, tombola or sweepstake, you should be aware that there are strict laws about what you can and can't do. We recommend that you look at the www.gamblingcommission.gov.uk website (Eng/ Scot/ Wales) or www.nicva.org (N.I.) for more guidance.

Insurance

Please make sure you find out if you will require any insurance to cover you for your event or fundraising activity. Note that Scotty's cannot provide insurance for your event/activity.

Here are some points you may wish to consider - public liability cover, damage to property owned, hired or borrowed, event cancellation insurance, travel insurance, cover to meet any contractual conditions.

Collections

Scotty's Little Soldiers does not give permission for anyone to collect door to door.

Please make sure you have the correct permissions or licenses prior to collecting. Your local authority will be able to assist you with this.

Safeguarding of Children

If children (under 16) are involved in fundraising in any way please make sure they have permission from their parent or guardian and are supervised by a responsible adult at all times.

Children should never approach strangers about fundraising and please be aware that it is illegal for children under 16 years of age to participate in public collections.



THANK YOU

FUNDRAISING SUBMISSION FORM

If you have the opportunity to complete this form and return it to us it helps us loads with our accounting. It also makes it easier for us to see how fantastic your fundraising was. Feel free to post, scan or even email a picture from your camera phone! Whatever is easiest for you.



HOW TO PAY IN YOUR FUNDRAISING

By Post

You can send us a cheque made payable to *Scotty's Little Soldiers* to Unit 21 Bergen Way, King's Lynn, Norfolk PE30 2JG.

At the Bank

You can deposit funds directly into our bank account. Please use your ESLS number as the reference and it would be great if you could post us or email a picture of the paying in receipt. Our account details are:

Name: Scotty's Little Soldiers

Bank: HSBC

Account: 62055007

Sort Code: 40/40/14

Online

Visit our website and hit the donate button to pay your funds using a credit or debit card.

By Phone

Prefer to pay by card over the phone? Just give us a call on 01553 763000 Mon-Fri 9-5.

Online Giving Sites

Got a JustGiving or Virgin Money Giving page? Just sit back and relax, they automatically transfer your fundraising over to us.

FIRST NAME:.....

SURNAME:.....

GROUP/ORGANISATION:.....

ESLS NO:.....

DATE OF EVENT:.....

YOUR ADDRESS:.....

CONTACT PHONE:.....

EMAIL:.....

AMOUNT RAISED:.....

FUNDS PAID IN BY:

BANK DEPOSIT ☐

SCOTTY'S WEBSITE ☐

ONLINE GIVING ☐

CASH/CHEQUE ☐

PHONE ☐

DATE PAID IN:.....

PLEASE RETURN TO:

Scotty's Little Soldiers, Unit 21 Bergen Way, King's Lynn, Norfolk PE30 2JG
events@scottyslittlesoldiers.co.uk

FUNDRAISING SPONSORSHIP FORM

Name:

I'm taking part in:

On the:

My ID number is: **ESLS**

Gift Aid:

[illegible]

Banking Date:

TOTAL RAISED: