

# TSA Fundraising Guide



**tssa**  
tuberous sclerosis  
association

Registered charity 1039549 (England & Wales) Registered charity SC042780 (Scotland)

# THANK YOU

## for choosing to raise funds for the TSA



### Your fundraising journey starts here!

Every penny you raise will help individuals and families across the UK who are affected by the rare genetic condition Tuberous Sclerosis Complex (TSC).

**We simply couldn't do everything we do without your amazing support!**

This handy guide aims to give tips and ideas to get you started and help you make the most of your fundraising activities. Don't forget, the fundraising team are here for you every step of the way.

## Who is the Tuberous Sclerosis Association (TSA)?

The TSA is the only UK charity dedicated to supporting and representing everyone affected by TSC. We're here for everyone in the TSC community, including families, individuals and medical professionals.

Your fundraising means that we can continue working hard to provide the support people need today, while searching for a cure for tomorrow. We provide:

### Support and information

We offer a free, confidential Support Line and a financial assistance service. We also provide up-to-date information, as well as opportunities to meet others in the TSC community through our regular events



### Research

By backing the most promising new research projects and seeking global collaborations, we can make treatments and, hopefully, a cure come faster



### Campaigning

We strive to influence NHS policy to ensure that the needs of people affected by TSC are met and they get the treatment and care they deserve, along with early diagnosis



## Providing help for today and a cure for tomorrow

# Let's get started with your FUNdraising!



There are so many exciting ways to raise money for the TSA and we want to inspire you to find the right one for you.

There's no better feeling than knowing the money you raise will be helping families affected by TSC.

## Decide what you'd like to do

You may already know what you want to do. Maybe you'd like to take on a run or walk? Maybe you'd like to hold a bake sale, quiz or do something at work? If you're unsure how you'd like to raise money, we can help you get started.

## Take inspiration from our other amazing supporters

Our TSA supporters have taken part in dress-down days, quiz nights, bingo nights, bake sales, golf days, garden parties, barbecues, pub crawls and taken on challenges like runs, marathons, skydives, walks and other fun activities. If you're still unsure get in touch!



Email us: [fundraising@tuberous-sclerosis.org](mailto:fundraising@tuberous-sclerosis.org)

Do something you enjoy and have FUN!

# How your fundraising makes a difference

**By fundraising for the TSA you are helping to improve the lives of people affected by TSC**

We receive no government funding and rely on the kindness and generosity of people like you.

All of your dedication and hard work raising vital funds means that we can ensure that no-one is ever alone with TSC.

We will never stop being here for the individuals and families who need us.

**Your support is vital in helping to improve the lives of the hundreds of families across the UK living with the impact of TSC.**



*As a family, we'll always be thankful for the TSA. Knowing that they're here, fighting every day for people with TSC, is uplifting and helps make the future brighter*  
- Mum, Laura Holt

**£10**

Could provide someone who's just received a life-changing TSC diagnosis with a Welcome Pack from us

**£50**

Could provide vital lab time for a scientist embarking on a promising research project

**£100**

Could go towards campaigning, events and important information materials sent out to our Support Line callers

**£250**

Could provide laboratory equipment for a week's research into the causes, management or treatment of TSC

**Every penny raised helps people in the TSC community**



# Let's get planning!

## Spaces, places and times

Where are you planning on holding your fundraising? Think about when and where you'll do it. Would it be better to raise money on a weekend, so that more people can get involved? It's a good idea to check that other events aren't happening at the same time before you set the date and remember to give yourself enough time to prepare.



## Set yourself a fundraising target

Think about how much money you'd like to raise. Be ambitious but be sure to set achievable targets. How are you going to raise as much money as possible? Will you collect sponsorship, charge for attendance or sell refreshments?



## Get others involved

Ask if your friends, family or colleagues would like to help. Make a list of things that they could do to help make your fundraising a success. You could also approach local businesses as they might be able to help you with sponsorship or raffle prizes.



## Tell everyone why you're fundraising

It's important that people know why you're raising money for the TSA. Maybe you have a personal reason for fundraising that you'd like to share? If people know how their money helps, they'll be much happier to donate.



## We'd love to celebrate your fundraising with others

Taking photos and video clips is a great way to capture your fundraising activities and let everyone know what you're doing. We always love to celebrate our supporters achievements, so please don't forget to share your photos and videos with us.

## We're here to support you

We want you to get the most out of your fundraising, so if you've any questions or concerns then please don't hesitate to contact us. The easiest way is to email us - [fundraising@tuberous-sclerosis.org](mailto:fundraising@tuberous-sclerosis.org) and we'll get straight back to you.



**Planning ahead will help you make the most out of your fundraising**

# Who will you fundraise with?



## Do it your way

Are you taking on a personal challenge? Maybe you've already got your challenge lined up. If not, we've got loads of challenges that might get your heart racing!

## Celebrate with us

You could ask for birthday, wedding, anniversary or festive donations, instead of gifts or cards. You can set up an online fundraising page or a Facebook birthday fundraiser.

## Are you are a member of a sports club or community group?

If you take part in community activities or are a member of a group or organisation then you could ask them to raise funds for the TSA.

## Fundraising with children

Get the children involved. Maybe they could take part in a sponsored silence, or perhaps their school could hold a non-uniform day or party to raise funds.



## Gather your family and friends and get them involved too!

Make memories with your special people and have fun together whilst fundraising for the TSA. Hold a barbeque or garden party, a pamper night or get quizzing!

## Have fun whilst fundraising at work with your colleagues

Get your team together to take on a group challenge. Hold a raffle, dress down day or a bake sale. Don't forget to ask your employer about matched giving.

## Whatever you decide...

The most important thing to remember is that your fundraising should be fun. So don't forget to relax and enjoy yourself!



# Don't forget to have FUN!

# We can provide everything you need

**Whatever you need to make your event a success, we can help**

Whether you need posters, info leaflets, t-shirts, badges, balloons, wristbands, keyrings, bunting or any other extras to give your event the perfect finishing touches, get in touch with us and we'll send you everything you need.

**Visit our online shop at [tuberous-sclerosis.org/shop](https://tuberous-sclerosis.org/shop) to order your event merchandise.**



**Don't forget the finishing touches for your perfect event!**

# Keep us updated and spread the word

## Let everyone know about your fundraising

Share your fundraising news far and wide! Get social and let others know what you are doing and why you're fundraising for us.

## Share your stories and photos with us

We always love to hear about your fundraising activities and see all of your lovely photos. Please send your pics across and we'll give you a shout out across our social media channels.



@thetsauk



@uktsa



tuberous-  
sclerosis-  
association



@uk.tsa

Follow us on social media and sign up online for updates

[tuberous-sclerosis.org/iwanttohelp](https://tuberous-sclerosis.org/iwanttohelp)



# Information about safe and legal fundraising

## **Your fundraising should be fun, but there are some things you should know:**

Charity fundraising is regulated by law to ensure fundraising is legal and safe. You can view the full guidelines from the Institute of fundraising here: **[institute-of-fundraising.org](https://institute-of-fundraising.org)**

## **Your responsibilities**

You must ensure that all donations are paid to us. If any money you raise won't be paid to us, you must inform donors. If you have to cancel your fundraising, you'll need to contact your donors and ask if they're still happy for the money to come to us, if not the donation must be refunded.

## **Permissions**

If you're planning on holding an event in a public place then you'll need permission, either from the local authority, land owner or property owner.

## **Licenses and collections**

Check with your local authority as you may need a licence for selling alcohol, holding a raffle, lottery or auction, or to put up banners or signs in public places. If you're holding a street collection you'll need a license. Please don't carry out any house-to-house or business-to-business collections.

## **Fundraising with children**

If you're under 18, your parent or guardian is responsible for you. You'll need to show them this pack and make sure they're happy with what you've chosen to do. Please ask your parent or guardian to contact us to let us know that you're fundraising for us.

## **Photos, videos and data**

Make sure people at your event know you're taking photos or videos and ask their permission. Don't take or share any photos of children without their parents' permission. You could tell people beforehand or put a poster up at the event. Only collect the data you need, keep it safe, only keep as long as needed and don't share it.

## **Cash handling**

When counting money at events, have two people present if possible. If you're collecting cash in one of our cardboard collection boxes, please transfer it to a secure sealed container or cash box at the end of your event. Please bank any cash collected as soon as possible to the TSA charity bank account.

## **Keep everyone safe at your event**

Think about any risk assessments, first aid, and if you'll need Public Liability Insurance. If you're providing food you'll need to follow the simple guidelines for preparing, handling and cooking food set out by the Food Standards Agency.

**Get in touch if you have any questions:**  
**[fundraising@tuberous-sclerosis.org](mailto:fundraising@tuberous-sclerosis.org)**

# How to get the money you raise to the TSA

## Set up your own personalised online giving page

The easiest and quickest way is to set up a personalised online giving page. Setting up your own page is fast, easy and secure. Once your page is set up you can share the links with your family, friends and colleagues for instant online donations. Just Giving is the TSA's preferred giving platform and you can set up your page by following [justgiving.com/charity/tuberous](https://justgiving.com/charity/tuberous) You can also download a sponsorship form for any offline donations from our website [tuberous-sclerosis.org/fundraising-resources](https://tuberous-sclerosis.org/fundraising-resources)



## Pay directly into our charity bank account

You can pay your fundraising donations straight to our charity bank account. Please include your name as a reference and do let us know that's how you're sending the money, then we can make sure we get in touch to say thank you.



**Bank name:** CAF Bank

**Account name:** Tuberous Sclerosis Association

**Sort Code:** 40-52-40

**Account number:** 00007047

## Pay by debit or credit card

You can give our team a call on 0300 222 5737 to pay in your fundraising donations over the phone or head to our website to pay online [tuberous-sclerosis.org/payonline](https://tuberous-sclerosis.org/payonline)



## Sending your donations by post

Please make your cheque payable to The Tuberous Sclerosis Association and send it to our address below. Please remember to include a note with your cheque telling us your name, home or email address and your fundraising activity.

**The TSA, Courtenay House, Pynes Hill, Exeter, EX2 5AZ**



## Don't forget to tick the Gift Aid box

Please encourage anyone who supports your fundraising who are UK taxpayers and eligible for Gift Aid to 'tick the box' and include their home address and postcode. We can then claim an extra 25p for every £1 donated at no extra cost to the donor.

*giftaid it*

**Getting your donations to us quickly means we  
can put them to good use faster!**

# THANK YOU



If you'd like to find out about other ways to support us, please visit **[tuberous-sclerosis.org](https://tuberous-sclerosis.org)**



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REGULATOR**

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