

STAMMA

FUNDRAISING PACK





WELCOME!

THANK YOU for opening this and fundraising for STAMMA!

We have created this pack full of useful information and fundraising tips, so whatever you are good at, most enjoy doing or fancy trying, can be transformed into a successful fundraising enterprise AND support us in our mission to make space for people who stammer!

This pack will help you to plan and safely deliver your fundraiser, whether it's a solo effort or something for your friends, family or community to participate in and create some brilliant memories together, all while helping us as a charity.

OUR IMPACT

We're here to stand up for and to empower people who stammer. Whether that's through our Advocacy Service, our support for parents of children who stammer, our Employment Service or Training.

We'll jump in if you feel you've been discriminated against, if you need support with reasonable adjustments, if your child has started stammering or if you just need to practice techniques.

We campaign tirelessly to dispel the myths that surround stammering. We are determined to create a society where stammering is understood and made space for. We've pushed for representation in the media, neutral language around stammering, and plain old acceptance.

Our award-winning campaign messages have gone out on billboards and on cinema screens, have been welcomed by Ofcom and scooped awards. We even took on Apple, and won!

This success and growth has only been possible because of people like you, so again **thank you** for your support, because every pound counts!

If you would like any additional information about fundraising, email [me](#), I'd love to help!

I look forward to hearing from you!

Helena Koupis
Fundraising Manager

OUR SERVICES

As a membership organisation we are here first for our members, here to champion and represent people who stammer, build resilience and develop community. We hold a biennial conference, STAMMAFest, and help our members set up and run local groups and networks.

WEBSITE

Our comprehensive website, stamma.org, provides information about stammering, causes, therapy and where to find support for people who stammer and those who support or who work with them.

HELPLINE SERVICES

Running 4 days a week, our free, confidential, and anonymous helpline, web-chat and email support services are there for anyone who stammers or for those who support them. We provide information, support, space to practise speaking.

FAMILIES & YOUNG PEOPLE

We provide regular online workshops for parents of preschool and primary school children, and peer support groups for parents of preschool, primary and secondary school children who stammer, to help them work through the issues they face and to understand more about stammering, in an environment that is mutually supportive.

EMPLOYMENT SERVICE

Piloted in 2022, our Employment Support Service provides support for employees and job applicants seeking advice on accommodations for their stammer at work or interviews. The service is also there for employers. We work with them to review their working practices and examine how to overcome the potential barriers which face those who stammer.

ADVOCACY SERVICE

This service is there to seek resolution for those who have recently faced issues accessing a service or been discriminated against. This includes being laughed at in a coffee shop or when calling a company, being unable to get past voice recognition procedures, being passed over for promotion or refused adjustments to oral exams.

TRAINING

During 2023 we have developed and started to supply regular training for companies around stammering so that they can make their services more accessible for people who stammer.



"I can't thank you enough for this incredible response. I am absolutely blown away by how quickly you've got back to me and how much consideration you have given to our specific situation. I feel so lucky to now have a few options to consider and to have been able to discuss with my son."

Comment from parent of a child who stammers

HOW YOUR MONEY HELPS

We value every single pound you raise, here is how your donation will help:

- £10 Cover two calls or webchats to our Helpline Service
- £25 Send two Resource Packs to an Speech & Language Therapist or teacher
- £50 Support our Helpline Services for one hour
- £120 Fuel one day of the Advocacy Service
- £250 Run a specialist training workshop for employers
- £500 Provide support for an employee seeking help at work.

FUNDRAISING IDEAS

FOODIE IDEAS

Bake sale
Coffee morning
Cocktail Evening
Afternoon Tea/Tea Party
Dry Month (no alcohol/sugar)

SOCIABLE STUFF

Karaoke
Games night
Pub Quiz or University Challenge
Open garden day
Open Mic night
Office collection day
Fancy dress or dress down day
Summer Fair
Nomination Challenge...sponge a boss/teacher!
Raffle or sweepstake
Non-uniform day

EASY-ISH

Beard or head shave

ACTIVE STUFF

Skydive
Bungee Jump
Sponsored cycle, swim, row, walk or run
Santa Dash
5-a-side football match
A golf/cricket/basketball tournament

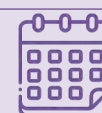
GOOD FOR THE PLANET-ISH

Arty crafty, making and selling knitting/crochet/pottery/cards
Shopping online through [Easy Fundraising](#) or [Give As You Live](#)
[Recycling For Good Causes](#)

PLAIN SIMPLE

[Matched/Payroll Giving](#)

FUNDRAISING TIPS



Set a date! Give yourself plenty of time to plan your fundraising and invite people to get involved.



Having targets is very helpful, whatever activity or event or you are holding. The list above shows how we spend our money and the running costs of our services. Using this as a basis for setting your own fundraising target gives you a clear goal and helps other people decide how much they can contribute.



Have a budget set in advance so you know exactly what you need to buy for the activity or event. This will also help you to set your fundraising target.



The easiest way to collect sponsorship money is by setting up a page on **Just Giving** to share with family, friends and communities. Follow this [link](#) to create your own page and set it up as early as possible. Adding your fundraising target, photos, and why you want to fundraise for us, helps a lot to bring personal energy and encourage people to give more.



Consider having an **event plan and/or inventory**. If you have a few people as helpers, its very useful to write up who everyone is and what they are doing and when. This will prevent uncertainty on the day and ensure that everything gets done smoothly. Make a list of everything you need so you aren't caught short on the big day.



Share, share and share again! Using your social media to share your Just Giving page and tell everyone about your venture is very important and will have a big impact on how much money you raise. It makes it easy for people to forward it on to others and can be a huge boost to your profile. Adding updates and photos as you progress will generate momentum and keep people interested.



Let us know! Giving us a heads up about your endeavour means that we can tag you on our social media and encourage more people to support you. Completing a photo consent form helps a lot! If you would also like to chat with an expert for some additional help then [get in touch](#).



LEGAL & SAFETY INFO

VENUE

Be sure the venue is right for your event! It needs to be accessible for anyone, have sanitary facilities and adequate lighting.

Do not exceed the capacity of the venue.

Ensure all exits are free of obstructions.

Check the parking in advance and have a steward if necessary.

Be sure you have enough supervision for your event and that inexperienced helpers are well supported.

FIRST AID & EMERGENCIES

Make sure attendees are briefed on emergency exits and know where the assembly point is. Make sure you know where all the fire extinguishers are.

Have a well-stocked First Aid kit on site. You may also want to have a First-Aider present.

Be prepared to call the emergency services in the case of anything going wrong.

EQUIPMENT

All portable electrical equipment needs to be tested to be sure that it is safe for use during the event. The equipment must also be in good repair and operated by people who are competent for the job.

Avoid trip hazards like cables or rugs, use electrical or gaffer tape to secure or cover them if necessary.

If using trestle tables, test the weight of the table before piling it with things!

Do not carry heavy loads, use trolleys where appropriate.

FOOD & BEVERAGES

Anyone selling or processing food is legally responsible to do so hygienically and safely. Make sure that anyone handling food has read this guide, [Providing food at Community & Charity Events](#).

Keep children and animals away from areas where food is being prepared.

If there will be a BBQ on site, follow the guidance found here [Food Standards Agency](#).

Label food containing allergens, (dairy, gluten, nuts).

Be sure to have plenty of protective equipment like plastic gloves and aprons, and encourage anyone with long hair to tie it back!

UNDER 16

Never allow children under 16 to collect money from the public without an adult.

Remember to obtain parental permission for any children helping out.

Have a provision for lost children if appropriate.

Ensure that all children are properly supervised.

MONEY

Have a lockable box for money and a secure place for fundraising equipment.

Be mindful of personal safety when carrying money, preferably never do this alone.

Make sure everyone knows in advance that they are not to put their personal safety at risk by tackling a thief.

Please do not collect money door-to-door, this is illegal and requires a licence!

Remember that people vary greatly in their circumstances and ability to give, please read through this [Safeguarding Vulnerable Adults policy](#).





HEALTH & SAFETY AT WORK ACT 1974

This act covers volunteers as well as paid staff.

You need to be aware of how your event may be harmful to anyone involved and the public. Take appropriate precautions to minimise the risks.

It is the responsibility of everyone joining the activities to ensure they are fit enough to participate. STAMMA cannot accept responsibility for accidents, injuries, loss or damage as a result of your event.

WASTE

Be sure to have plenty of rubbish bags and dispose of all the waste safely!

Avoid using hazardous cleaning chemicals on the day and provide protective clothing if necessary.

RAFFLES

If you are considering holding a raffle then please get in touch with us so we can let you know what you need. However big or small your raffle is, there are guidelines that must be followed and the Gambling Commission requires us to meet that criteria.

BANKING THE MONEY

Hooray! you did it!

Congratulations, you have held a fundraiser for STAMMA, thank you!

There are lots of ways to pay in the money you've raised.....

BY PHONE

Call us on 020 8983 1003 to donate the money with a credit or debit card.

BANK TRANSFER

You can pay the money directly into our bank account using the following details:

Account Name	STAMMA
Sort Code	40-52-40
Account number	00008336

Email [me](#) when you have made the transfer to let us know the reference you use so we know it's from you!

BY POST

You can send cheques in the post made payable to STAMMA, (please don't send cash), along with a completed donation form so we know who it's from to:

STAMMA, Box 140, 43 Bedford Street, London WC1A 9HA.

Thank you! You are amazing. ❤️

Helena Koupis

DONATION FORM

Full name*	<input type="text"/>
Postal address	<input type="text"/> <input type="text"/> <input type="text"/>
Email address*	<input type="text"/>
Phone	<input type="text"/>
Gift Amount*	<input type="text"/>
Payment Type*	Card <input type="checkbox"/> PayPal <input type="checkbox"/> CAF <input type="checkbox"/>
Card Number	<input type="text"/>
Expiry date	<input type="text"/> CvC number: <input type="text"/>
Reason for donation	Event /Activity <input type="checkbox"/> General support <input type="checkbox"/>
Contact me by	Email <input type="checkbox"/> Post <input type="checkbox"/> Phone <input type="checkbox"/>
Claim Gift Aid*	Y/N

***Required field.**

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that if I pay less income 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 that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give or have given in the last four tax years.

An online version of this form can be found [here](#).

WILLPOWER

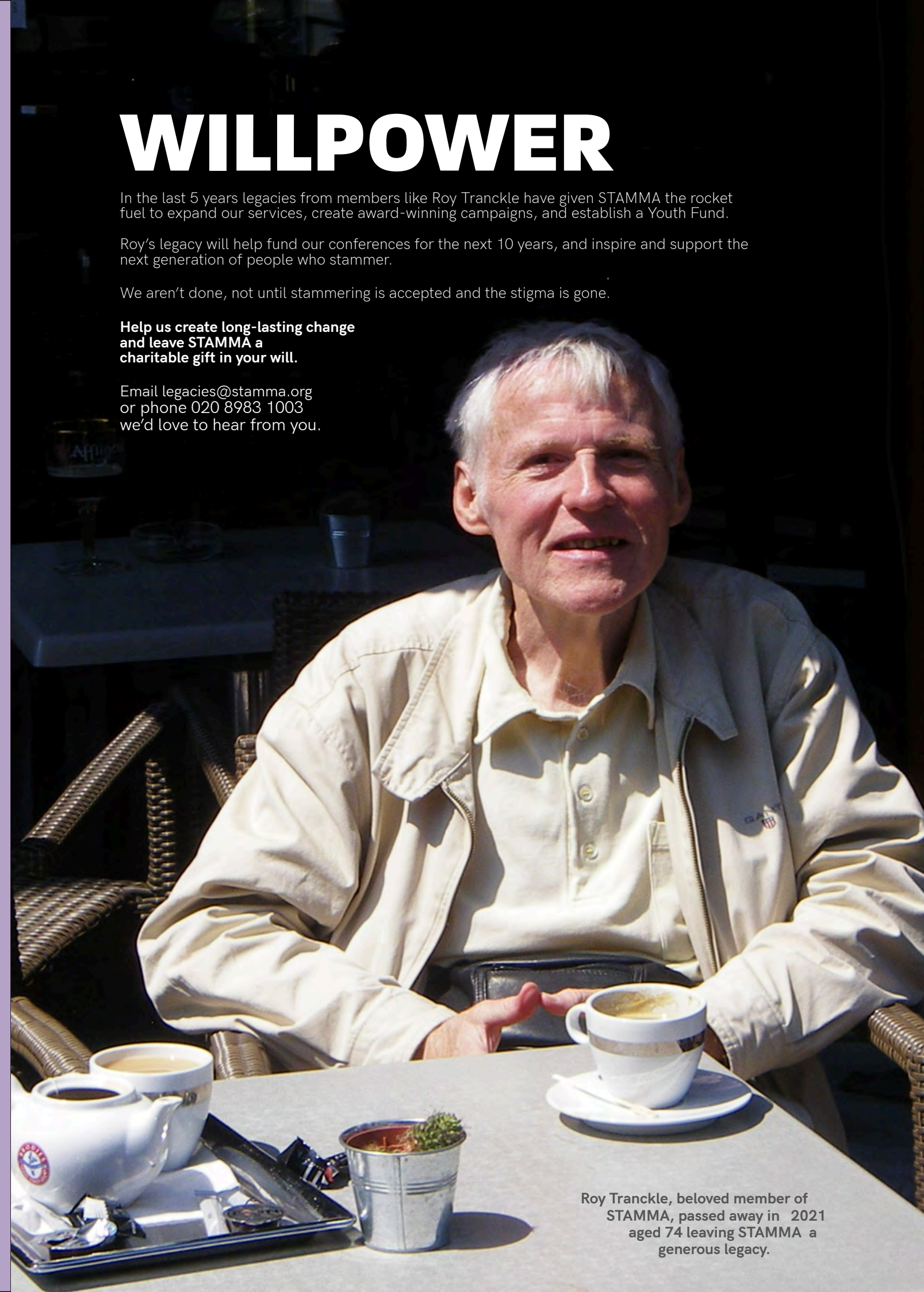
In the last 5 years legacies from members like Roy Tranckle have given STAMMA the rocket fuel to expand our services, create award-winning campaigns, and establish a Youth Fund.

Roy's legacy will help fund our conferences for the next 10 years, and inspire and support the next generation of people who stammer.

We aren't done, not until stammering is accepted and the stigma is gone.

**Help us create long-lasting change
and leave STAMMA a
charitable gift in your will.**

Email legacies@stamma.org
or phone 020 8983 1003
we'd love to hear from you.



Roy Tranckle, beloved member of STAMMA, passed away in 2021 aged 74 leaving STAMMA a generous legacy.

STAMM A

Box 140, 43 Bedford St, London WC2E 9HA
T: 020 8983 1003

IT'S HOW WE TALK