

Brighton & Hove Speak Out

Giving people with learning disabilities a voice



photo by mfisherphoto



Fundraising Pack



Thank you for choosing to fundraise for Speak Out and support people with a learning disability living in Brighton & Hove

We hope this pack provides you with some inspiration. Whether it's a marathon, a sponsored silence or a dress-down day at work, EVERYTHING you raise is used to give people with a learning disability a voice and support them to speak up and take action about the things that matter to them. Your fundraising helps us to achieve our vision:

"A world where people with learning disabilities have the same rights, choice and control over their lives as everyone else."



We have included the following to help you:

- Information about us, what we do and the people we support
- How to stay legal and safe when you fundraise/organise an event
- How to get the money you've raised to us
- A fundraising A-Z
- A poster/flyer
- A sponsorship form

The difference your donation makes

Our work gives a voice to one of the most marginalised and vulnerable groups in society, enabling them to express their views, have control over their lives and find solutions to problems and discrimination they face.

£3

could pay for tea and coffee for 20 people with a learning disability at one of our weekly Drop-in sessions

£35

could provide an hour of professional advocacy for a person with a learning disability

£250

could pay for the recruitment and training of a volunteer to support our work

£534

could pay for all of our services for a day

Thank you

What we do

Brighton & Hove Speak Out supports over 300 people with learning disabilities each year by providing a range of advocacy and community projects.

We provide:

One to one advocacy

Trained advocates support individuals to deal with specific problems they are facing, such as getting safe and appropriate housing, accessing essential medical treatment, staying safe and financial and debt related issues. Advocates ensure people understand their rights, options and can express their views in the situation.

Self-advocacy groups

Self-advocacy groups meet regularly and support members to build their skills and confidence to speak up and take action about issues that are important to them. Some groups are themed, targeting young people (16-25 yrs), older people (60+) or people with learning disabilities from the LGBT community.

Drop-in sessions

Weekly drop-in sessions are run at different locations in the city offering a space for people to meet others, make friends and have a cup of tea together. People can also access immediate advocacy support, information and signposting if they need it.

Learning Disability Voices Network

This user-led project was set up in 2016 to develop a wide reaching network for people with learning disabilities across the city. The Voices Network gives local members a stronger collective voice to raise awareness about shared issues facing people with learning disabilities.



In 2016 Brighton & Hove Speak Out supported 300 people with learning disabilities



138

Drop-in sessions



150

Group advocacy sessions



1250

One-to-one advocacy sessions

Who we help

We support a diverse group of people with learning disabilities. This includes people with complex needs who may not use speech to communicate and people with mild learning disabilities who live independently in the community but are often isolated and vulnerable.

People with a learning disability are:

- ▶ 3 times more likely to suffer poor mental health and are likely to be socially isolated
- ▶ 2.5 times more likely to have poor physical health and die from avoidable deaths
- ▶ 9 out of 10 people with a learning disability are victims of hate crime
- ▶ 3 out of 10 people in the criminal justice system have a learning disability

Local learning disability services are now in the midst of unprecedented budget cuts. As a result many people are having specialist support services reduced or withdrawn.

Many people with learning disabilities are socially isolated and have little support to deal with the challenges and discrimination they face. For some

people Speak Out is their only support network, for others Speak Out provides support at a time of crisis when they are experiencing issues with housing, debt or health.

It costs £35 to provide an hour of advocacy to a person with a learning disability. **We can only keep providing essential services and supporting people with learning disabilities with YOUR help.**



Bob's story

Bob contacted Speak Out to say that he needed an advocate because he was unhappy where he was living. He lived alone in a large block of flats and said he felt lonely and unsafe. **"People had lots of arguments. I wanted to get out of there."**

Bob felt isolated and sometimes scared to go out as he felt bullied by some other residents in the block. He felt trapped and his mental health started to suffer.

Speak Out introduced Bob to a volunteer advocate Paul. He helped Bob make contact with a social worker and arrange a care review meeting. Paul helped Bob plan what he wanted to say.

They also did some research together and found out that there were some newly built flats locally and arranged a visit. Bob liked the flats and Paul helped him get on the waiting list. Finally a flat became available and Paul helped Bob organise the move and settle in. **"I really like it here, I love my flat and people say hello."**

Paul has helped Bob build relationships with neighbours and feel connected to his local community. Bob is keen to get a voluntary job in the neighbourhood and Paul will help him with this.

"I felt lost like I didn't know what was going on and so angry. My advocate helped me understand things and tell them what I wanted. I feel like I've got someone on my side now."

Fundraising for us

With increasing demand for our services and persistent cuts to local authority budgets, we fundraise year round so we can go on supporting people with a learning disability.

Be proud and shout about your fundraising event!

Let us know about your event. We can make sure you are properly supported. For ideas see our A-Z of fundraising activities.

Use Facebook and Twitter to spread the word and share your online fundraising link with your friends, family and colleagues. Get creative by personalising your JustGiving page. Add photos and write about why you have chosen to support Speak Out. When you set up your page JustGiving will provide you with lots of useful fundraising tips.

If you would like to use the Speak Out logo on anything, you must let us see the materials first. Fundraising materials you produce should say: **In support of Brighton & Hove Speak Out. Registered charity in England and Wales 1076995.**

If you would like a copy of our logo to use on your fundraising materials please contact us on: **01273 421921** or: **info@bhspeakout.org.uk**



How to get the money you've raised to us

Please include your name and address so that we can send you a thank you and keep in touch.



Just Giving

If you set up a JustGiving page, the money donated comes directly to Speak Out
www.justgiving.com/brightona-ndhovespeakout



Cash

Pay cash into our account at any **HSBC** branch.
Account name:
Brighton and Hove Speak Out
Sort Code: **40-52-40**
Account number: **00006564**



Cheque

Bank the cash yourself and send us a cheque, made out to **Brighton & Hove Speak Out**, to our address: **40 North Road, Brighthelm Centre, Brighton, BN1 1YD**

Don't forget!

Like our Facebook page
f Brighton and Hove Speak Out

Follow us on Twitter
@bhspeakout

Sign up to our newsletter at
www.bhspeakout.org.uk

And finally...

Why not ask your employer if they would match fund you (eg match £ to £ everything you raise). It's always worth a try! You can also get involved by volunteering! Visit our website for more information.

Gift Aid

If you're a tax payer, don't forget to download and return a **Gift Aid form** from our website. We can claim 25p for every £1 donated.



Speak Out is part-funded by Brighton & Hove City Council. We are very grateful to all our supporters and donors. Your generosity and commitment means people with a learning disability have a voice.

Be legal and safe



Raffles

Depending on the type of raffle, you may need a licence. For small raffles that are part of a bigger event, you do not need a licence as long as you sell tickets at the event and also hand out the prizes at the event (no cash prizes though). The same applies to private raffles where you're only selling tickets to members of a club. The rules and regulations can change so for the latest information see www.gamblingcommission.gov.uk



Collections

If you plan to hold a collection on private property, such as a pub or shopping centre, you need to gain permission from the owner or manager. If you collect on the street you must get a permit from the local authority for the area you wish to collect in. Make sure you leave plenty of time to obtain the permit. Please don't collect money door to door as this is illegal without a licence. If you wish to collect you must use a Speak Out sealed collecting tin and carry an ID card, call us on **01273 421921** for a tin and ID card.



Other points to remember

If you are selling alcohol at an event you need a liquor licence, which you can apply for from your local magistrates' court. For longer events that run over a number of days, where you will be selling food each day, you need to register with your local authority. Entertainment such as singing, music or dancing at your event requires a licence. So if your venue does not already have a Public Entertainment Licence, you need to obtain one from your local authority.

Health and safety

Safety advice varies depending on the event you are planning and where it will be held. Here are some points you need to consider to ensure your event, and everyone attending it, is safe. Think about potential risks involved and how to prevent problems arising. If you hold your event in a venue such as a community hall or a pub, it will be governed by its own health and safety guidelines – you should adhere to these.



First aid – Ensure you have adequate provision for your event. Do you need a qualified First Aider present or is it enough just to have a first aid box? St John Ambulance may be able to help.



Venue – Do not exceed the capacity limit and ensure there is good access. Is there adequate car parking, toilet facilities, disabled access?



Food – Ensure food is stored and handled correctly and safely following hygiene rules. Foods that contain nuts or other ingredients such as gluten or egg that people may be allergic to must be clearly labelled.



Helpers – Provide them with the necessary information about health and safety and make sure they know what's expected from them in an emergency. At a one-off event, you don't need a licence to sell food, but you should follow Food Hygiene Regulations which can be found at www.food.gov.uk



Money – Make sure you have a lockable box to keep money in..



Children – Ensure that children are safe and adequately supervised. Children under 16 should not be allowed to collect money without being accompanied by an adult.

Brighton and Hove Speak Out cannot accept responsibility for injury, accident, damage or loss as a result of your event. It is essential that you ensure your event is safe for all concerned.

We are registered with the Fundraising Regulator. We are committed to high standards and we adhere to the Fundraising Code of Practice. We agree to ensure our fundraising is legal, open, honest, fair and respectful.

A-Z of fundraising

A

Abseiling
Aerobic Events
Antiques Fair
Art Exhibition
Assault Course
Athletic Races
Auction
Arts & Crafts Day

B

Black Tie Dinner
Badminton Competition
Ballet Class Show for Parents
Balloon Race
Barn Dance
Baby Picture Quiz
Bike Race
Bingo
Book Sale
Bring & Buy Sale
Bridge Evening
Brighton Marathon!

C

Car Boot Sale
Carol Concert
Cycle Ride
Charity T-Shirt Day
Children's Party
Christmas Card Sales
Coffee Morning
Cooking Competition
Craft Show

D

Darts Evening
Dinner/Dance
Dog Show
Dance Marathon
Disco in Your Local Pub
Dress-Up/Down Day
Dog Walking
Drawing Competition

E

Easter Egg Hunt/Raffle
Exhibition
Expedition

Exercise Bike Race
Egg & Spoon Race

F

Football Match
Fancy Dress Party
Fashion Show
Fete
Five-A-Side Competition
Forum/Debate

G

Garden Party
Go-Carting
Golf Tournament
Graduation Party
Guess the Weight of your Head Teacher!
Gymnastics Display
Gym Challenge

H

Halloween Party
Horse Show
Sponsored Silence
A Wheelchair Race Round The Hebrides!

I

Indoor Games
International Night;
Eurovision Party, Country Themed Party
It's A Knockout
Irish Themed Pub Night
Ice-Cream, Popcorn & Cinema Night

J

Jam Making
Juggling Competition
Jumble Sale

K

Karaoke
Kite Flying Competition
Knitting Competition
Knobbly Knees Competition
Kayak Across The Channel

L

Lawn Mowing Competition
Log Throwing
'Ladies Who Lunch' Day
Land's End to John O' Groats
Line Dance
Loose Change

M

Mastermind Event
Motorcycle Around The UK Coast
Mini Marathon
Midsummer Party
Madhatters' Tea Party

N

Nice to your Neighbour Day
Non-Uniform Day
Night-Time Walk
'No Accounting For Taste!' - Bad Taste Day

O

Old Time Music Hall Evening
Office Swear Box
Opera Evening
Olympic Challenge
Online Auction

P

Pantomime
Pool Party
Pet Show
Pub Quiz
Penny Race
Pub Crawl

Q

Quiz Night
Quit Something in Return for Sponsorship

R

Racing Night
Raffle
Rag Week
Riding Competition
Rowing Competition

Running Competition

S

Sponsored Skydive
Squash Tournament
Swim-A-Thon
Stars in Their Eyes Competition
Salsa evening
Selling Refreshments
Selling Charity Merchandise
School Play/Musical
Super Heroes Day

T

Tennis Competition
Treasure Hunt
Tombola
Tea Dance
Teddy Bear Raffle
Talent Competition
Tug of War

U

Underwear Party
'University Challenge'
Style Competition

V

Volley Ball Competition
Vintage Car Day
Vintage Wine Tasting

W

Window Cleaning
Washing Cars
Waxing Event - Wax Your Hairy Chest!

X

Xmas Disco
X-Factor Themed Talent Show

Y

Youth Club Disco
Yoga-Thon

Z

Zoo-Themed Treasure Hunt
Zany Clothing Day



I am fundraising to give people with a learning disability a voice

What

When

Where

Who



Brighton & Hove Speak Out is a local charity supporting people with learning disabilities

f Brighton and Hove Speak Out **t @bhspeakout** **g www.bhspeakout.org.uk**

Registered charity No. 1076995, Registered company No. 3807112



Please sponsor me and help Speak Out give people with learning disabilities in Brighton & Hove a voice

The difference your donation makes

With your support we can continue our vital work with people with learning difficulties in Brighton & Hove.

£3

could pay for tea and coffee for 20 people with a learning disability at one of our weekly Drop-in sessions

£35

could provide an hour of professional advocacy for a person with a learning disability

£250

could pay for the recruitment and training of a volunteer to support our work

£534

could pay for all of our services for a day

Name

Event

Online giving page

Date of event

How to get the money to us

Please include your name and address so that we can send you a thank you and keep in touch.



Just Giving If you set up a JustGiving page, the money donated comes directly to Speak Out www.justgiving.com/brightonandhovespeakout



Cash Pay cash into our account at any HSBC branch.

Account name: **Brighton and Hove Speak Out**
Sort Code: **40-52-40**
Account number: **00006564**



Cheque Bank the cash yourself and send us a cheque, made out to: **Brighton & Hove Speak Out**, to our address: **40 North Road, Brighton, BN1 1YD**



Gift Aid Don't forget to ask your sponsors to Gift Aid their donations. For every £1 you give us we can claim an extra 25p from the Inland Revenue at no additional cost to you. Just imagine the difference this will make!



Brighton and Hove Speak Out

@bhspeakout

www.bhspeakout.org.uk

