

staple me!



# Welcome to Candlelighters' Corporate Pack



**Candlelighters**  
Supporting the families of children with cancer

Registered with



FUNDRAISING  
REGULATOR

The Candlelighters Trust is a registered charity and supports the families of children affected by childhood cancer across Yorkshire. Registered Charity No: 1045077. The Candlelighters Trust is also a limited company, registered office: Candlelighters, 8 Woodhouse Square, Leeds, LS3 1AD. Registered in England, No. 3020552.



# You could help children like Ralph

Written by his mum, Cleo

Ralph was diagnosed with T-Cell Lymphoma at the age of six. A chest X-ray picked up several large tumours in Ralph's neck and chest and we were told we had a very sick little boy. After diagnosis, Ralph started day one of three and a half years of gruelling chemotherapy.

Those first few weeks were so frightening and traumatic; it all felt like a bit of a blur. My husband and I took turns to stay on the ward with Ralph while also trying to maintain some sort of 'normal' life for Ralph's three sisters at home. Ralph became unwell and immobile very soon into his treatment. It was emotionally challenging. Not only were we faced with a son with a life-threatening illness, our girls were upset and missed having us all at home as a family. Our living costs increased, and I don't add up how much we spent on Lego to get through each treatment!

Ralph was extremely ill with little time on his side. Every moment of the three and a half years of treatment, I worried I would lose him. The chemo is aggressive; it made him extremely sick. Ralph was given large amounts of steroids, which made him double in size, unable to walk, and affected his mood, making him angry and depressed. Scans, X-rays, transfusions, infections, temperatures, midnight dashes to the hospital, blood clots, Sepsis, side effects, bad news, and good news became our day-to-day life, a new normal.



On the second day on the ward, a Candlelighters team member offered their support and came to play with Ralph. Since that day, our family and Candlelighters have been firm friends! The level of support they have given us has been immense. From financial support in the first weeks to the support they still give us now, even though Ralph has finished his treatment.

Candlelighters has helped the whole family in a way you couldn't think imaginable, whether it's the Dinner Lady Elaine with the sweetie trolley on the ward or the funded Play Team entertaining Ralph during the long days in a hospital bed. Chemo doesn't stop for Christmas and birthdays, but the Candlelighters team always made sure a birthday spent at the hospital was celebrated with presents and a party. Movie nights, pizza nights, face painting, it's Candlelighters that made the ward a warm, happy place, which we were proud to call our second home.

It's like living in a bubble when you have a child with cancer. I cannot put into words how thankful we are to Candlelighters for everything they did to make our journey over the last four years a better one.

They support you through your whole journey and forevermore; your entire family can access any help they may need, at any time. That really is outstanding.



## A letter from our CEO

Hello,

Thank you so much for downloading our Corporate Pack and wanting to make a difference for children and families affected by childhood cancer.

Each year, over 150 children in Yorkshire are diagnosed with cancer. When a child is diagnosed, lives are turned upside down instantly: not just for the child but the entire family. Getting well again can be a long and challenging journey, emotionally, physically, and financially.

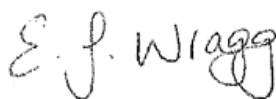
Supporting children and families through that journey is why our charity was formed more than 45 years ago. We understand the complexities and impacts of a childhood cancer diagnosis and we will be there to help families with our range of emotional, practical and financial support.

Alongside this, our vision is to see more children survive cancer, and survive it better. We've been investing in research into childhood cancer for 40 years and have seen considerable improvements in survival rates. We continue to invest in research to make sure that every child has the best possible chance of survival, the best possible support throughout, and the best possible quality of life during and after cancer.

The money you raise will ensure children and their families are fully supported during and after childhood cancer, for as long as they need support, and will help to invest in a brighter future through the research we fund.

We can't thank you enough for your support. We've put this pack together to help you with your fundraising to give you lots of ideas and tips. One of our Candlelighters values is fun and we hope you have bucket loads of fun with your fundraising and can't wait to hear about all the things you have planned or have done!

Thank you so much,



Emily Wragg  
Candlelighters CEO





# The impact your support could have

## £250

### A family assistance grant for a family facing financial hardship

Practical support to ease the burden of costs incurred or exacerbated by a child's diagnosis



## £500

### Seven talking therapy sessions for a vulnerable child

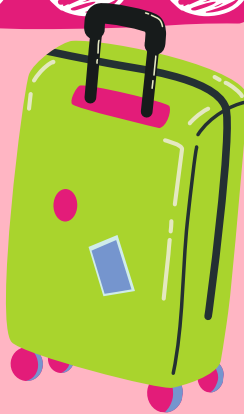
Providing vital mental health support and a space for children to work through their feelings, worries and anxieties



## £1,000

### A family holiday

Providing families with some much-needed escapism and allowing them to make precious memories together



## £5,000

### Holistic therapies for the wellbeing of all our families for one month

Helping family members to take some time to themselves, in order to manage stress and impacts on mental health



## £10,000

### All our sibling groups for over a year

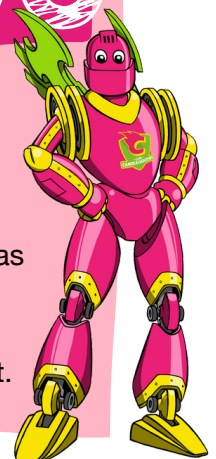
Crucial events for siblings to meet other siblings in a similar situation and provide a support network for one another



## £25,000

### Running costs for The Cottage for two and a half years

Providing a home away from home for families with a child as an inpatient being treated for cancer, so they can stay together during treatment.

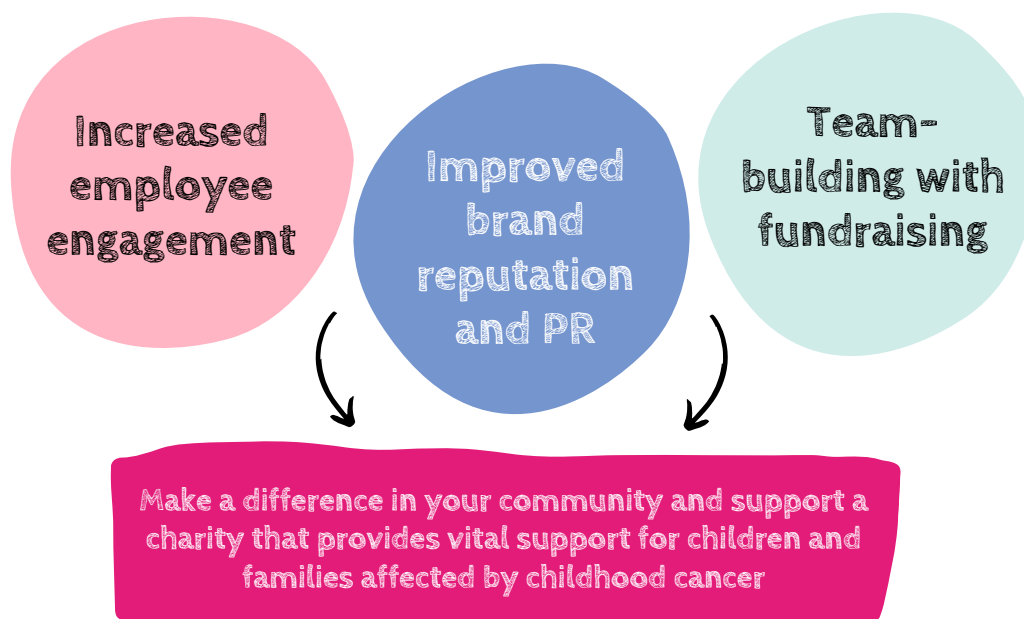


**Candlelighters**

Supporting the families of children with cancer



# Benefits of becoming a partner...



There are many ways that we partner with businesses, from Charity of the Year to longer term strategic partnerships, sponsorship opportunities and ad hoc events.

## Charity of the Year

By choosing Candlelighters as your Charity of the Year, your business can really get involved in all the various seasonal activities we have going on, meaning you don't miss out on anything. Our Partnerships Team love being able to work with businesses over the year, to develop relationships so that we can offer ideas and support which are relevant to the individual business.

## Charity of Choice Partnership

Some businesses choose to continue supporting Candlelighters long term as a "Charity of Choice". This is a great option for your business as it allows you to develop a really close relationship with the charity and to see the longer term effects of your fundraising. It is also beneficial for the charity as it allows us to plan further ahead and invest in larger family support and research projects.

## Sponsorship

We have a wide range of projects, events and campaigns which can be sponsored throughout the year. Sponsoring an event can be a great way to promote your partnership with the charity and has benefits including promotion on social media and our website, banners and logos on event materials and press releases.

## Events

Why not hold a fundraising event, like a golf day or a charity ball, that helps to promote your business and raise funds for Candlelighters too? We share ideas and successes with you too!

# Ways to get involved

Cause-Related Marketing is a way to support Candlelighters, whilst raising awareness and improving the reputation of your brand at the same time. This mutually beneficial way of giving sees us work together to raise funds and awareness for childhood cancer, in a way that best suits your business.

Do you have a product you want to donate a percentage of sales from?

Would you like to donate a percentage of your annual profit?

By supporting Candlelighters through cause-related marketing you will receive:

- Access to our name and our 'Proud to Support Candlelighters' logo
- Association with a high-profile charity
- An invitation to join Team 500, should you donate £500 or more during one calendar year
- A simple Commercial Participation Agreement
- A dedicated contact in the fundraising team who can help and advise with any element of your fundraising

We are proud to be supported by organisations such as Frontline Security Services and Platinum Asset Protection, who donate 2.5% of gross turnover per annum, and Kids Camping Store, who donate 10% of their total sales each year. Donations such as this mean we can begin to plan for the future. They do not have to be large amounts; small, regular donations help to sustain our charity too.

Most importantly, by taking part, you will make a world of difference to children and families facing childhood cancer across Yorkshire.

Email [corporate@candlelighters.org.uk](mailto:corporate@candlelighters.org.uk) if you are considering this route of fundraising or to find out more.

## Thai Leisure Group's Cause-Related Marketing

Thai Leisure Group began raising funds as part of their 'Charity of the Quarter' initiative, by giving their customers the option to leave £1 on their bill to Candlelighters. Lots of generous patrons around the country were keen to contribute, and in total, Thai Leisure Group's customers raised a staggering **£169,394** for the families of children with cancer.

What is your £1 on the bill?





# Club Candlelighters



Three heroes. One mission. To keep the candle burning.

Club Candlelighters is an excellent way for donors to make impactful contributions to our charity's mission, over a sustained period of time. Club Candlelighters plays a significant role in protecting, improving and expanding our services, as well as in our ambition to invest further into research to improve the lives and outcomes of children with cancer – not just in Yorkshire but across the world.

Our members!



Guardians can join Club Candlelighters by committing to donate at least £5,000 each year for the next three years, helping to protect our services and ensure we can continue to be there for families.



Rockets can join by committing to donate at least £10,000 each year for the next three years, accelerating our mission to develop and further improve our support.



Transformers can join by committing to donate at least £25,000 each year for the next three years, helping to expand and transform the charity, ensuring our light shines on even more families and our candle burns brighter than ever.



"The story of the three heroes is an inspiring one, and I am hugely proud that my business, TIEVA, is joining Club Candlelighters as a Transformer. We are very excited about what the future has in store, and can't wait to continue supporting this amazing charity, to help them achieve their important mission. I would thoroughly recommend reading this story, and joining me on this exciting journey."

Stephen O'Brien  
CEO of TIEVA  
Transformer

TIEVA

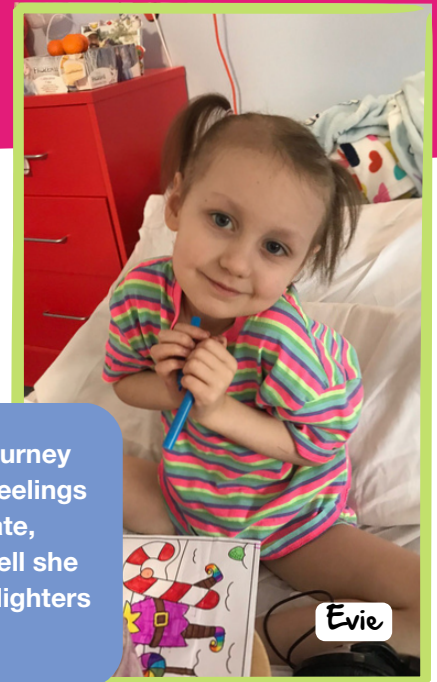








# Champ's Champions

**Members of Champ's Champions target themselves to fundraise or donate £2000 or more over the course of a year.**

This incredible amount could enable 5 children to receive a course of talking therapy sessions to help them come to terms with their cancer diagnosis and work through their feelings, worries and anxieties.

"It's only in recent months we have started to see the effects Evie's journey has had on her mental health. She's doing very well in articulating her feelings and anxieties, but that's not without tantrums and meltdowns. Of late, memories of her time in the intensive care unit were triggered by a smell she associated with her time up there. The support we receive from Candlelighters is amazing and we are so grateful." - Katy, Evie's mum



Champ's Business Benefits	£1-£1,999 raised	£2,000+ raised
Receive thank you certificates following your fundraising	✓	✓
Invite to Candlelighters Business Collaboration Project events	✓	✓
Receive the monthly Candlelighters corporate e-bulletin	✓	✓
Receive the Candlelighters bi-annual newsletter	✓	✓
Candlelighters will engage with your social media	✓	✓
Your company logo will feature on the Champ's Champions webpage		
Receive LinkedIn shoutout from Candlelighters		
Feature in the Candlelighters corporate e-bulletin		
Exclusive use of the Champ's Champions email signature		
Invitation to Candlelighters Family Support Centre, The Square		
Feature as Company of the Month and/or Supporter Sunday on our socials		

## Candlelighters Business Collaboration Project



The Candlelighters Business Collaboration Project (CBCP) hosts events throughout the year, to bring our Candlelighters family together. At these events, there will be the opportunity to:

- Hear from our families and frontline teams, and find out how your support makes a difference
- Collaborate and share fundraising events and ideas
- Network over your shared passion of supporting Candlelighters
- Have fun, feel good and be inspired!

Email [corporate@candlelighters.org.uk](mailto:corporate@candlelighters.org.uk) for more information!



# Challenge events & ideas



A team from your workplace could take part in one of our challenge events!



Our mascot, Champ, doing the Great North Run!

## Upcoming Challenge Events 2024

Rob Burrow Leeds Marathon  
Leeds Half Marathon

Sunday 12th May

Total Warrior

22nd & 23rd June

Junior Warrior

22nd & 23rd June

Leeds 10k

23rd June

York 10k

4th August

Great North Run

8th September

Yorkshire Three Peaks

September (TBC)

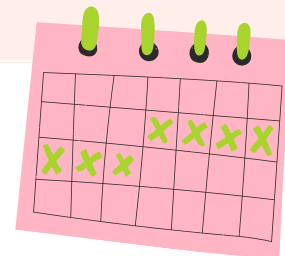
Yorkshire Marathon

13th October

Abseil

TBC

Sign up for  
challenge events at  
[candlelighters.org.uk/  
products/events](https://candlelighters.org.uk/products/events)



## Fundraising Ideas



- Bake sale
- Coffee morning
- Team quiz
- Abseil
- Golf day
- Collection tins
- Dance-off
- Food-eating contest
- Zumbathon
- Charity ball
- Skydive

## Create a company challenge!

Dortech Direct Architectural Systems created a company '2000 press-ups in an hour' challenge, wherein three members of staff attempted to complete this impressive feat to raise money for Candlelighters.



## Payroll giving

Visit [gov.uk/payroll-giving](https://gov.uk/payroll-giving) to learn more about giving money to charity through an employee's wages or pension.

## Matched giving

Matched giving gives employees the opportunity to boost their fundraising, by their employer matching the money they have raised.

# Bright Sparks



**Bright Sparks is an exciting opportunity for employees to develop their creative, entrepreneurial and business skills whilst in turn, supporting the local community by entering the Candlelighters Bright Sparks Challenge. Teams of employees will be tasked with turning tea-lights into the biggest pot of money that they can, competing with other teams across the county to see who can take the crown of 'Candlelighters Brightest Sparks'!**

Any team of employees (up to eight in each team) can take part! All participants will need to be committed to raising funds for Candlelighters and should aim to reach a team fundraising target of £5000.

## Why take part?

- Raise the profile of your organisation across the county
- Develop your employees' skills
- Develop internal relationships and enhance team morale, for free!
- Networking opportunities with other companies.
- Have some fun!
- Be the spark that keeps our candle burning so that we can continue to bring light to families in the darkest of times

## Bright Sparks

# Katchr!

Katchr took part in our Bright Sparks Challenge and came up with lots of fun and creative ideas, including an online auction, and a virtual Christmas Tour de Yorkshire! They even got onto Radio Leeds with their amazing efforts! So far they have donated nearly £5000!



## Step 1

Assemble a team of up to eight colleagues

## Step 2

Find out all about Bright Sparks from your contact at Candlelighters and read through our handy documents

## Step 3

Come along to our launch event

## Step 4

Receive your tea-lights in the post

## Step 5

Come up with an idea of how to monetise your tea-lights. Get creative and set an ambitious target!

## Step 6

Bank your money

## Step 7

The winning team will be announced and there will be a celebration event for all teams!

## Step 8

Feel proud - you have helped to bring light to families affected by childhood cancer.

Email [iain.bh@candlelighters.org.uk](mailto:iain.bh@candlelighters.org.uk) if you would like to take on our Bright Sparks challenge. Bright Sparks will begin in October 2023.



# Volunteering & legacy giving

## Volunteering

Volunteers help Candlelighters in various ways, including helping at events, welcoming families to our support centre, providing essential administrative and office support, helping to raise awareness about our work and more! Whatever the role, every single volunteer helps us to make a difference to children and families affected by childhood cancer.

If you or anyone from your business is interested in volunteering, email Iain at [iain.bh@candlelighters.org.uk](mailto:iain.bh@candlelighters.org.uk).



## Legacy giving

Legacy fundraising is a means of donating money to charity by leaving a gift in your will. After taking care of friends and family, some might like to make a final donation to a charity to which they have a personal connection or affiliation, or one which supports a cause they found important during their life – leaving a lasting 'legacy'. Research finds, however, that lots of people are unaware of legacy giving and its benefits to charities.

### Why not promote this free service to your staff?

At Candlelighters, we have launched our first-ever free will service, enabling supporters to make their will for free through our carefully selected and fully accredited service provider, Bequeathed.

There is no obligation to leave a gift in your will to access this service, but if you did choose to support Candlelighters in this special way, you can leave a gift of any amount, big or small, for which we would be immensely grateful. By leaving a gift in your will to Candlelighters, we can continue to invest in research and support children and families affected by childhood cancer. To make your free will with Bequeathed, visit [here](#).



**bequeathed**  
make your Will For Good

# Legalities

## Gift Aid

Gift Aid is an easy way to maximise your fundraising: if your supporter is a UK taxpayer, the government will give Candlelighters 25p for every £1 they donate. However, there are strict rules to follow. Gift Aid cannot be claimed on ticket sales, raffle ticket sales, winning auction bids, or anything other than an individual donation. Also, it cannot be claimed on behalf of a group or as part of a collection. For more information, please get in touch with us for a Gift Aid form.

[gov.uk/donating-to-charity/gift-aid](https://gov.uk/donating-to-charity/gift-aid)

## Third Party Data

As part of your fundraising, you may come into contact with personal data belonging to people involved in your activity. You are responsible for ensuring that any paper or electronic data you hold complies with the General Data Protection Regulation (GDPR). Keep any data you have stored securely so it is not lost or damaged. You must not keep data for any longer than you need it and do not share information about someone without their permission.

Visit [ico.org.uk](https://ico.org.uk) for more information

## Ethical Fundraising

Candlelighters must ensure that fundraising activities do not damage the reputation or standing of the charity, its mission and its family members. We cannot accept donations that are derived from the manufacture of weapons, tobacco manufacture or alcohol brands. If you would like to discuss our ethical fundraising policy please contact [info@candlelighters.org.uk](mailto:info@candlelighters.org.uk) or call 0113 322 9283 to speak to a member of the fundraising team.

## Liability

Please make sure that it is clear that you are fundraising 'in support of' or 'in aid of' Candlelighters (our logo can be provided). This means that you are responsible for organising all aspects of your fundraising activity and that Candlelighters will not accept any liability relating to your fundraising. Candlelighters will not cover fundraising expenses or costs for 'in aid of' fundraisers.

If you are organising an event, you will need to undertake the necessary risk assessments and ensure the health and safety of all attendees is taken seriously.

You can use our 'in aid of' or 'proud to support' logo on your promotional material, email Chris at [chris.salt@candlelighters.org.uk](mailto:chris.salt@candlelighters.org.uk) to request the logo.



## Raffles & Lotteries

Holding a raffle or lottery is a great way to generate funds with minimal costs. There are strict laws relating to lotteries and raffles (click [here](#) or scan the QR code for more information). Please ensure that you are familiar with these and operate your auction, lottery or raffle accordingly. Licences are required for all online auctions.

As a responsible charity, we are obliged to provide this guidance; once we have done so, if you go ahead with another type or raffle, this is your responsibility and we cannot be held accountable for any action taken from the Gambling License Regulators.





# We're here to help



**Iain Blackwood Hobbs**  
**Corporate Partnerships Executive**

iain.bh@candlelighters.org.uk  
07799 047 982

Candlelighters  
8 Woodhouse Square  
Leeds  
West Yorkshire  
LS3 1AD

0113 322 9283  
candlelighters.org.uk

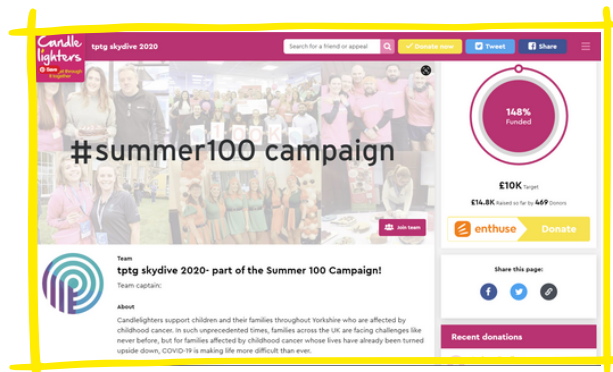
Candlelighters Trust  
 @CandlelightersTrust  
 @candlelightersyorkshire  
 @CandlelightersT

## Setting up a workplace fundraising page

Go to [candlelighters.enthuse.com/profile](https://candlelighters.enthuse.com/profile)



Sign up, input your target  
and share your page!



## The money

There are a number of ways you can pay in your donation. If your donation is in memory of someone, please also let us know their name.

### 1. Online

[candlelighters.org.uk](https://candlelighters.org.uk)

Donate Today

Please let us know  
how the money  
was raised in the  
comments section!

### 2. Bank Transfer

The Candlelighters Trust  
Account: 11163578  
Sort code: 05-00-20

Please reference your  
name and notify us  
so we know where it  
has come from!

### 3. Cheque

please make it payable  
to 'Candlelighters Trust'  
and post it to  
8 Woodhouse Square  
Leeds  
LS3 1AD

If sending a  
cheque, please fill  
out the donation  
form on [page 14](#)

### 4. Cash

Please contact  
[info@candlelighters.org.uk](mailto:info@candlelighters.org.uk)  
or call 0113 322 9283

Please include  
your name and  
contact  
information!

# Donation form

## Donate to Candlelighters

Thank you for donating to Candlelighters. Your contribution will go towards invaluable support and services for children with cancer in Yorkshire and their families, and vital research into cures and treatments for childhood cancer.

Title: ..... First Name: ..... Surname: .....

Email: ..... Phone: .....

This donation is:

☐ In memory of: ☐ In lieu of: ☐ Sponsorship from: ☐ Other:

[write name here]

Amount: .....

### Gift Aid Declaration

I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want Candlelighters to reclaim tax on the donation I hereby make, any future donation I make, and any donation I have made in the past 4 years. I understand that if I pay less Income Tax / or Capital Gains 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 the charity will reclaim 25p of tax on every £1 that I have given. I will notify Candlelighters if I want to cancel this declaration, change my name and/or home address, or no longer pay sufficient tax on my income and/or capital gains.

☐ Tick here to confirm your donation is eligible for Gift Aid.

Please complete your HOME address if you wish us to reclaim Gift Aid tax on your donation.

Address .....

Town .....

County .....

Country .....

Postcode .....

We'll use your details to fulfil your request, and to help deliver and improve our services to continue to bring light and hope to the families of children suffering from cancer.

We're so pleased you'd like to help children and their families facing childhood cancer, and we look forward to keeping you updated by post and phone about the difference your support is making, as well as our news and other ways you could support us.

We'd love to be able to keep you up to date with all things Candlelighters with our email and text updates.

If you're an existing supporter already receiving these, we'll continue to contact you as before. If you're a new supporter or haven't received them in the past, let us know by ticking below if you'd like to hear from us by email and text.

☐ Please contact me by email

☐ Please contact me by text

We promise to keep your details safe and never sell or swap them with anyone. Our privacy policy explains how we keep this promise. If you don't want to hear from us, or change your mind about how we contact you, email [info@candlelighters.org.uk](mailto:info@candlelighters.org.uk) or call 0113 322 9283.

PLEASE RETURN THIS FORM WITH YOUR CHEQUE TO:  
Candlelighters, 8 Woodhouse Square, Leeds, LS3 1AD

**Candlelighters**  
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