

staple me!



# Welcome to Candlelighters' Fundraising 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.

Hello,

Thank you so much for downloading our Fundraising Pack and wanting to fundraise for Candlelighters - your support means the world to us.

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 feel better during their treatment. 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 help deliver kinder treatments for children and to reduce the long-term impacts of cancer to help children live the lives they deserve.

The money you raise will enable families to access talking therapies and wellbeing services to aid their mental health and take part in groups and events with people on a similar journey so they feel a little less alone. They will be fully supported during hospital stays with our team based in the hospital as well as the many NHS roles funded by Candlelighters, and have breaks away with our holidays, or ease the financial burdens that a cancer diagnosis brings with the grants we give to families.

You're also helping to invest in a brighter future for our children 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,

*E. J. Wragg*

Emily Wragg  
Candlelighters CEO



Look out for Champ, our mascot, giving his top tips throughout this pack!





# How your money makes a difference

£30

a day trip for a child  
- patient or sibling

Ensuring that children and siblings have some time to enjoy being children and have some fun



£50

a child's birthday box

So children spending their birthday in hospital are still able to celebrate their special day



£200

refreshments on the wards and clinic

Ensuring people staying or working on the wards still have plenty to eat and drink



£3000

a compassionate grant for a family who sadly lose a child

Easing the burden of things, such as funeral costs, for a family facing an extremely difficult time

£10000

a family holiday

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



£450

six talking therapy sessions for a vulnerable child

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



Anything you can fundraise will help us to support the families of children with cancer.

# Your fundraising how to

Follow our  
step-by-step guide  
to create your own  
fundraising plan!

## ✓ 1. Pick an event

We've got loads of ideas in this pack for you to either do your own thing or take on one of our challenges!

## 2. Plan your event

Make sure to plan who your audience is, what days they will be available and where is accessible to them.

## 3. Tell everyone!

See our Promotion & Publicity tips on [page 11](#) for advice on how to promote your event successfully.

## 4. On the day

Think about the materials and merchandise you may need for your event, and remember - take lots of photos!

## 5. Paying in money

There are multiple ways to donate the money you have fundraised - see [page 12](#) for details.

## Remember...

You can get in touch with us for help with fundraising ideas and setting up an event! We would love to hear from you and know what you're doing.



## Our Team



Becki  
Regional Fundraiser



Sean  
Challenge Events



Chris  
Major Donors



Iain  
Workplace Fundraising

[info@candlelighters.org.uk](mailto:info@candlelighters.org.uk)  
0113 322 9283



# Ways you can fundraise

Get some inspiration from some fellow fundraisers...



Jodie, who organised a charity rugby match.



Carlton, Ian & Garry cycled 170 miles!



Claire painting some lovely rainbow logs to sell.



Douglas sold his homegrown fruit and veg!



Tony grew his hair, then chopped it all off.



Elliot completed the Yorkshire Three Peaks!



Kate held a cheery coffee morning!



Ted came up with creative events, some with eggs!



... or pick from our ideas list!

Quiz

Reading challenge

Knitting/crocheting

Tea party

Cookery course

Bowling

Book club

Silent disco

Birthday fundraiser

Dance-off

Teddy bear picnic

Pyjama day

Bake sale

Fancy dress party

Fashion show

Pizza party

Food-eating contest

Golf day

Gig

Skydive

Abseiling

Sponsored swim

Zumbathon

Game night

Garage sale

Film night

Car wash

Gaming live stream

Lawn-mowing



Champ's  
Top Tip #1

Search  
#SupporterSunday  
on our Facebook  
page for more  
ideas!

# Challenge events

At Candlelighters, you can sign up for one of our challenge events, directly with us. See below for the list of events you can take part in!



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)



## Mark Gallimore's 100th Event

Mark Gallimore, of Acomb, York, started raising funds for Candlelighters after his son, George, was diagnosed with leukaemia in 2013 at just two years old. Along with friends and family, he set up 'Team George' to raise funds for us, with a particular focus on fundraising through organised challenge events. Subjected to daily chemotherapy and medication every four hours, George led a far from normal life. Amazingly, in November 2016, George was finally given the all-clear, although he still needs regular check-ups and medication to ensure he remains this way.

On 24th September 2021, Mark completed his 100th event for Candlelighters - raising £39,000 since 2014.





# At work and school

## Get your work involved!

There are many ways you can fundraise at work, using the previous ideas from page 5, or taking on a team challenge. Other workplace ideas are:

- Collection tins - a great way to generate loose change
- Matched giving - a method of doubling your raised amount!
- Nominate Candlelighters as your Charity of the Year



### Champ's Top Tip #2

Ask us about our corporate fundraising pack!



## Challenge events at work



In 2021, Maths Made Easy chose Candlelighters as their Charity of the Year, and in July, their team also took part in Total Warrior, raising a fantastic amount of money and getting absolutely covered in mud!



[iain.bh@candlelighters.org.uk](mailto:iain.bh@candlelighters.org.uk)  
[candlelighters.org.uk/at-your-workplace](https://candlelighters.org.uk/at-your-workplace)

## South Kilvington C of E School Fundraiser

In 2021, the amazing pupils and team at South Kilvington C of E Primary School completed a fundraising walk around their village in support of pupil Amelia, who sadly relapsed with acute lymphoblastic leukaemia.

Amelia herself led the walk, with classmates and teachers in tow, and members of the community came out to show their support. Despite only having 95 pupils, the school raised an incredible £13,000 and Headteacher, Stephen Butterworth said, "for me it was all about giving something back to a charity that has supported one of my pupils extremely well through the hardest time in her life. Amelia's character, bravery and courage is an example to us all. Amelia is our beacon of light and an example of what our fantastic school represents. Involving the wider community was key to our event being such a huge success".



## What can your school do?



- Dress down days
- Colouring competitions
- Challenge days – how many laps around the playground can you do?
- Bake sales
- Jumble sales – go eco-friendly by giving donations new life
- Sponsored litter picks in your community
- Gaming challenges; from board games to video games!
- Odd sock days
- Sponsored silence
- Take part in Pink It Up (3rd - 8th June 2024) with some pink-themed activities!

Email [info@candlelighters.org.uk](mailto:info@candlelighters.org.uk) or call 0113 322 9283 for more information on school fundraising.

# Candlelighters

Supporting the families of children with cancer



# Seasonal fundraising

Celebrate your birthday with a Facebook birthday fundraiser!

Here's some ideas to make your fundraising seasonal!

## January

Sponsor a New Years' resolution...



or donate what you would have spent on your given up item of choice!

## February

Get creative with Valentine's card making...



or run a pink-themed bake sale!

## March



Get competitive with a sponsored pancake-eating contest!

## April



Look out for Candlelighters 300k Step Challenge, starting in April! Check our Facebook page for more info...

## May



Host a Eurovision watching party!



## June



**Pink It Up!**

Each year we turn Yorkshire pink in a bid to raise funds for children with cancer. Join in with some pink-themed fundraising!

## July

Take on a cycling challenge...



... or a sponsored swim!

## August

A bbq?



A sandcastle-building contest?

York 10k  
6th August



## September

Childhood Cancer Awareness Month  
#CCAM

GO GOLD for #CCAM!

## October

a spooktacular fancy dress party?



## November

A paid entry bonfire event...



...or a winter walk with friends?

## December

The perfect time to put your festive thinking caps on and put your fundraising into action!



**Candlelighters**

Supporting the families of children with cancer

# Plan your event

Have a think who your audience will be and where you would like to hold your event. Consider which days people are more likely to be available, such as a weekend, and where will be accessible. Try jotting down your ideas on location and dates here!

## Fundraising

How will you raise the money? Will it be an entry fee, a raffle, a sale or something else? Set yourself an achievable target, but try to aim high!

## Posters and promotional material

You can download a variety of posters and graphics for different events on our [Fundraising Resources page](#) (scan the QR code!) - all you have to do is put in the details of your event! See our Promotion & Publicity guide on [page 11](#) for ideas on how to spread the word about your event successfully. You can also request other materials you may need, such as balloons, charity leaflets, and newsletters, directly from us.



## On the day

Make sure to let us know when and where your fundraising event is! We can also help to supply you with collection tins and other materials you may need - just get in touch!

## Set up a fundraising page

Using an online fundraising page is an easy way to collect money and takes only minutes to set up. Having a fundraising page means it is easy to share and the money will come directly to Candlelighters!

### Make it personal

Choose a fun title, explain what your event is and what Candlelighters means to you. Include regular updates on how you're getting on; they'll be keen to sponsor you if they know the effort you're putting in. People who use a photo raise 53% more than those who don't, so make sure you snap a selfie too.

**Around 20% of sponsorship comes in after someone has completed their challenge, so don't stop once it is over. Let people know how it went, post some photos and let people continue to show their support.**

### Set your own target

People who set an online fundraising target raise on average 40% more than those who don't. Whatever figure you have in mind, add it in as people will want to help achieve your goal.

### Share, share, share!

Share your link with as many people as possible and post to your social media channels – sharing just after pay-day usually helps boost your total. Remember to thank everyone personally if they donate too.

 [@CandlelightersTrust](#)  
 [@candlelightersyorkshire](#)  
 [@CandlelightersT](#)

### Champ's Top Tip #3

Remember to take lots of photos and if you post them online, tag us!



## 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 3229283 to speak to a member of the fundraising team.

## Liability

Please make sure that it is clear that you are fundraising 'in aid of' Candlelighters (our 'in aid of' 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 Candlelighters' logo on your promotional material, email [info@candlelighters.org.uk](mailto:info@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 (please see [Gambling Commission](#) 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 of raffle, this is your responsibility and we cannot be held accountable for any action taken from the Gambling License Regulators.





# Promotion & Publicity



Sharing your fundraiser is really important when planning an event. It helps to spread the word, find new supporters and raise awareness of Candlelighters. Through promotion, you will likely find more people willing to donate or attend your event.

## Social Media

The quickest way to share your fundraiser is on social media. Posting to Facebook, Twitter, or Instagram puts your fundraising out to your followers in seconds! You can keep people updated on how you're getting on regularly and keep the momentum up. Remember to tag us in any posts so we can see what you're up to and give it a like!



### Champ's Top Tip #4



You can download our designs from our [Resources page](#) to share on your social media!



[@CandlelightersTrust](#)

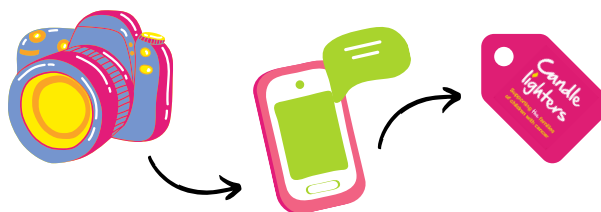


[@candlelightersyorkshire](#)



[@CandlelightersT](#)

**When taking a photograph for your social platforms, make sure your image is in focus, caption it with what is happening and check you have the consent of people photographed. You could get some Candlelighters merchandise in shot to raise awareness!**



## Press

The local press love covering people's stories and getting a story in the press is a huge boost for your fundraiser.

Have you thought about:

- Local radio
- Local newspapers
- Press social media
- Websites
- Magazines and newsletters

See if you can find contact details for them and get in touch using our tips on the right!

### Making contact

- Send an exciting photograph, and say you can provide more
- Who, what, when, where, why, how?
- Include quotes
- Proofread!
- Keep it to one page
- Give your contact details so they can contact you for more information



# On the day

## Prepare!

Get your posters, banners, and decorations up, and put your Candlelighters t-shirts on!

## Take photos and videos!

Take lots of photos and videos, and ask your supporters to do so too. Share them, tag us - get the word out!

## Fundraise!

Promote your fundraising page, have a QR code at the ready... or use our offline sponsorship and donation forms (found at the back of this pack).

## Have fun!

Enjoy how your hard work has paid off, and keep sharing the fundraiser!



## Champ's Top Tip #5

If your donation is in memory of someone, please also let us know their name.



## The money

There are a number of ways you can pay in your donation.

### 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 17

### 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!



# 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.





# Contact



Candlelighters  
8 Woodhouse Square  
Leeds  
West Yorkshire  
LS3 1AD  
0113 322 9283

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

[info@candlelighters.org.uk](mailto:info@candlelighters.org.uk)

## Follow us:



[@CandlelightersTrust](https://www.facebook.com/CandlelightersTrust)



[@candlelightersyorkshire](https://www.instagram.com/candlelightersyorkshire)



[@CandlelightersT](https://twitter.com/CandlelightersT)



## Did you know?

You can also leave a gift in your will to Candlelighters, by updating your existing will or using our free will provider. Click the link or email us to find out more!

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



# Sponsorship form

Name:  
Contact number:

My challenge:

Is your donation eligible for Gift Aid?  
Can Candlelighters get an extra 25p for each £1 you sponsor me?

If I have ticked the box headed 'Gift Aid My Donation (✓)', 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 detailed below, given on the date shown. 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.

FULL NAME OF SPONSOR	HOUSE NUMBER	POSTCODE	GIFT AID MY DONATION (✓)	DONATION AMOUNT	DATE PAID
Mr Example	8	LS3 1AD	✓	£10.00	01/01/2022

Table continues on next page

**PLEASE RETURN THIS FORM TO: Candlelighters, 8 Woodhouse Square, Leeds, LS3 1AD**  
[candlelighters.org.uk](http://candlelighters.org.uk) Patron: Lady Ingilby

# Sponsorship form

FULL NAME OF SPONSOR	HOUSE NUMBER	POSTCODE	GIFT AID MY DONATION (✓)	DONATION AMOUNT	DATE PAID
Mr Example	8	LS3 1AD	✓	£10.00	01/01/2022

Subtotal previous page

Subtotal this page

Total

For office use only

Date received:

Date processed:



# 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**  
Supporting the families of children with cancer