



The Jane Moore
Trust

Keeping the promise to children
and young people in Scotland

Fundraising Toolkit



Thank you!

Fundraising on
behalf of The Jane
Moore Trust helps us
keep the promise to
children and young
people in Scotland.

Who we are and what we do

The Jane Moore Trust is a charitable organisation established in 1991 offering a range of responsive services that include education, employability, social enterprise, social housing, and access to psychological support for children and young people.

Education

At Moore House Academy, Dunkeld we aim to provide sector-leading residential and education provision for neurodiverse children and young people aged 5 to 18, who require highly specialised teaching, bespoke pastoral care and a range of dedicated services, including Speech & Language Therapy, Occupational Therapy and Psychological Interventions.

Our campus is located in a calm, rural environment near Dunkeld, where we provide specialist:

- Day education
- Residential care and education
- Virtual learning through our Virtual Academy
- Outreach education
- Therapeutic support

We are delighted that our new Primary School is now open which allows us to admit pupils aged 5 to 18.

Therapeutic Services

Our Therapeutic Services support young adults who have previously attended Moore House Group education provisions, resided within one of their residential services or fostering families.

Our specialised team aims to provide the correct advice and support, at the right time, for any young adult who has moved on from Moore House Group.

Our team is based in West Lothian providing services across Scotland. We provide a tailored personalised service up to the age of 26 to help:

- Navigate through life transitions
- Promote sustainable Employment & Education outcomes
- Provide all aspects of housing support
- Advocate on behalf of service users
- Offer and provide practical, personal, emotional and social support
- Increase skills and abilities to encourage positive changes and choices.



Fundraising A to Z of ideas

If you're looking to fundraise for The Jane Moore Trust but don't know where to start, our fundraising A-Z is packed with creative, **FUN** and unusual ideas to inspire you to try something different.

A

Abseil
Afternoon tea
Art exhibition
Auction of promises

B

Babysitting
Bad taste clothing day
Bake sale
Bring and buy sale

C

Cake bake
Car wash
Coffee morning
Curry night

D

Danceathon
Demonstration
Dog walk
Dress your parents day
Duck race

E

Eco challenge - fundraise and help the environment at the same time. This could be litter picking at a local park, a beach, or taking part in tree planting.

F

Fashion show
Football match
Fun run

G

Gaming
Garden party
Go green
Golf tournament

H

Hair raising experience
Hat day
Head shave

I

Don't get caught in the rain. Indoor sports are a great way to guarantee everyone will have fun, without getting soggy socks!

J

Jelly eating competition
Jewellery evening
Jogathon
Jumble sale

K

Karaoke night
Kiltwalk
Knobbly knees competition

L

What's special about where you live? A local dance, pie or festival might inspire your fundraising ideas.



M

Master class
Mile of pennies
Murder mystery party
Music - a wonderful way to bring people together

N

Nearly new sale
New year resolutions
Non uniform day

O

Opera - % sales from a local theatre
Outward bound weekend
Online giving - JustGiving

P

Pamper night
Parachuting - for the very brave
Plant sale
Poetry evening
Pram walk

Q

Quiet - sponsored silence
Quiz events

R

Raffle
Recipe book
Return to the 60s party
Run, walk, cycle or trek

S

Safari supper
Sponsored events
Sports day
Swim-a-thon

T

Ten pin bowling
Themed event
Tug of war

U

Up up and away in a balloon

V

Valentines day ball
Variety show
Volunteer

W

Wine tasting evening
Word search competition

X

Xmas cards and decorations
Xmas jumper day
X Factor

Y

Yes Day! Fundraisers have to say 'yes' to everything in exchange for donations. Yes you can paint my face blue, Yes you can have the day off, Yes I'll wear a silly hat in my Zoom meeting

Z

Zany tie day
Zumba-thon



Whatever you organise...

Have **FUN** Be **SAFE** Don't forget to tell us what you're doing and

TAG US on social media!

@JaneMooreTrust



Hello!

Tell your story

We want your fundraising to be as successful, fun and easy as possible.

Supporters are more likely to sponsor you or take part in your event if they know your story, why you're taking on the challenge, what their support means to you and where their money will go. So share **YOUR** story.

Tell everyone! Contact your local paper, share your fundraising page link in your email signature, post on social media, pin a poster on your work or school notice board and don't forget to tag us on social media @JaneMooreTrust.

You're not in this alone. Get friends, family and colleagues to spread the word and help make your fundraising as successful as possible.

Events

You can run, swim, cycle for us

If you would like to take part in an **organised event** and raise funds on our behalf, check out these useful websites for upcoming events.

Running events www.runnersworld.com/uk/events/

Swimming events www.swimming.org/justswim/just-swim-app/

Cycling events www.ukcyclingevents.co.uk/events/

You're the one sitting in a bath of jelly, the raising money bit is the easy part

Raising money **online** is a great way to spread the word about your fundraising activity and help us raise awareness of the work we do and the people we help.

Online through JustGiving

We use JustGiving as our online fundraising platform. Setting up an online fundraising page through JustGiving couldn't be simpler and donations made through your page will come directly to us. Visit www.justgiving.com/janemooretrust select **Fundraise For Us** and follow the online instructions.

Cash donations

Paper sponsorship forms are an excellent way to collect cash donations. To request a copy of our sponsorship form please contact news@janemooretrust.org.uk

Paying money in

We are very grateful for your support and for your fundraising efforts. Here's how you can send the money to us.

By post

Please send a cheque made payable to The Jane Moore Trust to Units 3A & B, Alba Pavilions, Alba Campus, Livingston, EH54 7HG.

Online

Please make an online donation at www.justgiving.com/janemooretrust

Thank you!

"It's a place where Fin feels both safe and fully included. They recognise his intelligence as well as understand his additional needs"

Grandmother of a pupil at our Moore House Academy in Dunkeld



You can GIVE without it costing you an extra penny, isn't that great!

Easyfundraising

Easyfundraising turns your everyday online shopping into free donations for us. How? Just start your online shopping first at easyfundraising, then shop as normal. Retailers will then make a small donation to say "thank you". Visit www.easyfundraising.org.uk/causes/the-jane-moore-trust/ to sign up and help us raise £'s without it costing you a penny.

Recycling for Good Causes

Recycling for Good Causes helps us raise funds through donations of unwanted jewellery, currency, coins, stamps, mobile phones, cameras, and electronic gadgets. It's a great way to raise funds and help the environment too.

If you would like to send your jewellery and banknote recycling to Recycle for Good Causes, simply use your own envelope or jiffy bag (No bigger than A5 in size) and post free of charge by printing out the freepost label found on our website 'Support Us' page and attaching to your envelope.

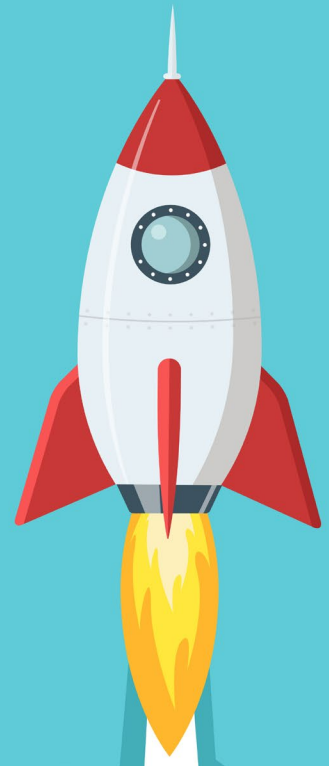
Movement for Good

Movement for Good donate each year to charities nominated by staff, volunteers and supporters. Visit <https://movementforgood.com/> and select Nominate A Charity. Our details are The Jane Moore Trust, Charity No SC020123.

Take part in an organised event

We are delighted to be registered as a charity with Kiltwalks in Glasgow, Aberdeen, Dundee and Edinburgh. Whether you are taking part on your own or as part of a team in the wee wander, big stroll or mighty stride, 125% of the funds you raise go directly to The Jane Moore Trust. Register online at www.thekiltwalk.co.uk

Your efforts are out of this world!



*Please do not send coins or stamps to the freepost address as the postage costs will far outweigh your donation.

Send coins or stamps to The Jane Moore Trust, PO Box 16992, Sutton Coldfield, B73 9YA (*postage needs to be applied*)

Freepost RSXA-GJBY-ARRZ

.....
Unit 14
Amber Business Village
Amber Close
Tamworth
B77 4RP



Other ways to support our work

There are lots of ways you can support The Jane Moore Trust.

Corporate fundraising and payroll giving

Companies play a vital role in helping us support children and young people in Scotland.

- Employees can **fundraise** together as a team with a dress down day, bake sale or quiz.
- We can design a package of activities that support your corporate social responsibility aims and engage your employees as your chosen **Charity of the Year**.
- Staff can make regular, tax-free donations via their salary with **Payroll Giving** or Give As You Earn.

Donating or fundraising in memory of a loved one

Whether you are making a one off donation, fundraising in memory or taking a collection at a funeral, donating in memory of a loved one is a very special and meaningful way to remember them.

Leaving a gift in your will

Whatever the size of your gift, your lasting legacy will ensure that we can continue to support children and young people in Scotland. Your solicitor will need to know the charity name, number, address and contact details. Visit **The Law Society of Scotland** website for a list of solicitors www.lawscot.org.uk

Volunteering

Throughout the year we offer a number of volunteering opportunities. Contact us for further information or visit our website for all the latest news.



Our details

Donate

Online www.justgiving.com/janemooretrust
Cheque made payable to The Jane Moore Trust

Address The Jane Moore Trust
Units 3A & 3B
Alba Pavilions
Alba Campus
Livingston
EH54 7HG

Website www.janemooretrust.org.uk

Email news@janemooretrust.org.uk

Telephone 01506 401 700

Charity No SC020123

Bank Account The Jane Moore Trust

Account Number 00189772

Sort Code 831605

Please note, if making a donation by BACS please contact news@janemooretrust.org.uk to notify our team so we may identify it on the statement and have the opportunity to say a massive



THANK YOU!

“What I like about the school is that it’s fun. It’s exciting every day”

Pupil at Moore House Academy, Dunkeld

Keep it safe and legal

If you're organising your own event in aid of The Jane Moore Trust, be sure to consider legal and risk implications. Here are some simple things you can do to ensure everything runs smoothly:

Health and safety

Risk assessments are important for identifying, minimising and controlling any potential risk to all those taking part at your event, and members of the public who may be attending.

Complete a risk assessment and include any potential hazards at your event. Ensure that you include the provision of first aid cover if necessary, and where children are involved, have appropriate adult supervision and parental permission. For more information about risk assessments, visit the Health and Safety Executive website.

We cannot accept liability or any loss, damage or injury suffered by yourself or anyone else as a result of taking part in a fundraising event organised in aid of The Jane Moore Trust.

Fundraising materials and publicity

If you are creating any fundraising materials you must make it clear that you are fundraising 'in aid of The Jane Moore Trust'. You can promote your activity online but please contact us to discuss using the Charity's logo. We also need you to ensure that our registered charity number is featured - Registered in Scotland Charity No SC020123. Alternatively, we would be delighted to design publicity materials specific to your activity eg posters, invitations etc. Get in touch and we can chat through the options.

Data protection

Personal data is any data that relates to and can identify an individual. If you're recording personal data at your event, make sure it complies with the Data Protection Act. Personal data shouldn't be stored any longer than necessary (i.e. after the event) and shouldn't be used without their permission.

Insurance

Public liability insurance may need to be considered, this will protect you against claims made by third parties for injury or property damage as a result of negligence. Public liability insurance is usually included in venue hire fees, whilst if you're holding a private event (e.g. your own house), then insurance may not be necessary. However, it is important that any hired buildings or equipment are insured. Please seek advice from your local authority if you're unsure.

Collections

Public collections take place in a public space. You need a licence from your local authority to collect funds on the street or in a public place or by going from house to house, it is illegal without one. Some popular premises for public collections, such as supermarkets and train stations, may require you to arrange public liability insurance. Please contact news@janemooretrust.org.uk before you approach your local authority for a license.

Private collections take place on private premises and don't require permission from your local authority - although you do need permission from the owner of the premises.

Raffles and lotteries

Raffles, lotteries and prize draws at your event must follow strict legal requirements so please consult news@janemooretrust.org.uk before organising one. If you are holding a raffle on the night of the event (i.e. not selling tickets in advance), then you will be able to use cloakroom tickets. More information about these rules can be found at the Gambling Commission.

Food hygiene

Selling or distributing food at your event (e.g. a cake sale) will require you to consider its safe preparation, storage, display and cooking. You will need to ensure that any caterers are licensed. Further information can be found at Food Standards Agency, under 'Food Safety' on NHS Choices and from your local Authority.

Alcohol and entertainment

Alcohol or public entertainment licenses may be required if your event involves the sale of alcohol, live or recorded music, art performances, sport or any entertainment of a similar nature. Speak with your local authority or look on their website for more information.

We're here to help

We're here to help so just contact news@janemooretrust.org.uk



“I have real belief that high-quality teaching and learning within an environment where positive relationships are at the centre, our young people can gain the skills, knowledge and understanding they need for their life’s journey”

Tracey Ford-McNicol, Head of Education - Dunkeld