

## HOW TO ORGANISE...

# FUNDRAISING IN THE OFFICE

There are hundreds of ways to raise money in an office, so don't feel limited by the list of ideas below. Try to get as many of the departments or teams in your office as possible involved in fundraising. In order to bring them on board, try to explain a little about Cystic Fibrosis (CF), how it affects people with CF and how the money raised can help. A better understanding of CF should make people more keen to join in, which should result in more funds raised!

## HERE ARE SOME IDEAS TO THINK ABOUT:

### FUN IN THE OFFICE

- Dress up or down day/Fancy dress day/Genes and t-shirt day
- Wrong shirt day – sponsor your bosses to wear the 'wrong' football shirt for the day
- Computer bingo
- Organise a Big Cake Bake, we've got lots of fundraising materials to help with this.
- Raffle – ask bosses to donate the top prize and then ask others to bring in bottles/chocolates etc.
- Sponsored job swap
- Quiz – enter your team in an inter-office competition
- Sweepstake – for the Grand National, Wimbledon, Eurovision, World Cups.
- Ask your boss if you can all donate money to charity to be allowed to watch 'the big match' whilst at the office
- Office talent competition/Stars in their Eyes
- Office showcase – invite local clients to attend an open day/Big Cake Bake and maybe have an auction or raffle whilst they are there – helps business and raises cash
- Football/golf/swimming or similar sporting competition against a rival company or team
- Charge visitors to use your toilets – good fun plus it clearly demonstrates and shares your support of us
- Have themed staff lunches – perhaps an Italian or Spanish lunch where staff bring in a typical foreign dish and all the staff make a nominal donation to share and enjoy
- Get rid of your chairs for the week – use our Big Bounce space hoppers instead and put the fun into fundraising when you watch your colleagues try and keep their balance at their desk – great for core stability too!



### MORE TRADITIONAL METHODS

- Recycling boxes in the office – the CF Trust receives £2.50 for every mobile phone and £1 for every ink jet cartridge recycled. How about having a Recycle Week? Send our charity bag home in everyone's payslip and organise a mass collection
- Check if your company does matched giving – they may match the money you raise
- Does your company have a Charity of the Year for which you could nominate the CF Trust?

[www.cftrust.org.uk](http://www.cftrust.org.uk)

11 London Road Bromley Kent BR1 1BY Tel: 020 8464 7211 Fax: 020 8313 0472 [events@cftrust.org.uk](mailto:events@cftrust.org.uk)

Patron: HRH Princess Alexandra, the Hon. Lady Ogilvy, KG, GCVO

Cystic Fibrosis Trust registered as a charity in England and Wales (1079049) and in Scotland (SC040196)

A company limited by guarantee registered in England and Wales number 3880213

Registered office: 11 London Road Bromley Kent BR1 1BY

## HOW TO ORGANISE...

# FUNDRAISING IN THE OFFICE

- Have a CF Trust collection box on the reception desk or other prominent location
- Sell CF Trust Christmas cards, or get corporate cards printed for the company
- Payroll Giving – give a monthly gift direct from your wages. It's tax effective, so a donation of £5 only costs £3.92
- Ebay – nominate us as your preferred charity when selling and buying
- Give As You Live – download this app and easily raise extra funds every time you shop online, whether this is your own personal account or when you are ordering stationery, booking travel, accommodation etc in the office. Please contact the Corporate Team on [company@cftrust.org.uk](mailto:company@cftrust.org.uk) for advice on these ideas

## CHALLENGE EVENTS

- Get a group together to do a skydive/climb Ben Nevis or any of our other challenge events
- Hold a sponsored headshave/leg wax
- Give it up – chocolate, smoking, alcohol etc and get sponsored for it
- Sponsored weight loss
- Organise an office bounce for Big Bounce and lose your chair for the day
- Check the Regional Events section on our website to see if there is an event near you in which you could take part
- **CF Week 2012 is 29 April – 5 May.** Join the fun and talk to us about getting involved during our special annual fundraising week



If you need any help or advice organising your event, or would like some of our fundraising materials, contact your local Regional Fundraising Manager who will be happy to help.

[www.cftrust.org.uk](http://www.cftrust.org.uk)

11 London Road Bromley Kent BR1 1BY Tel: 020 8464 7211 Fax: 020 8313 0472 [events@cftrust.org.uk](mailto:events@cftrust.org.uk)

*Patron: HRH Princess Alexandra, the Hon. Lady Ogilvy, KG, GCVO*

*Cystic Fibrosis Trust registered as a charity in England and Wales (1079049) and in Scotland (SC040196)*

*A company limited by guarantee registered in England and Wales number 3880213*

*Registered office: 11 London Road Bromley Kent BR1 1BY*