

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 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
- Cake sale/Coffee morning
- 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 etc
- 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/coffee morning 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



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
- 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?
- 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

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 or join one of our Big Bounce events across the country
- Check the Regional Events section on our website to see if there is an event near you in which you could take part

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

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Patron: HRH Princess Alexandra, the Hon. Lady Ogilvy, KG, GCVO President: Duncan Bluck CBE

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