

STAMMMA

FUNDRAISING PACK





STAMMA

Join us to create
a better world
for people who
stammer
stamma.org/join
Reg Charity Nos 1089967 & 10038866

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WELCOME!

THANK YOU for opening this and fundraising for STAMMA!

This pack has useful information and fundraising tips for you. So that whatever you are good at, enjoy doing most, or fancy trying, it can be transformed into a successful fundraising enterprise. Plus, you'll be supporting us in our mission to make space for people who stammer. Here's to creating some brilliant memories while helping us as a charity.

OUR IMPACT

We're here to stand up for and empower people who stammer. Whether that's through our Helpline, Advocacy, Employment and Training Services, or our support for parents of children who stammer.

We'll jump in if you feel you've been discriminated against, if you need support with reasonable adjustments, if your child has started stammering or if you just need to practise techniques.

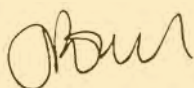
We campaign tirelessly to dispel the myths that surround stammering. We are determined to create a society that understands and makes space for stammering. We've pushed for representation in the media, neutral language around stammering, and plain old acceptance.

Our award-winning campaign messages have gone out on billboards and on cinema screens, have been welcomed by Ofcom and scooped awards. We even took on Apple, and won!

This success and growth has only been possible because of people like you, so again **thank you** for your support. Every pound counts.

If you would like any additional information about fundraising, [email us](#). We'd love to help!

I look forward to hearing from you!



Jane Powell
CEO

OUR SERVICES

As a membership organisation we are here first for our members, here to champion and represent people who stammer, build resilience and develop community. We hold a biennial conference, STAMMAFest, and help our members set up and run local groups and networks.

WEBSITE

Our comprehensive website, stamma.org, provides information about stammering, causes, and where to find support for people who stammer and those who support or who work with them.

HELPLINE SERVICES

Running 4 days a week, our free, confidential and anonymous helpline, webchat and email support services are there for anyone who stammers or for those who support them. We provide information, support and space to practise speaking.

FAMILIES & YOUNG PEOPLE

We provide regular online workshops where parents of pre-school and primary school children who stammer can understand more about stammering and work through the issues they face. We also run peer support groups, where parents of pre-school, primary and secondary school children can share experiences in a mutually supportive environment.

EMPLOYMENT SERVICE

Our Employment Service provides support for employees and job seekers who stammer. We can help them to get adjustments for stammering in the workplace or in job interviews. The service is also there for employers. We work with them to review their working practices and examine how to overcome the potential barriers faced by those who stammer.

ADVOCACY SERVICE

Our Advocacy Service is here for anyone who has been discriminated against or prevented from using a service because they stammer. We'll help resolve issues, whether it's being laughed at in a coffee shop, unable to get past phone voice recognition systems or refused extra time for oral exams.

TRAINING

We supply regular training to help organisations make their services and procedures more accessible for people who stammer.



“I can't thank you enough for this incredible response. I am absolutely blown away by how quickly you've got back to me and how much consideration you have given to our specific situation. I feel so lucky to now have a few options to consider and to have been able to discuss with my son.”

Comment from a parent of a child who stammers

HOW YOUR MONEY HELPS

We value every single pound you raise. Here is how your donation will help:

- £10 Covers two calls or webchats to our Helpline Service.
- £25 Pays for two Resource Packs for Speech & Language Therapists or teachers.
- £50 Supports our Helpline Services for one hour.
- £120 Fuels one day of the Advocacy Service.
- £250 Runs a specialist training workshop for employers.
- £500 Provides support for an employee seeking help at work.

FUNDRAISING IDEAS

FOODIE IDEAS

Bake sale
Coffee morning
Cocktail evening
Afternoon tea/tea party
Dry month (no alcohol/sugar)

SOCIABLE STUFF

Karaoke
Games night
Pub Quiz or University Challenge
Open garden day
Open Mic night
Office collection day
Fancy dress or dress down day
Summer Fair
Nomination Challenge...sponge a boss/
teacher!
Raffle or sweepstake

EASY-ISH

Beard or head shave

ACTIVE STUFF

Skydive
Bungee jump
Sponsored cycle, swim, row, walk or run
Santa Dash
5-a-side football match
A golf/cricket/basketball tournament

GOOD FOR THE PLANET-ISH

Arty crafty, making and selling knitting/
crochet/pottery/cards
Shopping online through [Easy
Fundraising](#) or [Give As You Live](#)
[Recycling For Good Causes](#)

STRAIGHTFORWARD

Matched/[Payroll Giving](#)

FUNDRAISING TIPS

	<p>Set a date! Give yourself plenty of time to plan your fundraising event and invite people to get involved.</p>
	<p>Having targets is very helpful, whatever activity or event you are holding. The list on page 5 shows how we spend your money and the running costs of our services. Use this to set your own fundraising target. It will give you a clear goal and help other people decide how much to contribute.</p>
	<p>Set a budget in advance so you know exactly what you need to spend for the activity or event. This will also help you to set your fundraising target.</p>
	<p>The easiest way to collect sponsorship money is by setting up a page on Just Giving to share with family, friends and communities. Click here to go to Just Giving's website to create your own page and set it up as early as possible. Adding your fundraising target, photos, and why you want to fundraise for us, helps a lot to bring personal energy and encourage people to give more.</p>
	<p>Consider having an event plan. If you have a few people as helpers, it's very useful to write up who everyone is and what they are doing and when. This will prevent uncertainty on the day and ensure that everything gets done smoothly. Make a list of everything you need so you aren't caught short on the big day.</p>
	<p>Share, share and share again! Use social media to share your Just Giving page. Telling everyone about your event is very important and will have a big impact on how much money you raise. People can share your posts with others and boost your profile. Adding updates and photos as you progress will generate momentum and keep people interested.</p>
	<p>Let us know! Give us a heads up about your event so we can encourage our followers on social media to support you. Complete a photo consent form too, this helps us a lot. If you would like some additional help, then get in touch.</p>



LEGAL & SAFETY INFO

VENUE

Choose a venue that is right for your event. It needs to be accessible for everyone, with safe and sanitary facilities.

Do not exceed the capacity of the venue.

Ensure all exits are free of obstructions.

Check the parking in advance and have a steward if necessary.

Be sure you have enough supervision for your event and that inexperienced helpers are well supported.

FIRST AID & EMERGENCIES

Make sure attendees are briefed on emergency exits and know where the assembly point is. Make sure you know where all the fire extinguishers are.

Have a well-stocked First Aid kit on site. You may also want to have a First-Aider present.

Be prepared to call the emergency services in the case of anything going wrong.

EQUIPMENT

Test all portable electrical equipment to make sure they are safe to use during the event.

The equipment must also be in good condition and operated by people who are competent for the job.

Avoid trip hazards like cables or rugs. Use electrical or gaffer tape to secure or cover them if necessary.

If using trestle tables, test the weight of the table before piling it with things!

Do not carry heavy loads. Use trolleys where appropriate.

FOOD & BEVERAGES

Anyone selling or processing food is legally responsible to do so hygienically and safely. Make sure that anyone handling food has read this guide from the Foods Standards Agency: [Providing Food at Community & Charity Events](#).

Keep children and animals away from areas where food is being prepared.

If there will be a BBQ on site, follow the [guidance from the Food Standards Agency](#).

Label food containing allergens (dairy, gluten, nuts etc).

Be sure to have plenty of protective equipment like plastic gloves and aprons, and encourage anyone with long hair to tie it back!

UNDER 16

Never allow children under 16 to collect money from the public without an adult.

Remember to obtain parental permission for any children helping out.

Have a provision for lost children if appropriate.

Ensure that all children are properly supervised.

MONEY

Have a lockable box for money and a secure place for fundraising equipment.

Be mindful of personal safety when carrying money. Preferably never do this alone.

Make sure everyone knows in advance that they are not to put their personal safety at risk by tackling a thief.

Please do not collect money door-to-door. This is illegal and requires a licence!

Remember that people vary greatly in their circumstances and ability to give. Please read through [the Government's policy on Safeguarding Vulnerable Adults](#).





HEALTH & SAFETY AT WORK ACT 1974

This act covers volunteers as well as paid staff.

You need to be aware of how your event may be harmful to anyone involved and the public. Take appropriate precautions to minimise the risks.

It is the responsibility of everyone joining the activities to ensure they are fit enough to participate. STAMMA cannot accept responsibility for accidents, injuries, loss or damage as a result of your event.

WASTE

Be sure to have plenty of rubbish bags and dispose of all the waste safely.

Avoid using hazardous cleaning chemicals on the day and provide protective clothing if necessary.

RAFFLES

If you are considering holding a raffle then please get in touch with us so we can let you know what you need. However big or small your raffle is, there are guidelines that must be followed and the Gambling Commission requires us to meet that criteria.

BANKING THE MONEY

Hooray! You did it!

Congratulations, you have held a fundraiser for STAMMA. Thank you!

There are lots of ways to pay in the money you've raised...

BY PHONE

Call us on 020 8983 1003 to donate the money with a credit or debit card.

BANK TRANSFER

You can pay the money directly into our bank account using the following details:


Account Name	British Stammering Association
Sort Code	40-52-40
Account number	00008336

[Email us](#) when you have made the transfer. Let us know the reference you use so we know it's from you.

BY POST

You can send cheques in the post. Make them payable to 'British Stammering Association' and send them, along with a completed donation form on page 12 so we know who it's from, to:

STAMMA, Box 140, 43 Bedford Street, London WC2E 9HA.

Thank you! You are amazing. 

DONATION FORM

Full name*	<input type="text"/>		
Postal address*	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode*	<input type="text"/>
Email address*	<input type="text"/>		
Phone	<input type="text"/>		
Gift Amount*	<input type="text"/>		
Payment Type*	Card <input type="checkbox"/>	PayPal <input type="checkbox"/>	CAF <input type="checkbox"/> Cheque <input type="checkbox"/>
Card Number	<input type="text"/>		
Expiry date	<input type="text"/>	CvC number	<input type="text"/>
Reason for donation:	Event /Activity <input type="checkbox"/>	General support	<input type="checkbox"/>
Contact me by:	Email <input type="checkbox"/>	Post <input type="checkbox"/>	Phone <input type="checkbox"/>
Claim Gift Aid**	Y/N		

***Required field.**

**I understand the charity will reclaim 25p of tax on every £1 that I give or have given in the last four tax years. I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities that I donate to will reclaim on my gifts for that tax year. I understand that if I pay less income 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 that other taxes such as VAT and Council Tax do not qualify.

You can also donate direct on our website [here](#).

WILLPOWER

In the last 5 years legacies from members like Roy Tranckle have given STAMMA the rocket fuel to expand our services, create award-winning campaigns and establish a Youth Fund.

Roy's legacy will help fund our conferences for the next 10 years, and inspire and support the next generation of people who stammer.

We aren't done, not until stammering is accepted and the stigma is gone.

**Help us create long-lasting change
and leave STAMMA a
charitable gift in your will.**

Email legacies@stamma.org
or phone 020 8983 1003.
We'd love to hear from you.



Roy Tranckle, beloved member, passed away in 2021 aged 74, leaving STAMMA a generous legacy.

STAMMA

Box 140, 43 Bedford St, London WC2E 9HA

T: 020 8983 1003

stamma.org

IT'S HOW WE TALK