



Registered Charity 1021455

# The King's Royal Hussars' Appeal

*Looking after soldiers and their families now and in the future*

## Plan and Prepare

The KRH Appeal appreciates every effort made by you to fundraise for our soldiers and families. To help your event go as smoothly as possible follow the simple steps below:

### 1. **Decide on your fundraising event**

Choose an event that is fun and suits your lifestyle and fundraising target. Also consider whether you would like to fundraise alone or with friends. To get some ideas visit our 'fundraising ideas page'.

### 2. **Set up your Bmycharity fundraising page**

Register your fundraising event on the Bmycharity website. This is simple and quick to do and makes it so easy for people to donate to your event. To see some quick and easy steps to set up your fundraising page do look at our page on 'Setting Up Your Bmycharity Fundraising Page'.

### 3. **Let the KRH Appeal know**

Register your event with us at the KRH Appeal by emailing us on [appeal@krh.org.uk](mailto:appeal@krh.org.uk) or calling us on **01980 656839**. We are always available to offer advice and support for your events.

### 4. **Download your Sponsorship forms**

The KRH Appeal have designed sponsorship forms which can be downloaded. See 'KRH Appeal Sponsorship forms'.

### 5. **Request your merchandise**

If you would like wristbands, collection bins or any other merchandise to help you fundraise please contact us on **01980 656839** or email us on [appeal@krh.org.uk](mailto:appeal@krh.org.uk)

### 6. **Tell everyone about your event**

The more people who know about your event, the more people will support you and donate to you. Email and write to as many people you know (family, friends and colleagues) to let them know when, where and why your fundraising and ask them to pass the word on.

### 7. **Keep us informed**

Let us know how you get on and do send us any photos so we can keep a record of your achievement and generosity.



# The King's Royal Hussars' Appeal

*Looking after soldiers and their families now and in the future*

Registered Charity 1021455

## Hints To Make Your Fundraising Go Without A Hitch

- Do you need help and volunteers?
- Confirm a date and venue well in advance.
- Consider if insurance is required.
- Publicise the event in plenty of time.
- Consider if weather will affect your event.
- Ensure the money you raise is counted and checked by at least two people.
- Consider equal access for all by visiting [www.equalityhumanrights.com](http://www.equalityhumanrights.com)
- If you are planning an event such as a lottery or casino night please be reminded, there are strict laws and regulations surround these events. For more information please see [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)
- Please make sure that if children under the age of 16 are fundraising, they have permission from a parent or guardian and must be supervised by an adult.
- Consider if you need to train for your event.
- Make sure health and safety is observed. For more information visit [www.hse.gov.uk](http://www.hse.gov.uk)
- Consider if medical facilities are needed.
- Make sure you have all the relevant permission for your event (location, facilities, equipment).

Please remember **YOU** are responsible for ensuring that any event you organise in support of The KRH Appeal complies with the relevant laws, rules and regulations and that you have all necessary licences and permissions. Neither the Regimental Welfare Charity nor the KRH Appeal authorises fundraisers to act as agents for the Regimental Welfare Charity or the KRH Appeal and neither are responsible for organising, supervising or running your fundraising activities. All activities, and participation in them, are at organisers' and participants' own risk. Neither the Regimental Welfare Charity nor the KRH Appeal can accept responsibility or liability for any loss or damage to property or for death or personal injury arising out of any fundraising activity relating to an event (except death or personal injury caused by our own negligence).