ovacome

ovarian cancer

Supporter Pack

Hello!

Thank you so much for your interest in supporting our work, this is so kind of you. Ovacome is the UK's national ovarian cancer support charity. We provide expert guidance, personalised information, emotional support and resources to people diagnosed with ovarian cancer or who are worried they might be at risk, as well as to their families and friends. We also focus on creating community and providing spaces where those affected can come together, share their experience and benefit from peer support in a safe environment.

Ovacome receives no government funding and so relies mostly on fundraising and donations from our supporters. We are constantly raising funds to continue our work and so appreciate every contribution. Our free support services really are vital for those impacted by ovarian cancer, an often overlooked and misdiagnosed disease. As one woman wrote 'Ovacome offers a life raft when everything seems overwhelming'. Your support makes our work possible.

What your fundraising can acheive



£117 could train five health professionals on how to recognise the signs of ovarian cancer and on patient support needs.

£336 could allow us to raise awareness of the signs and symptoms of ovarian cancer among 7200 people.

£992 could pay for 1 year of online support groups and workshops for someone diagnosed with ovarian cancer.

Supporter Stories



Tom

Our supporter Tom raised funds and awareness for Ovacome's community by hosting a football match and raffle in memory of his much-loved mum, Katherine. After an excellent day of play, Tom and his friends raised an incredible £6,081 for our vital services.

That's enough to pay for just over two whole years of online support groups and workshops for someone diagnosed with ovarian cancer.

"The event was a wonderful day that illustrated what Ovacome is all about – coming together for an important cause. It certainly won't be the last time we raise money for this amazing charity" - Tom

Sophie

Sophie raised funds for Ovacome by collecting sponsorship for the 85k Isle of Man Parish Walk, in honour of her best friend's mum. She raised an extraordinary £4,267 for our life-changing support services. That's enough to cover the costs of sending our information resources to over 700 people recently diagnosed.



"Being able to push through the pain of 21 hours of walking is nothing on what cancer patients have to go through. It was such an honour to have been able to raise money for such a wonderful cause and to be able to help provide much-needed services" - Sophie

Planning a fundraiser

Decide what type of event you want to organise and set a realistic fundraising target.

Ask for help. Speak to friends and family and Ovacome's fundraising team, who can assist with your event.

Set a date and find a venue. Think about size, facilities, transport and accessibility.

Set a budget and stick to it - always ask for charity discounts or donations of goods.

Let Ovacome know the details of your event and we will help you set up a fundraising page on our website.

Promote your event on social media, local news stations, with posters and leaflets. Include 'who, what, when, where & why'. Keep it short and punchy.

In the run up to your event, ask people in your community to donate to your fundraising page, or collect donations to send us directly.

Host/complete and enjoy your event, raising even more for Ovacome!

Send in any funds raised (see how to send in your money p.10) and receive a certificate from Ovacome.

Fundraising tips

- Ask us for a letter of authorisation to use as proof that you are supporting our charity when approaching organisations for raffle and auction prizes.
- Personalise your fundraising page - share your story and upload photos. This can increase donations by up to 65%.
- Change your email signature at work and/or at home to include the link to your fundraising page and a link to the Ovacome website, to show how your sponsorship could help people with ovarian cancer.
- Start your fundraising page or sponsor form with a large donation to encourage others to follow suit.
- Encourage people to tick the Gift Aid box. Gift Aid is a form of tax relief open to all UK tax payers. If you opt in, we can claim an extra 25p for every £1 you give at no extra cost to you.
- Approach your workplace to see if they will match your fundraising total or make a contribution.
- Take lots of photos at your event to post to your social media pages and tag Ovacome when you post them (Facebook and Twitter @ovacome - Instagram @ovacomecharity).



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Teal Walk challenge

Get your body moving, explore your local area and raise awareness of the signs and symptoms of ovarian cancer by taking on a sponsored walk for Ovacome!

Not only is walking great for your physical and mental health, but by joining Ovacome's Teal Walk and rallying your friends, family, and community to support you, you have the power to a make a real difference and provide someone affected by ovarian cancer with the professional and peer support they need.



We can supply you with any awareness and fundraising materials your need along the way!

Getting Started!

- Set yourself a challenge: decide how many steps or what distance you'd like to walk each day, week, or month. You can even commit to simply walking every day.
- Open a fundraising page on our website: www.ovacome.org.uk/Appeals/Post
- Share your page with friends, family and colleagues by email and on social media.
- Claim your free Ovacome t-shirt – you're off!

If you are going through or have just finished treatment and feel apprehensive about taking part in a sponsored walk, even a small amount of physical activity can be beneficial, reducing fatigue, poor appetite and sleeplessness. Setting a goal of around 2,500 steps per day (equivalent to 1 mile) is a reasonable target for many, although we always advise to check with your doctor before starting any type of exercise.

How to send in your money

There are 5 ways you can transfer funds to Ovacome...

CAF vouchers and other charity cheques: you must follow a different procedure for Charity Aid Foundation (CAF) vouchers. CAF vouchers will be issued to you by someone who has a CAF account. CAF vouchers cannot be paid into the event bank account and must be forwarded to Ovacome where we will process them and credit them to your event total. They must be made payable to Ovacome. Please also ensure that you write your name and event on the back of the voucher.

1. By an online giving page - all the money raised by online fundraising sites including Gift Aid, will be forwarded directly to us.

2. By phone - we accept all credit and debit card donations over the phone. Call us on 020 7299 6651.

3. By BACS transfer - please contact us for our bank details.

4. By paying slip - Please contact us and we will post one out to you. The cash would need to be taken to any HSBC bank.

5. By post - please send money by cheque, postal order or CAF voucher only. Make cheque's out to 'Ovacome' and include a signed Gift Aid form if applicable. Please don't send cash.

Ovacome
52- 54 Featherstone Street
London
EC1Y 8RT

Important DOs and DON'Ts

Here are some tips to help you out:

These notes are intended as a brief guide and the points raised may or may not apply to your particular circumstances. It is important to note that all proceeds from an event held 'in aid of' Ovacome must benefit the charity directly. If you wish to collect money for other charities alongside Ovacome we ask that you clearly state which charities the donations will be going to and how they will be divided. It is very important that donors know exactly where there money is going.

Branding

Please use Ovacome branded materials at your event. We can send you T-shirts (max. 3 per fundraiser), ribbons, balloons and our logo. When using the logo please ensure it is stated that the event is 'in aid' of and not 'on behalf' of Ovacome.

Alcohol

If you are planning to sell alcohol at the event you need to contact the local authority's licensing department for a temporary event notice as soon as possible. If your event is taking place in a licensed premise where the bar is being run by the licensee you do not need a license.

Entertainment

If you plan to hold an event that includes live music, dancing or a disco you will need a temporary event notice that is available from the licensing department of the local authority. You should double check with the venue provider as they may already have suitable insurance for you event.

Raffles, Lotteries & Prize Draws

Activities such as raffles, lotteries and prize draws, where a winner is chosen by chance, are governed by gambling legislation. These activities are permitted when they take place at a fundraising event and the winner is announced at the event, otherwise a licence may be required. The money made from raffles can cover the expense of the event being held. We have lots more information available on these activities so please contact us if you have any more questions.

Insurance

Ovacome cannot accept responsibility for any loss, damage or injury at a fundraising event. The charity's insurance policies do not cover property or personal liability for any injury suffered by yourself or anyone else as a result of your fundraising. Please insure that you are suitably covered for any loss damage or injury.

Please contact us if you have any questions regarding your event.

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Collection Guidelines

On Private Property

For example a shop, pub or supermarket.

- Ask the owner's permission in advance.
- Leave plenty of time in case the person you ask has to check with someone else.

On Public Property

For example a park, street or square.

- To collect on public property you will need a permit. You can get one from your local council. To get started, google "public collections permit" alongside the name of your local council/ the council of the area you'd like to collect in. Procuring a licence can take a few weeks or even a few months, so make sure you apply with plenty of time before your collection date.
- Some councils require a letter of authorization from your chosen charity, to be submitted alongside your permit application. Ovacome can send you one of these, just get in touch with us at fundraising@ovacome.org.uk.
- You will also need to inform your local police about the event. It is very important that when you are fundraising , you do it in a safe and legal manner.

Opening and returning our collection tins

- Please empty tins/ buckets before returning them to Ovacome.
- Peel off the 'Thank You' sticker at the top. Insert a suitable lever i.e. flat-blade screwdriver, in the gap at the edge of ring plug.
- Push lever down towards the under body of the plug and lever plug upwards - resistance will be encountered but the plug will pop out. After removing the contents, press the ring plug back into hole.

Please return unwanted tins and buckets to us so they can be reused and help Ovacome save vital funds. Please return to: Ovacome, 52- 54 Featherstone Street, London, EC1Y 8RT.



Thank you for supporting us!

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ovarian cancer

Registered Charity no. 1159682

52-54 Featherstone Street

London EC1Y 8RT

Phone: 0207 299 6651

Website: www.ovacome.org.uk

Email: fundraising@ovacome.org.uk



Bunting Template



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DONATION FORM

Title: ..... Name: .....

Address: .....

.....

..... Postcode: .....

Email: .....

Telephone: .....

Donations

I wish to donate (in £): .....

Card Type: .....

Card Number: .....

Expiry Date: .....

Security Code (last 3 digits on back of the card): .....

Please make cheques payable to 'Ovacome'.

Gift Aid can increase your donation by 25% at no cost to you by enabling us to reclaim the tax. If you are a UK taxpayer and wish us to benefit from this scheme please complete the following declaration:

I would like Ovacome to reclaim the tax from the Inland Revenue on all donations I make until I notify you otherwise. 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 the charity that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give or have given in the last four tax years.

Signature: .....

Date (DD/MM/YY): .....



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STANDING ORDER FORM

To (the manager of your bank): .....

Address: .....

.....

..... Postcode: .....

Please pay Ovacome the sum of: .....

On (date, DD/MM/YY): .....

and monthly/quarterly/annually (delete as appropriate) and thereafter until further notice.

My Bank Details

Name: .....

Account Number: .....

Bank Sort Code: .....

Date (DD/MM/YY): .....

Ovacome Bank Details

Name: Ovacome

Account Number: 00006462

Bank Sort Code: 40 52 40

Address: CAF Bank, 25 Kings Hill, West Malling

Kent Postcode: ME19 4JQ

Please return to: Ovacome, 52-54 Featherstone Street, London, EC1Y 8RT



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GIFT AID FORM

Name: .....

Address: .....

.....

..... Postcode: .....

Telephone: .....

Email: .....

Gift Aid Declaration

Gift Aid can increase your donation by 25% at no cost to you by enabling us to reclaim the tax. If you are a UK taxpayer and wish us to benefit from this scheme please complete the following declaration:

I would like Ovacome to reclaim the tax from the Inland Revenue on all donations I make until I notify you otherwise. 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 the charity that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give or have given in the last four tax years.

Signature: .....

Date (DD/MM/YY): .....

Please return to: Ovacome, 52-54 Featherstone Street, London, EC1Y 8RT