

# How to fundraise at work



Looking to fundraise at work? No sweat! On Friday 23rd March, just put the to-do list aside, set your calendar to “busy” and have a well-earned break from the 9-5 to take part in the UK’s biggest year of sport! You’ll have loads of fun as you raise cash to help change lives forever, just use this guide to kick-start your fantastic fundraising feats.

## 1. Get your boss on board

Make sure your boss knows what you’re doing and backs you all the way. After all, fundraising for Sport Relief is great for team-building as well as being loads of fun.

## 2. Grab your workplace Fundraising Kit

Order a free Fundraising Kit from [sportrelief.com/kit](http://sportrelief.com/kit). It’s jam-packed full of fantastic workplace fundraising ideas, resources and tips to make your Friday a real fundraising winner.

## 3. Spread the word

Make sure everyone knows that you’re fundraising for Sport Relief then get some like-minded individuals on board to help you. Getting together with colleagues at work means you’ll have multiple minds coming up with great fundraising ideas and helping to organise your events. Not to mention freeing up enough time for you to enjoy the fundraising fun too!

## 4. Use our ready-made ideas

When it comes to choosing a fundraising idea, we’ve done the hard work for you! Whether you’re leaning towards a tasty cake sale or a fancy dress day at work, or going large with an inter-departmental sports day, we’ve got scores of top ideas to help get you off the mark at [sportrelief.com/atwork](http://sportrelief.com/atwork)

## 5. Aim high

Set up a Sport Relief online Giving Page at [sportrelief.com/fundraiseonline](http://sportrelief.com/fundraiseonline), to collect sponsorship money online, and aim high when setting your fundraising target. Giving pages really are the quickest and easiest way to fundraise. There’s no need for forms, simply email your Giving Page link to everyone in the office and get your fundraising off to a great start.



## 6. Tell everyone why

It's vital that your colleagues know the difference they can make by getting involved. All the money you help to raise for Sport Relief will change countless lives for the better, both right here at home in the UK, and across the world's poorest countries. Just look what else your money could pay for...

**£100** could enable 50 young people living in a disadvantaged UK community to play team sports in a safe environment after school.



Just **£300** could provide ten families living in the slums of Kenya with regular access to clean water in their home.



## 7. Shout about your event

Get on the intranet, send out emails, hog the notice board and splash it across the front of the newsletter. The more people who know about your event, the more money you'll raise. Tell the wider community with our press release template and get publicity through your local newspapers or radio stations, get it from [sportrelief.com/pressrelease](http://sportrelief.com/pressrelease)

## 8. Get the right tools for the job

You can download all the event posters, sweepstake posters, stickers and sponsorships forms you could ever need at [sportrelief.com/tools](http://sportrelief.com/tools)

## 9. Collect and pay in your cash

We've made it super simple for you to pay in the money you've raised – you can do it all online, or at your nearest bank or post office. By far the best way to pay in your cash is via a credit or debit card on your Sport Relief Giving Page. For more information on money matters, go to [sportrelief.com/payin](http://sportrelief.com/payin)

## 10. Share the fun

Remember to thank everyone for getting involved. Take photos and upload them on our showcase [sportrelief.com/showcase](http://sportrelief.com/showcase) so everyone can see what you did!

## Thank you!



### Top tips

**Eyes on the prize** Motivate your fundraisers by including a prize for the person who raises the most cash.

**Match my target** Ask your boss if your company will match what you raise - go on, give it a go, they're more generous than you think!

**Team rivalry** A sure fire way to get everyone involved and raise bags more cash is to challenge different departments, or even rival companies, to a fundraising competition, to see who can raise the most. Play fair now!