

COSMIC

Caring for babies & children in intensive care

@QueenCharlotte'sHospital @StMary'sHospital

Incorporating the Winnicott Foundation

Fundraising Pack



Thank
you!



Thank you so much for choosing to fundraise for COSMIC. It's thanks to amazing people like you that we are able to help hundreds of critically ill children and babies each year.

COSMIC supports the children's and neonatal intensive care units at St Mary's & Queen Charlotte's Hospital by helping patients and their families, and by enabling our dedicated team of nurses and doctors to treat hundreds of babies and children in intensive care.

We go above and beyond what the NHS can't afford purchasing vital state of the art equipment, providing training for health professionals, funding a programme of groundbreaking research into life-threatening diseases and supporting families through one of the most difficult times in their life with one to one support, advice, counselling, accommodation for parents.

No matter how you choose to fundraise or how much you are able to raise, your efforts are truly appreciated by everyone at COSMIC and the staff on our units. You are a superstar!

This pack is filled with tips, advice and tools to help you get your fundraising off to a flying start. We hope we've answered all your questions, but if you still need some help or guidance please do email us at info@cosmiccharity.org.uk or call us on 020 3312 5696.

Best wishes,

Chloe, Vicky, Ellie and George

Fundraising Ideas

If you haven't already decided how to fundraise for COSMIC, here are some of our favourite fundraising ideas to get you started.



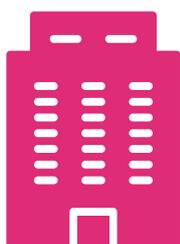
Take on a COSMIC Challenge! We have places available in a range of events including runs, cycles, treks and more! Visit our [website](#) to find out more.

Bake for COSMIC! Channel your inner Mary Berry and bake up some tasty treats for your very own COSMIC bake sale.



Let's get quizzical! Organise a pub quiz to raise funds for COSMIC. We can give you a letter to show local businesses that you are fundraising in aid of us when sourcing your prizes for the winner!

Celebrate! Do you have a birthday or another special occasion coming up? Why not ask your friends and family for donations rather than gifts this year?



Fundraise at work! Your company could nominate COSMIC as their charity of the year. Or you could organise a fundraising event at work with your colleagues.

If you want any more advice or information about any of the ideas above, or have your own fundraising ideas you want to run past us please get in touch!



info@cosmiccharity.org.uk



020 33125 5696

Top Tips for Fundraising Success!

It can seem daunting to start fundraising, especially if you have a fundraising target to aim for. These top tips will help you make a plan and get your fundraising off to a flying start.



Shout about it! Make sure you tell everybody about your fundraising and why you have chosen to support COSMIC. Post on social media, tell your colleagues at work - leave no stone unturned!

Fundraise online! Setting up a [Virgin Money Page](#) will make your fundraising a breeze! Your friends and family can donate quickly and securely online and all the donations are paid directly to COSMIC - no paper sponsorship forms or heavy collection tins necessary!



Matched Giving! Ask your employer whether they operate a matched giving scheme. They could match everything you raise, doubling your sponsorship total in the blink of an eye!

Read all about it! Contact your local press to see if they would be interesting in covering your fundraising. Check out our press release template in this fundraising pack.



Gift Aid it! Gift Aid allows COSMIC to claim an extra 25p from every £1 donated from a UK tax payer. If you are fundraising offline make sure you use sponsor forms to help us claim the Gift Aid.

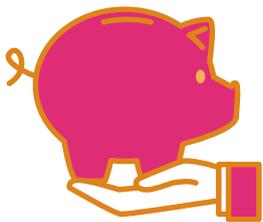
The Legal Stuff

We want you to have a great time fundraising for COSMIC, but there are some important things to bear in mind to help keep your fundraising safe and legal.



Any posters, flyers or other materials you produce for your event should make it clear that you are fundraising in aid of COSMIC. If you want to use our logo on any materials or digital images they must be reviewed by a member of the COSMIC team before they can be used.

it's important to check whether you need any special licences for public entertainment or to sell food or alcohol. Ask your local council if you are unsure.



Street collections are not allowed without the appropriate permit from the Local Authority or the Police. To collect on a private premises (pub, restaurant, office etc.) you will need permission from the owner.

There are strict rules relating to raffles and lotteries. If you are planning to hold a raffle as part of your event please contact the COSMIC team for guidance on how to make sure you are legally compliant.



If you are organising your own event we cannot accept responsibility for your event or anyone who attends. You should conduct a risk assessment to make sure you have plans in place for any issues that arise. If you need guidance please ask the COSMIC team.



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Press and Media

Local newspapers and radio are often interested in covering local stories, including fundraising. Below is a template press release you can use to raise awareness of your fundraising and COSMIC in your community.

Who? Who are you and why are you fundraising for COSMIC.

What? What fundraising activity are you taking part in and how much are you aiming to raise.

When and Where? Date and location of your fundraising.

Why? Why have you chosen to support COSMIC? Share your story.

How? How can local people support your fundraising? Link to your Vigin Money Giving page so they can sponsor you online or details on how to attend your fundraising event/buy tickets.

About COSMIC. Please use the text below to describe COSMIC and what we do.

COSMIC supports the children's and neonatal intensive care units and St Mary's & Queen Charlotte's Hospital by helping patients and their families; and enabling the deidcated team of nurses and doctors to treat hundreds of babies and children in intensive care.

COSMIC goes above and beyond what the NHS are unable to provide, purchasing state of the art equipment; providing training for health professionals; funding a programme of groundbreaking research into life-threatening diseases and supporting families through one of the most difficult times of their lives.

Materials Order Form

You can return this form by email at info@cosmiccharity.org.uk or send it in the post to: COSMIC, St Mary's Hospital, Unit 20E, Acrow West Building, South Wharf Road, London W2 1BL.

Item	Price per Unit	Size & Quantity	Total Cost
COSMIC T-Shirt (Adult)	£7.00	S: _____ M: _____ L: _____ XL: _____	£ _____
COSMIC T-Shirt (Child)	£5.00	3-4: _____ 5-6: _____ 7-8: _____ 9-11: _____ 12-13 _____	£ _____
Balloons (Max 10 per person)	FREE		FREE
COSMIC Collection Box	FREE		FREE

Payment Information

- I have enclosed a cheque made payable to COSMIC
- I would like to pay by credit/debit card (complete details below)

Name: _____ Address: _____

_____ Postcode: _____

Name on Card: _____ Card Number: _____

Issue No: _____ Valid From _____ Valid To: _____ Security Code: _____

Signature: _____

I'm fundraising in aid of COSMIC

★ Where:

★ When:



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