

Become a Fundraiser for the Orangutan Appeal UK

Thank you for enquiring about fund raising for the Orangutan Appeal UK. At the Appeal we are extremely proud of our dedicated supporters without whom we would not be able to continue to strive to save the orangutan from extinction. Many of our fellow orangutan lovers, young and old, have given their time and effort to organise events, run marathons, sell things they have made, or get sponsored to take on a challenge, all to help protect this beautiful ape and its habitat. There are many ways in which you can become actively involved in supporting the orangutans of Borneo; and in this guide you will find some great ideas, hints and tips to help you on your way to organising a fun and successful fund raising event.

Have you thought of an idea for your event?



YES – well you are already off to a flying start!

All you need to do now is let us know your plans and we will put together a free tailor made fundraising pack of everything you will need to get going and - *go Ape!*

Tell us about your event either by completing the form at the end of this guide, calling our office on 0044 (0)1590 622966 or email us info@orangutan-appeal.org.uk

Your Next Steps:

Organise

Make it easier to organise your event by getting lots of people to help you – why not ask family, friends even work colleagues to join in?

You will need to:

- Set a date and time for the event. Make sure it doesn't clash with any other activity or sporting fixtures. You will also need to consider if the event should fit in with or avoid school and important holidays such as Christmas and Easter!
- Draw up a list of people to invite, you may wish to sell tickets in advance so you have an idea of expected numbers. If it is a 'pay on the door' event make sure there is someone allocated to do this.
- Depending on your activity you may also need to consider the location for holding the event, if this is so:
 - Where will you hold the event?
 - Make sure the venue is suitable for your needs and the right size to cater for the number of people who will be attending or participating.
 - Do you need to book or gain permission for use of the venue or place first?
 - Is there adequate parking?
 - Tell the owners why you wish to use or hire the venue and they may let you use it for a reduced fee or even free!



- Decide what resources you will need and how you will get them. For example if you need prizes for the event, or want to hold a raffle, why not ask your local businesses if they will support you by donating something?

Advertise

It is fantastic that you are raising vital funds for the Orangutan Appeal – so make sure everyone knows! Tell as many people as possible about your event, and help advertise the fundraiser by putting up posters – why not ask local shops, libraries, schools/ colleges, church and community halls, and your employer. Make sure you tell people, what you are doing, when, where, and importantly how they can donate or sponsor you.

Tell people about the Orangutan Appeal UK – they are more likely to donate when they know it's for a good cause! If you need any specific information we can help you – just let us know or have a look on our website www.orangutan-appeal.org.uk.

Get sponsored

If you, or a team you have put together, will be undertaking a sponsored event then use your Orangutan Appeal sponsorship forms to start collecting sponsors straight away. If you have set yourself a target make sure everyone knows how much your trying to raise and don't be shy ask everyone family, friends, colleagues, members of your gym, social or church group, and neighbours to support you.

The Appeal is also listed on the **Just Giving** website so you can set up your very own fundraising page for free. Simply go to www.justgiving.com/sepilok, select 'create your page' and follow the step by step instructions. Once you have created your fundraising page you can email it to everyone you know. *Just Giving* allows anyone to sponsor you from anywhere in the world, and takes away the need for you to have to collect the donations after the event, plus *Just Giving* automatically reclaim gift aid on UK donations for the Appeal.

Local Press

Your local newspapers, radio and even TV station may well be interested in your fundraiser, and getting media attention will not only help, but is a great way of helping to raise awareness for the plight of the orangutan and the charity throughout your local area. Journalists are always looking for stories about their local community so contact them and invite them along!

- Contact details for your local press can be found online, in the yellow pages or ask at your library.
- Write a press release describing your event, it should be short about one side of A4, and include; who is involved; what you are doing; when and where the event is taking place; and why you are raising money.
- Include your contact details and the contact details for the Orangutan Appeal UK.
- Call the paper, radio or TV station to find out who to send the press release to, and get a named individual to invite along to the event.
- Once you have sent the press release follow up with a phone call to check they have received it and confirm that they know what time to arrive at the event and who to ask for on the day.
- Hopefully you can get someone to come along on the day, but if not remember to take photographs to send to them after.
- Check when your event will be featured and if possible please send the Orangutan Appeal UK a copy of the article.



If you would like help with writing your press release please contact the Orangutan Appeal on: 0044 (0)1590 622966 or by email to: info@orangutan-appeal.org.uk and we will be happy to assist you.

Collect the money

Once you have collected all of the donations please send a cheque or postal order made payable to the 'Orangutan Appeal UK' to the address below:

Orangutan Appeal UK
11 Forest Hall
Lyndhurst Road
Brockenhurst
Hampshire
SO42 7QQ

Alternatively, you can make the donation online at our website www.orangutan-appeal.org.uk, from the top of the home page select the 'Donate' tab and then complete the online form. There is also a comments box on the payment page so you can tell us all about your event.

Please remember to thank all those that took part or supported you and don't forget to take photos and keep us informed of how your event goes – we really love to hear from all our supporters and your event may even make headlines in our Newsletter!

Most importantly, whatever activity you have planned, make sure you have fun!!!!

Thank You!

Everyday the Appeal hears stories of more devastation and orangutans in desperate need of help. The situation for these beautiful creatures has reached critical. Without the time and commitment of our supporters we would not be able to step up to the challenge and make a difference! Your support is truly appreciated.

Still not sure what to do?

If you really want to help the orangutans of Borneo but are still struggling to come up with an idea for a fundraising event then why not have a look at some of our fundraising ideas on the next page. You'll be surprised just how easy it is to get involved!



**Orangutan
Appeal UK**

Registered Charity No: 1092640

Fundraising Ideas

Here you will find lots of great fundraising ideas which hopefully will inspire and help you on your way to organising your very own event. Activities can be big or small; and no matter what you decide to have a go at, every penny raised makes a dramatic difference and is greatly appreciated.

Sponsored Events:



- Bicycle Ride
- Walk, Jog or Run
- Swim
- Ice Skate
- Skipping
- Roller Skate
- Keep-fit-athon
- Silence
- Slim
- Car Wash
- Sing-a-long
- Fasting
- Head Shave
- Give up a favourite food / drink
- Climbing or Abseiling
- Parachute Jump
- Sky Dive
- Aerobics

Why not make your event more interesting by doing it in fancy dress?

Unusual events can inspire more sponsors!

If you organise an event lots of people can participate in why not charge a nominal fee to enter and offer a prize for the person who wins or raises the most money?!

Sales:

- Bring and Buy Sale
- Cake Sale
- Garage Sale
- Plant Sale
- Craft Fair
- Jumble Sale
- Car Boot Sale
- Ebay (*online auction website www.ebay.com where you can donate 10-100% of your sale*)
- Recycle (*recycle unwanted mobile phones and ink cartridges to earn money for the Appeal call +44 (0)1590 622966 to request a freepost envelope*)



Competitions:

- Quiz Night
- Raffle
- Bingo
- Kite making and Flying
- Guess the name (*e.g. Toy*)
- Guess the weight (*e.g. Cake*)
- Guess the quantity (*e.g. Sweets*)
- Darts
- Penalty shoot out
- Drawing or Painting
- Sports Day (*events could include; egg and spoon, sack race, three legged race, tug of war*)
- Rounders / Cricket Match
- Football / Rugby Match
- Wine tasting
- Talent show
- Conkers
- Athletics
- Poetry
- Treasure Hunt
- Easter Egg Hunt
- Go Karting
- Dog Show
- Mastermind
- Tennis Tournament



Activities / Functions / Parties:

- Art Exhibition and Auction
- Coffee Morning
- Garden Party
- Cheese and Wine Evening
- BBQ
- Carol singing
- Karaoke Night
- Orienteering
- Disco
- Barn Dance
- Summer / Winter / Themed Ball
- Fete
- Birthday Party with donations instead of gifts.
- Dinner Dance
- Fancy Dress Party – Halloween,
- Magic Show
- Film Night

(Charge entrance and also sell food and beverages, maybe include a raffle, tom bola, auction or competition (whose the baby etc) to boost donations)



Pay to Do:

- Wear a certain colour for a day - we suggest orange!
- Wear something wacky or themed
- Wear a wigs or unusual hairstyle
- Non Uniform day
- Dress down at work day

Matched Giving – is when a company agrees to match the amount raised - a simple way of doubling your donation! Why not ask your organisation or employer if they would match the amount you raise?

Other Fundraising Ideas

Pre-organised Events

If you are entering a ballot for, or have already secured a place in, a pre-organised event such as a Marathon and would like to raise money on behalf of the Orangutan Appeal UK, then please contact us for a fundraising pack.

Surfing the Web

Searching the Web – next time you are searching the web, why not use Everyclick, www.everyclick.com is an online search engine which generates money for charity. Sign up today for free and select the Orangutan Appeal UK as your chosen charity, and start making your clicks count!

Raffle

Each year the Orangutan Appeal UK runs a Christmas Raffle and you could help us raise much needed funds by selling tickets for us. If you would like to get involved in buying and selling raffle tickets then please contact us on 0044 (0)1590 622966 or email us info@orangutan-appeal.org.uk



✂

I WISH TO FUNDRAISE FOR THE ORANGUTAN APPEAL UK

Name:

📄 Address:
Town:
County / State:
Postal / zip code:
Country:

☎ Tel:
✉ Email:

Please tell us about your event and how you plan to raise funds for the Appeal in as much detail as possible.

Event Details:

Event Date:

Event Venue:

Number Participating:

Terms and Conditions:

All fundraisers are to represent the Orangutan Appeal UK in an appropriate manner and take full responsibility for the health and safety of the event and all participants. The Orangutan Appeal UK cannot accept liability for any loss, damage or injury as a result of fundraising for us. If you need further information please see the Health and Safety Executive website www.hse.gov.uk. Anyone under the age of 18 must have permission from their parents or guardian to take part and anyone under the age of 16 must be accompanied by an adult when collecting money from the public.

I have read and understand the above terms and conditions (please tick)

Signed:..... Dated:.....



SPONSORED EVENT

The **Orangutan Appeal UK** is a small UK registered charity dedicated to the rehabilitation and conservation of Orangutans and their habitat across Borneo. The Appeal funds a vast number of projects including pioneering research, veterinary care, medical supplies and facilities, helicopter translocations and public awareness campaigns, we are also the only charity authorised to raise money on behalf of the Sepilok Rehabilitation Centre in Sabah. With continued habitat destruction and numbers in wild populations dwindling, orangutans are now **critically endangered**. The Appeal is committed to saving these beautiful apes from extinction and assisting the diminishing rainforests at the same time.



For more information check out our website: www.orangutan-appeal.org.uk
Registered Charity No. 1092640

Your help goes a long way!!

.....is undertaking a sponsored
in aid of the **Orangutan Appeal UK** - please give your support.

Name, address and phone number	Amount pledged	Total	Signature

All completed forms should be returned to the participant or sent by post to the Appeal at 11 Forest Hall, Lyndhurst Road, Brockenhurst, Hampshire, SO42 7QQ

Please call 01590 622966 or email info@orangutan-appeal.org.uk if you require additional forms.



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