



FRIENDS OF  
IBBA GIRLS' SCHOOL  
SOUTH SUDAN

# Take the Challenge: Give Girls a Better Future!

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Ideas and Activities for Fundraising

# Finding Inspiration

Whether challenging yourself or bringing your community together, there are lots of way you can raise money for girls' education in South Sudan! Take a look at these ideas and, whatever you choose to do, you can make a **huge** impact for Ibba Girls' Boarding School...



Former FIGS Trustee  
Ollie Badger

## Adventures

- Climb a mountain
- Skydive or bungee jump
- The Three Peaks challenge
- Sponsored walk, hike or trek

## Social Activities

- Performance or talent show
- Themed party night
- Wine tasting night
- Games or quiz night
- Coffee morning
- Arts and craft fair

## Sports

- Sponsored run or marathon
- Dragon boat race
- Cycle from London to Paris

## At School /Work

- Cake sale
- Swear box/late box
- Bring and buy sale
- Car wash
- Auctions



FIGS Ambassador  
Pamela Lomoro

We'd love to know what you're planning or what other great ideas you've had! Email us at [connect@friendsofibba.org](mailto:connect@friendsofibba.org) and we can help to promote your activity.



Supporter Juliet (left) organised a virtual trek from Coventry to Ibba Girls School, raising sponsorship donations for contributions of miles walked run or cycled.

# Collecting Donations

**Online:** Get in touch if you would like us to help you make a personalised sponsorship page. You can also direct sponsors to our website using the QR code opposite or this link:

<https://www.friendsofibba.org/donate>

Visit the link below or scan the QR code, then click on “start fundraising” to get going:

<https://www.stewardship.org.uk/partners/20125145>



**Face-to-Face:** If you want to collect any of the money in person, you can use our printable sponsorship form (attached) to collect pledges beforehand and record donations afterwards.

The easiest way to send the money on to us is to then make an online donation yourself; simply leave a comment with the donation explaining where the money came from, then email a photo or scan of your sponsorship form to [connect@friendsofibba.org](mailto:connect@friendsofibba.org).

You can also send cash or cheque donations to us by post, in which case you can include the paper copy of your sponsorship form. Please post to:

Friends of Ibba Girls School, 6 Ashwood,  
East Harptree, Bristol, BS40 6BW.



# Legal Guidelines

When raising money for charity, it is important to be mindful of good practice, and to be aware of legal guidelines and regulations. These rules are in place to protect the public, especially vulnerable adults and children, and to make sure donations will be used only for charitable causes. So we've listed here are some things to keep in mind when planning your activity, and you can also learn more on the Fundraising Regulator [website](#). If you're not sure about something or have a question not answered by these tips, please do get in touch via email to [connect@friendsofibba.org](mailto:connect@friendsofibba.org).

## Health and Safety Considerations

- ◇ What will I do in the event of bad weather or a problem with the venue?
- ◇ Do I need permission from the council or landowner for my event?
- ◇ Have I double-checked fire exits from the venue, and am I aware of what the alarm sounds like and where the assembly points are?
- ◇ Have I got a copy of the guest list and useful phone numbers in case of any incident?
- ◇ Do I have enough people to help on the day in case things go wrong?

## Remember:

- ◇ Carry out a risk assessment before your event.
- ◇ If you are holding an event that will be attended by members of the general public, you will need to ensure the venue is covered by public liability insurance.
- ◇ If you are expecting the event to be attended by large numbers of people or you are doing a strenuous activity, ensure the availability of basic first aid.
- ◇ If your event is likely to cause disruption to the local area, such as impacting traffic by hosting a bike ride, you may need to inform local police or the highways office.



## Street Collection Guidelines and Regulations

(Including collections on public transport and in supermarkets.)

- ◇ It is only legal to collect money on the street with permission from your local authority.
- ◇ You can collect on private land with permission from the landowner.
- ◇ Supermarkets, shopping centres, or busy train station entrances are good areas to focus on, but demand for these locations is high. Note that some supermarkets operate a reservation system, so contact them in advance and book if necessary.

## Insurance

- ◇ For events with an element of risk (such as fireworks displays, hosting sponsored sporting events, contact sports, bouncy castles or rides), you will need appropriate insurance.
- ◇ Street collections, raffles, and events involving alcohol will need someone over the age of 18 to supervise.
- ◇ Further information is available here: <https://www.fundraisingregulator.org.uk/code/specific-fundraising-methods/events>



## Raffle Guidelines

If you hold a small raffle on the day of the event you do not need a special license as long as:

- ◇ Any prizes purchased are worth a total of no more than £250 (donated prizes can be of unlimited value);
- ◇ All tickets are sold on the same premises as the raffle is drawn;
- ◇ All tickets are sold on the same day the raffle is drawn;
- ◇ Tickets are sold for the same price, and there are no discounts (such as five tickets for the price of four);
- ◇ And prizes that involve alcohol are only included if the event is being held on licensed premises.

## Small Society Lotteries

If your raffle does not meet the criteria on the left, then you may need a small lotteries license. This can be obtained from your local council.

Bear in mind that:

- ◇ Tickets must not be sold on the street or house-to-house;
- ◇ Anyone under the age of 16 may not sell or purchase any type of raffle ticket;
- ◇ Tickets must state that the lottery is in aid of Friends of Ibba Girls' School, and include the raffle host's name and address, together with the date of the draw.



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SOUTH SUDAN

Charity number 1146220

# Sponsorship Form

www.friendsofibba.org X @IbbaFriends f /ibbagirlsschool



You are sponsoring:	
Challenge Title:	
Event Date:	

*giftaid it*

**By ticking the Gift Aid box below, you confirm you are a UK Income or Capital Gains taxpayer, have read this statement, and want us to reclaim tax on your donation at 25p per £1 given. You understand that if you pay less Income or Capital Gains tax in the tax year than the amount of Gift Aid claimed on all of your donations, it is your responsibility to pay any difference.**

Full Name	Home Address and Postcode <i>(Needed to claim Gift Aid)</i>	Gift Aid (✓)	Donation amount (£)	Date Paid dd/mm/yyyy
Total Gift Aid Eligible Donations Received:		£		
Total All Donations Received:		£		