



The bare bones of fundraising:

OUR GUIDE FOR FUNDRAISERS



**BONE
CANCER**
RESEARCH TRUST
UNTIL THERE'S A CURE



WELCOME TO TEAM BONES

MEET THE TEAM...

We're a small but extremely passionate team and we want to share our love of fundraising with our supporters.

The work we do relies entirely on people giving up their time to do something completely selfless – we understand the hard work and commitment that goes into fundraising and that's why we truly appreciate each and every one of our supporters.

We really are delighted to have you on board and whether this is your first fundraising challenge or you've been fundraising for us for years, we hope you thoroughly enjoy being a part of Team Bones.

THE BONE CANCER RESEARCH TRUST FUNDRAISING TEAM



WHAT IS PRIMARY BONE CANCER?

Primary bone cancer is the name given to a cancer that starts in a cell in a bone.

Primary bone cancer is rare, and symptoms can be similar to sports injuries, growing pains, or common conditions such as tendonitis or arthritis.

DIFFERENT TYPES OF PRIMARY BONE CANCER:

85% of all primary bone cancers diagnosed are of the 4 most common types, which are:

- **Osteosarcoma**
- **Ewing sarcoma**
- **Chondrosarcoma**
- **Chordoma**

There are also several less common forms of tumours that arise in the bone, these are:

- **Spindle Cell Sarcoma of the Bone**
- **Giant Cell Tumour of the Bone**
(a non-cancerous tumour)
- **Adamantinoma**
- **Ameloblastoma** (a non-cancerous tumour)
- **Angiosarcoma of the Bone**

WHO CAN GET IT?

Primary bone cancer can occur at any age. It is unusual in that it mostly affects children, teenagers, young adults and elderly people.

On average 12 people every week are diagnosed across the UK and Ireland.

WHY FUNDRAISE FOR US?

Every 10 minutes, somewhere in the world, another child, teenager or adult is diagnosed with primary bone cancer, yet it remains an under-researched and under-funded disease. Due to this lack of research, there have been no significant improvements to primary bone cancer survival rates for nearly 30 years, but we aim to change this!

The Bone Cancer Research Trust is the leading charity dedicated to fighting primary bone cancer. Our mission is to save lives and improve outcomes for people affected by primary bone cancer through research, information, awareness and support.

Our ultimate ambition is to find a cure for this cruel disease and we are making progress, but there is still a lot more to be done.

Did you know?

We receive no government funding so everything we do relies entirely on people like you, who are passionate about taking on a challenge or fundraising to support our work.

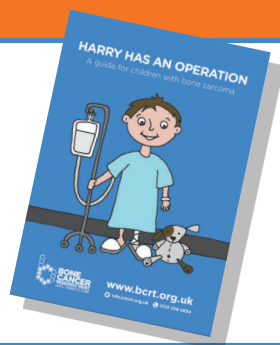


WHERE WILL YOUR MONEY GO?

Every pound you raise will help us move a step closer to finding a cure for primary bone cancer. Whether it's £10 or £1,000, you'll be helping us make a huge difference.

£4

Will enable us to provide a child undergoing life-altering surgery with an interactive storybook to help them understand their treatment and recovery.



£30

Could fund an hour of essential laboratory time for our researchers investigating new treatments for primary bone cancer.

£85

Is enough to fund one of our talented, young researchers for an entire day in the laboratory as they work towards their PhD studying primary bone cancer.

£150

Allows us to put on one of our 'Patient and Carer Days', allowing those affected by primary bone cancer to come together to discuss topics that are important to them and their family in a safe environment.

£400

Is enough to fund a top-scoring junior doctor or medical student to undertake a placement in a specialist treatment centre for primary bone cancer patients, allowing us to raise awareness and encourage specialism in this field.

FABULOUS FUNDRAISING IDEAS

HAVING A BALL

“ We organised a charity ‘Glitter Ball’ to commemorate 10 years since losing my twin brother, Al. What do you get when you put 601 friends and family members in the same room with great food, 100’s of prizes, incredible live music, tireless dancing, heaps of generosity and endless fond memories??? £38,000 in the ‘Al Dawson Tribute Fund’!!! The key to success is having a fearless approach to seeking sponsorship (we live in a generous world) and writing a personal thank you note!

PAT DAWSON



BAKE IT FOR BONE CANCER

“ Anything involving cakes always goes down well, along with tombolas and raffles with a few bottles of alcohol included! With so much fundraising going on these days people like to feel they are getting something back for their donations and small amounts add up.

SHIRLEY GOWER



A RECORD BREAKING RUN

London Marathon wasn't a big enough challenge for our long-term supporter Paul Cousins, he went a step further and set the Guinness World Record for fastest male marathon runner in a 3D aircraft/helicopter! Paul received vast media coverage in local and national media in his bid to set a world record and in turn raised an incredible amount of money!



SIGNED UP TO A CHALLENGE EVENT?

CHECK OUT OUR FUNDRAISING TIPS

You've signed up and secured your place, now it's time to get stuck into your fundraising. Check out our top tips to help you get off to a flying start!

SET UP YOUR FUNDRAISING PAGE

If you're taking on a Team Bones challenge, we recommend setting up a JustGiving fundraising page or Facebook Fundraiser to collect online sponsorship. These platforms offer a safe and secure way for your supporters to make a donation, plus you can share them with your friends and family at the click of a button.

JustGiving™



PERSONALISE YOUR PAGE!

Don't be generic! Personalise your fundraising page with photos, comments and training updates to let everyone know how hard you are working. Fundraising pages with regular updates are more likely to encourage donations! Stories are what inspire and move people.

SPREAD THE WORD

Whether it's a picture of your bake sale on Instagram, a quick Tweet or sharing your fundraiser on Facebook, social media is a great tool to tell people about your fundraising. The more people that know about your event the more donations you're likely to receive so be sure to spread the word far and wide!



ARE YOU PLANNING AN EVENT IN THE COMMUNITY?

Here are our top tips to help you make your event a huge success!

THE EVENT

Keep it simple! Don't over complicate things, think about events you've been to before that have worked well. Enthusiastic, but lacking ideas? Check out our A-Z!

LOCATION, LOCATION, LOCATION

Make sure your attendees can get there, ask if there are enough car parking spaces or a local bus stop? Think about how much room you need and where you can source space.

TIMING IS CRUCIAL

Check for clashes with any other local events on your chosen day, this will maximise attendance. Allow enough time to plan the event and to organise everything you need.

USE YOUR CONTACTS

Think about your network of friends, family members and colleagues – how could they support you with your fundraising event? Approach local businesses to donate prizes, or even a venue space!

TELL US ALL ABOUT IT

Get in touch to let us know what you have planned, we can support your event with additional fundraising materials, posters and collection buckets:

fundraising@bcrt.org.uk




SHARE YOUR EVENT WITH US

After your event has finished and you have collected in the money, please send us some photos and tell us how it went!




Tag us on Facebook  [@BoneCancerResearchTrust](#), Tweet us  [@BCRT](#)
or reach us on Instagram  [@BoneCancerResearch](#).

A-Z OF FUNDRAISING IDEAS

Fundraising ideas come in all shapes and sizes, take a look at our A-Z and get inspired!

| | | |
|--|---|--|
| <p>A</p> <ul style="list-style-type: none"> • Auction • Abseil | <p>B </p> <ul style="list-style-type: none"> • Bake It For Bone Cancer • Bag pack | <p>C</p> <ul style="list-style-type: none"> • Coffee morning • Car wash • Carol concert |
| <p>D</p> <ul style="list-style-type: none"> • Dog walking • Dinner party | <p>E</p> <ul style="list-style-type: none"> • Eating competition • Easter egg hunt • Eurovision night | <p>F</p> <ul style="list-style-type: none"> • Fancy dress day • Five-a-side football |
| <p>G</p> <ul style="list-style-type: none"> • Golf day • Give it up - give up your vice! | <p>H</p> <ul style="list-style-type: none"> • Headshave • Halloween party | <p>I </p> <ul style="list-style-type: none"> • Irish night - St Patrick's Day party! |
| <p>J</p> <ul style="list-style-type: none"> • Jeans day • Jog-athon | <p>K </p> <ul style="list-style-type: none"> • Karaoke night • Keepy uppy challenge | <p>L</p> <ul style="list-style-type: none"> • Lunch - charge your colleagues £5 for a home cooked lunch • Loose change challenge |
| <p>M</p> <ul style="list-style-type: none"> • Matched Funding - ask your employer! • Music concert • Money box | <p>N</p> <ul style="list-style-type: none"> • Name the teddy competition • Non-uniform day | <p>O</p> <ul style="list-style-type: none"> • Orange wednesday - get everyone wearing orange! |

A-Z OF FUNDRAISING (CONTINUED)

| | | |
|--|--|--|
| <p>P </p> <ul style="list-style-type: none"> • Penalty shootout • Pancake day | <p>Q</p> <ul style="list-style-type: none"> • Quiz | <p>R</p> <ul style="list-style-type: none"> • Raffle • Rubber duck race |
| <p>S</p> <ul style="list-style-type: none"> • Sweepstake • Sponsored silence • Swear box | <p>T</p> <ul style="list-style-type: none"> • Tournament • Office tuck shop | <p>U</p> <ul style="list-style-type: none"> • Unwanted items sale |
| <p>V</p> <ul style="list-style-type: none"> • Virtual challenge • Valentine's day | <p>W</p> <ul style="list-style-type: none"> • Wax • Guess the weight Of the cake | <p>X</p> <ul style="list-style-type: none"> • Xbox tournament • X marks the spot treasure hunt! |
| <p>Y </p> <ul style="list-style-type: none"> • Year long challenge - 365 Days of challenges! | <p>Z </p> <ul style="list-style-type: none"> • Zip Wire • Zumbathon | |

Remember: There are lots of useful fundraising materials on our website for you to use, you can find them at: www.bcrf.org.uk/materials

MONEY MATTERS

GIFT AID

Gift Aid is a UK Government scheme that allows charities to reclaim an extra 25p for every £1 on eligible donations made by taxpayers and the best bit is you don't have to do anything to get it! Free money with no extra effort? Sounds like a winner to us!

giftaid it

MATCHED FUNDING

Some companies offer a Match Funding scheme where they will match the amount you fundraise, doubling your total at no extra cost to you! If you're not sure whether this is something your employer offers speak to your HR department.



PAYING IN YOUR MONEY

You can pay money in online by visiting: www.bcr.org.uk/paying-in

Make sure you include a reference for what the donation is in relation to, and drop us an email letting us know you've made a payment.

Or pay direct into our bank:

Lloyds Bank

Sort Code 30-98-93

Account Number 63948768



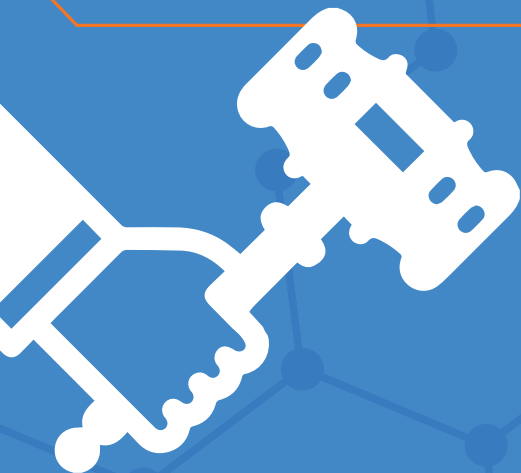
NOT ONLINE?

Don't worry you can send us a cheque made payable to 'BONE CANCER RESEARCH TRUST'

If you have been using one of our sponsor forms please ensure you send the form into us either by post or email a scanned copy to: fundraising@bcr.org.uk

Don't forget to send us the money within 4 weeks of your event, please let us know if this isn't possible.

THE BORING (BUT IMPORTANT) STUFF



Keep your fundraising safe and legal by following these simple steps.

RAFFLES AND LOTTERIES

There are strict regulations around holding raffles and lotteries, so make sure you know what is required if you're thinking about holding one.

PRIVATE LOTTERIES

You do not need a licence if you are holding a raffle at your workplace or private club. You must make it clear who is running the raffle and the raffle must only be offered on the premises.

SMALL LOTTERIES

Raffles that are run as part of a bigger event, can also be run without a licence. Tickets must be sold, and the winners drawn at the event and there cannot be any cash prizes. Money spent on prizes cannot exceed £250, however there is no limit to the value of donated goods.

If you are thinking about holding a large raffle that would be open to members of the public and tickets were sold before the date of an event, it must be registered with the local council and you will have to obtain a licence.

HEALTH AND SAFETY

Ensure there is a trained First Aider on hand at any event you are holding.

INSURANCE

If you're planning a fundraising event please ensure that you have adequate insurance and a risk assessment has been carried out if necessary. For events open to the public you will need to ensure you have Public Liability Insurance, but check with your venue first to see what they cover.

If you are unsure about any aspect of planning a fundraising event please contact us first so we can help you take all reasonable steps to ensure the safety of yourself and others at the event.

COLLECTING MONEY

To collect money on public land you must first get permission from the local authority or police.

On private land, for example a supermarket or organised event, you must get permission from the landowner or manager.

If you are thinking about collecting money please email us to let us know and we will provide you with a letter of authorisation to use when seeking permission. Once you've got the OK, we will send you out the materials you need for your collection.

FOOD

Remember to think about food safety and hygiene if providing food, for example at a bake sale. If you are supplying food to the general public we'd recommend consulting the environmental health department of your local area to check which food safety and hygiene laws apply.

If you'd like more information get in touch with us at fundraising@bcrf.org.uk



OTHER WAYS TO GET INVOLVED

CORPORATE PARTNERSHIPS

Whether you work for a small start-up or a national chain we would love to talk to you about how your business could get involved. From prize donations to fundraising, pro bono advice or volunteering, or simply recycling your stamps to improve your green credentials. Or perhaps your company has an annual charity of the year that you would consider nominating us for? If you would like to find out more, please get in touch or visit www.bcart.org.uk/partnerships



TRIBUTE/CELEBRATION FUNDS

Setting up a tribute or celebration fund is the perfect way to remember or celebrate a loved one by building a lasting legacy in their name. Find out more at bcrt.org.uk/funds If you're interested in setting up a fund, please call us on 0113 258 5934 or email fundraising@bcrt.org.uk



STAMP APPEAL

You can become a #TeamBones Stamp Champ for your business, school, college or place of work and turn lots of post into money that will help support our vital work and help save lives! Leave at least 1cm border around the stamps and send to BCRT Stamp Appeal, 20 Bowers Road, Benfleet, Essex, SS7 5PZ.



COLLECTION BOXES

Why not pop a collection box in your local shop, pub or even at your office? Loose change builds up faster than you think! Contact fundraising@bcrt.org.uk to find out more.



THANK YOU

FILIPA'S STORY

“ As an osteosarcoma survivor, now in my forties, I enjoy life. I love my family and friends and I am determined to be around to experience our shared future; your fundraising efforts are so important in helping this happen. You can make a real difference. Because of your support the Bone Cancer Research Trust can come closer to developing new treatments, increasing awareness and finding a cure. Thank you!

FILIPA



Filipa was diagnosed with osteosarcoma at 15 years old. Her treatment involved surgery to replace her femur, knee joint and shin. She has fought infection and pain over the years. She underwent 10 operations in total from her teenage years into young adulthood. It has been 29 years since Filipa was diagnosed and she is alive and fighting. She still struggles with the limitations of her body, but no longer fights a diagnosis. With a strong and supportive family and friends she is determined to live her life. A recent passion she has discovered is open water swimming. Filipa now takes on swimming challenges to support our life-saving work.

Your support will enable us to ensure the outcomes for people like Filipa are drastically improved. Every cake baked, mile run and bag packed will help us continue our life-saving vital work. Together we are United Until There's A Cure!



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 /BoneCancerResearchTrust

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Charitable Incorporated Organisation
(CIO) Number - 1159590

