



Yma ar gyfer cancer
plentyndod yng Nghymru | Here for childhood
cancer in Wales

Hello,

Thanks so much for signing up to fundraise in aid of Latch. We're so excited to have you on board and be here for families affected by childhood cancer. Your fundraising efforts are helping to keep families together through the toughest of times.

So, what's included in this kit? You'll find some ideas on how you can fundraise, some tips on the best practices, as well as lots of useful information to help you along the way.

We're here to support you in your efforts, so please reach out if you have any questions or concerns by phone 029 2184 8859 or email fundraising@latchwales.org

We couldn't be here for families affected by childhood cancer without the support of people like you. Every pound you raise is helping to provide Home away from Home accommodation on site at the Children's Hospital for Wales for children and their families directly above the ward, as well as much needed financial grants to help deal with the increased costs associated with childhood cancer, and a dedicated Latch Social worker to provide practical emotional and wellbeing support.

A huge thank you, and best of luck with your fundraising!





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Where your money goes

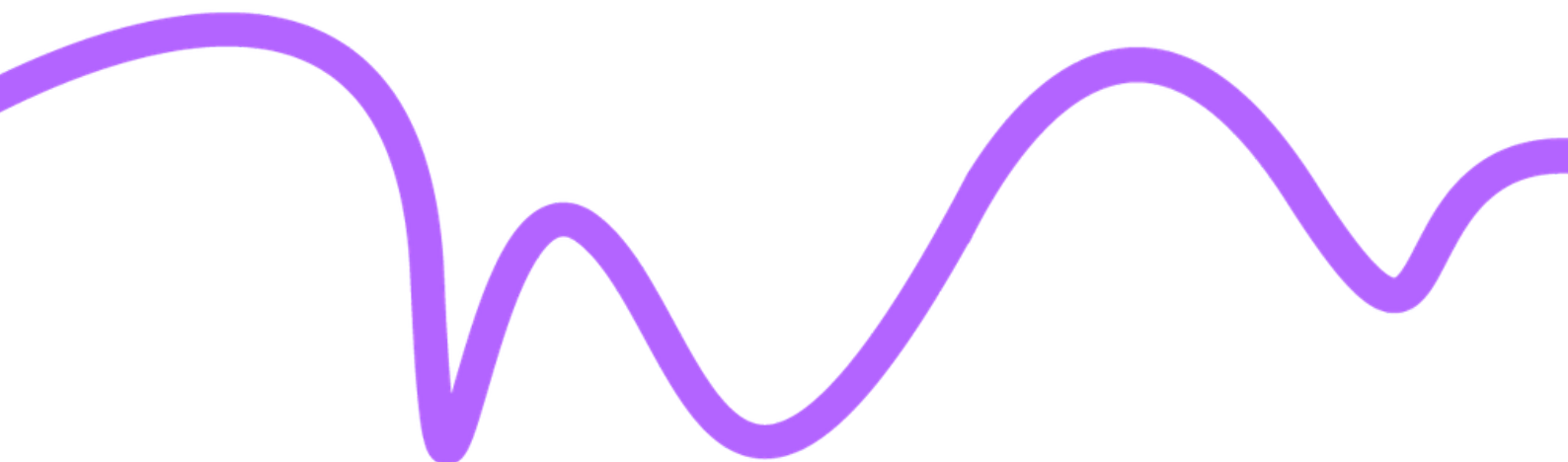
80 children are diagnosed with cancer in Wales each year, and while the diagnosis may feel like the world has stopped, life outside keeps moving. With your support, we can provide vital support at a time when lives are turned upside down.

Accommodation – We provide free accommodation to families while their child undergoes treatment at the Children’s Hospital for Wales; 8 rooms in total, all directly above the oncology ward, meaning families can stay together, and not worry about booking hotels for sometimes months long stays.

Financial grants – Everything becomes more expensive when your child has cancer, from travel to bills. We provide financial grants to help ease the increased financial burden families face, all at a time when parents may have to cut back or stop working entirely to support their child.

Emotional support – We have dedicated Latch Social Workers who provide practical and emotional support, assisting families with everything from applying for a blue badge, to being their champion in doctor’s meetings.

Policy change – We are committed to campaigning to for change so children and young people with cancer and their families in Wales get the support they need, and never face the journey alone.



Online fundraising tips

Whether you're using Just Giving, Enthuse or Go Fund Me, there are a few tips that will help maximise your fundraising efforts

- Tell your story – People want to know what's driving you, so use the written section to tell them, help them connect with what you're doing – personalised pages raise an average of 65% more!
- Make it visual – People love seeing photos and videos, and they help your page become more memorable. Pages with pictures and video raise on average 13% more per photo!



- Keep it updated – Let people know how you're doing so they can follow along at home and take the journey with you. Each milestone is something to shout about, so shout about it!
- Self-donating – It might sound a little silly, but the data shows that pages where the creator donates first raise 42% more, so if you've got lofty goals for your fundraising, that could be a good place to start.
- Say thank-you – You can do it individually (most sites will let you set up an automated thank you that gets sent as soon as a donation is made) or collectively, but either way, fundraising is a group effort, and every bit helps push that total towards your goal, so let people know that you appreciate their help.



The legal bits

There is a lot that goes into fundraising. The following rules ensure that fundraising is carried out safely, responsibly and in compliance with legal and regulatory requirements.

1. Your status and responsibility

- You are fundraising as an independent supporter. You are not an employee, agent or representative of Latch and must not enter into agreements or commitments on its behalf.
- You organise and run your fundraising activity at your own risk and are responsible for all aspects of the event, including health and safety.
- Latch does not accept responsibility for any injury, loss or harm arising from independently organised fundraising activities, except where required by law.

2. Representation and communications

- You must refer to your fundraising as “in aid of” Latch Welsh Children’s Cancer Charity (or simply Latch), unless you have received written approval otherwise.
- All fundraising communications and materials must be clear, accurate and not misleading.
- You must not misrepresent your relationship with Latch, the purpose of the fundraising, or how funds will be used.
- You must not present your event as organised or endorsed by Latch without written approval, and must not use Latch’s logo without permission.

3. Conduct and ethical fundraising

- You must behave responsibly and ensure that your actions do not damage Latch’s reputation or bring it into disrepute.
- You must not apply undue pressure on any individual to donate.
- You must respect a person’s decision not to give and must not repeatedly approach individuals who have declined.
- You must take particular care to protect children and vulnerable people.

4. Safeguarding and age restrictions

- You must take reasonable steps to protect children and vulnerable individuals and ensure appropriate supervision at all time.
- Do not put anyone at unnecessary risk.
- You must not exploit the circumstances of vulnerable people or place undue influence on them to donate.
- Report any concerns to the appropriate authorities..
- You must not allow anyone under the age of 16 to collect donations.

5. Legal and regulatory compliance

- You must comply with all applicable laws and regulations, including the Data Protection Act 2018 and the Code of Fundraising Practice, (available at <https://www.fundraisingregulator.org.uk/code-of-fundraising-practice>).
- You must obtain all necessary licences and permissions to collect in public places and/or private property.
- You must not carry out house-to-house collections.
- If your event involves the sale of alcohol and/or live or recorded entertainment, a temporary licence is required. Liaise with your local authority, the policy and relevant parties as necessary.

6. Data protection

- You must only collect personal data where necessary and keep it secure and for no longer than needed.
- You must not share or reuse personal data without consent. Do not add individuals to mailing list without consent.

7. Handling funds

- Donations should be paid to Latch as soon as reasonably practicable and ideally within 28 days of receipt.
- You must keep all funds secure.
- You must be clear with donors how much of the money raised will go to Latch. If any costs or expenses will be deducted, this must be explained clearly before donations are made.

- You must keep accurate records.
- You must not make any claims about Gift Aid unless this has been cleared with Latch. Gift Aid can only be claimed in accordance with HMRC rules and through Latch's processes.

8. Complaints

- You must respond politely to complaints.
- All serious complaints must be referred to Latch. If a complainant is not satisfied they may refer the matter to the Fundraising Regulator.
- You must not attempt to resolve serious complaints yourself.

9. Raffles, Lotteries and Prize Draws

- Raffles, lotteries and prize draws are subject to specific legal requirements under the Gambling Act 2005. You must ensure compliance and seek guidance if unsure.



Guidance

Health & Safety and Risk Assessment

- Follow common sense and professional advice.
- Follow the professional advice of equipment manufacturers and staff supervising any facilities.
- Events must be adequately assessed to identify, minimize and control the risk to all those taking part and members of the public attending.
- Ensure appropriate safety measures are in place.

Insurance

- Check that venues and equipment are insured.
- Ensure that suitable insurance cover is in place including public liability insurance, which will protect you against claims made by third parties for injury or property damage.
- Latch's insurance does not cover independent fundraising activities unless expressly agreed in writing.

Food Hygiene

- Follow basic food hygiene practices.
- Refer to Food Standards Agency and NHS guidance.

By fundraising for Latch, you agree to follow these guidelines and take responsibility for your activity.



Be **here** for childhood cancer in Wales

Event:

Venue:

Date:



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Raising funds
in aid of **Latch**

Byddwch yma ar gyfer cancer yn ystod plentynndod yng Nghymru

Digwyddiad:

Lleoliad:

Dyddiad:



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Codi arian
er budd **Latch**



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Help us reach our

£

fundraising goal!

Your donation helps Latch support families affected by childhood cancer in Wales, providing bespoke emotional, practical and financial support.

To find out more, visit
www.latchwales.org

Donate now!





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Byddwch yma ar gyfer cancer yn ystod plentyndod yng Nghymru

Helpwch ni i gyrraedd



ein targed codi arian!

Mae eich rhodd yn helpu Latch i
gefnogi teuluoedd yr effeithir arnyn
nhw gan ganser yn ystod plentyndod
yng Nghymru, gan ddarparu
cefnogaeth emosiynol, ymarferol ac
ariannol bwrpasol.

Am ragor o wybodaeth, ewch i:
www.latchwales.org

Cyfrannwch yma!



Thank you!

★ Together, we raised

£

Thanks to you, Latch can continue supporting children receiving cancer treatment at the Children's Hospital for Wales, and be here for families when they need it most.

To find out more, visit
www.latchwales.org



latch 

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Diolch!

★ Gyda'n gilydd,
★ fe wnaethon ni godi



★ Diolch i chi, gall Latch barhau i gefnogi plant sy'n
★ derbyn triniaeth am ganser yn Ysbyty Plant Cymru
★ – a bod yma i deuluoedd pan fydd angen cefnogaeth
★ arnyn nhw fwyaf.

Am ragor o wybodaeth, ewch i:
www.latchwales.org



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Cwmni Cyfyngedig drwy Warant. Rhif Cofrestru yn Lloegr 4735773. Rhif Elusen Gofrestredig 1100949.