





Fundraising Pesources



Contents



Page 3 - Introduction

Page 4 - Getting Started

Page 5 - NAPA's 25th Anniversary Appeal

Page 6 - Publicity

Page 7 - Safety

Page 8 - Capture Your Event

Page 10 - 11 - Risk Assessment

Page 12 - Wellbeing Walk Register

Page 13 - Sponsor Form

Page 14 - Social Media Assets

Page 15 - Donation Label

Page 16 - What You'll Get

Page 17-19 - Event Posters

Page 20-23 - Printable Bunting





Introduction



The NAPA Wellbeing Walk is a sponsored walk with a difference! And the difference is you!

There are lots of ways you can personalise the walk to make it meaningful.

You can.... walk around the garden, along the promenade, up a hill, down a valley, dress up, take the dog, dance and skip, hula hoop..... whatever you fancy!

We hope the walk will encourage our members and supporters to bring people together, keep fit, and raise essential funds to support NAPA's work. Walking is good for you, it's fun, free, boosts mood, exercises the heart, and provides the benefit of fresh air.

I will be walking 10 miles across the Sussex Downs in support of NAPA – It might take me a while as I intend to take my little Dachshund Poppy with me and she likes to say hello to every passer-by and smell every blade of grass! If it is a nice day we will take a picnic or stop for afternoon tea! Now all I need are some comfortable walking boots...

Hilary Woodhead, NAPA's Executive Director







Having three dogs, I walk a lot. I find taking them all for a run in the woods really refreshing and we love meeting people and other dogs on our travels. Fresh air is vital for my wellbeing and for theirs. On the day, I plan on walking somewhere new with my dogs, two of whom have Spina Bifida. How many people can we meet along the way?

Gianna Burns – Communications and Fundraising Manager

Getting Started



Tips and advice for organising your NAPA Wellbeing Walk

- Be creative and inclusive, recognise diverse abilities.
- Choose a location, this could be a well-known local walk, a walk around the garden, or a walk on the beach.
- The success of your walk will depend on the route you choose – find a good route that your supporters will be able to do. Walking around the house might be enough!
- If you'd like to plan a walk around town, why not organise a walk between different Care Homes?
- Consider different distances for your walk so some people can walk a shorter route. Also, decide if your route needs to be buggy or wheelchair accessible for your walkers.

START

Ask for help!

Recruit a team of helpers to help promote your walk.



info@napa-activities.co.uk

You will need:

- Volunteers to register walkers, lead the walk, and someone to bring up the rear of the group (marshalls).
- Ask for helpers so that you can provide drinks and snacks to your walkers - either on the route or afterwards!
- To set a target, so you all know what you are working towards.
- Make sure everyone signed up has a sponsorship form so that they can do their own fundraising!
- Use the NAPA donation label just print it onto card.
- Set up a donation page for your walk so participants can collect online sponsorship.
- You could ask for an entry fee for the walk, especially if you are providing refreshments.
- Make sure the fee includes a small donation to NAPA.

01494 590421 Charity Number 1070674

Walk for NAPA and Support NAPA's 25th Anniversary Appeal





Raising money for NAPA will help us prioritise and improve wellbeing every day

NAPA has been championing activity and engagement for 25 years – please help us to reach our goal of raising £25,000 in our 25th year.

How your support makes a real difference:

£5 Will help to train Activity Providers in key topic areas such as person-centred engagement and dementia or training family carers to use engagement techniques, to find out more about our subsidised training programme. Click **HERE**

£20 Will help to provide free resources. To view examples. Click **HERE**

£250 Will help fund our free Activity Support Service; the NAPA support line for activity and care teams and family carers. To find out more about the NAPA support line. Click **HERE**

£10 Will help fund the NAPA Activity Providers Advisory Group ensuring that the Activity Providers experience is at the heart of our work. To find out more about the APA Group. Email **HERE**

£100 Will help fund our successful annual Activity Providers and Professionals Week or our annual Awards Ceremony to find out more about the week click HERE and the Awards click HERE

Walk for us and make a difference!



Publicity



Spread the word that you are organising a sponsored walk for NAPA to encourage more people to join you and to raise awareness of NAPA's work. Include information and how to sign up and information about how to donate.

Social media - Mention your walk on Facebook and Twitter etc and ask all your participants to do the same, tweet as you walk and tag @NAPAlivinglife.

Work – Find out if you can advertise your walk at work, ask for sponsorship on the intranet, website, newsletter.

Local Media – We can send you a press release to share with your local newspaper, radio station, etc.

Contact our Fundraising Team **HERE**

Let people know that the monies raised will be going to NAPA: e.g. 'By taking part in this sponsored walk you are helping NAPA to support the care sector to prioritise activity, arts and engagement'.









Make Your Event Safe



Once you have your route planned, check with your local authority Safety Advisory Group to check if you need any permissions to walk through local parks.

Let the police know about your walk as well so that they can advise you about any other events planned that day along your route.

You will need to complete a risk assessment for your walk - see on pages 10-11.

Take a register of all your walkers before you set off.





- If you have a large group, offer walkers a number that they can attach with a safety pin, or encourage everyone to wear the same colour clothing! Perhaps a NAPA Tshirt?
- You could ask your walk leader to carry a brightly coloured umbrella to make them easier to identify in a crowd or from the back.
- Have a first aider, a leader at the front and a designated walker at the back to make sure everyone is safe and no one gets left behind. If your walking route crosses roads, recruit marshals to help.
- Ask your walkers to bring water, sun cream, sun hats etc and to wear waterproof layers and appropriate footwear.
- If you are providing refreshments make sure you do so safely visit food.gov.uk for more information.



Capture Your Fundraiser



Bring your Just Giving and Facebook pages to life with images that show your commitment - and get people to like and share your progress.

Be Creative!

- Take some action shots of your walk, or share a finish line photo. Include local landmarks and places of interest.
- Make sure there's plenty of light, ideally on the face of the person or view.
- Use filters on your phone to make your photos fun and engaging!
- Taking a photo from high up will make someone look small, from below will make them look more interesting. Play around with these perspectives to get your desired effect!





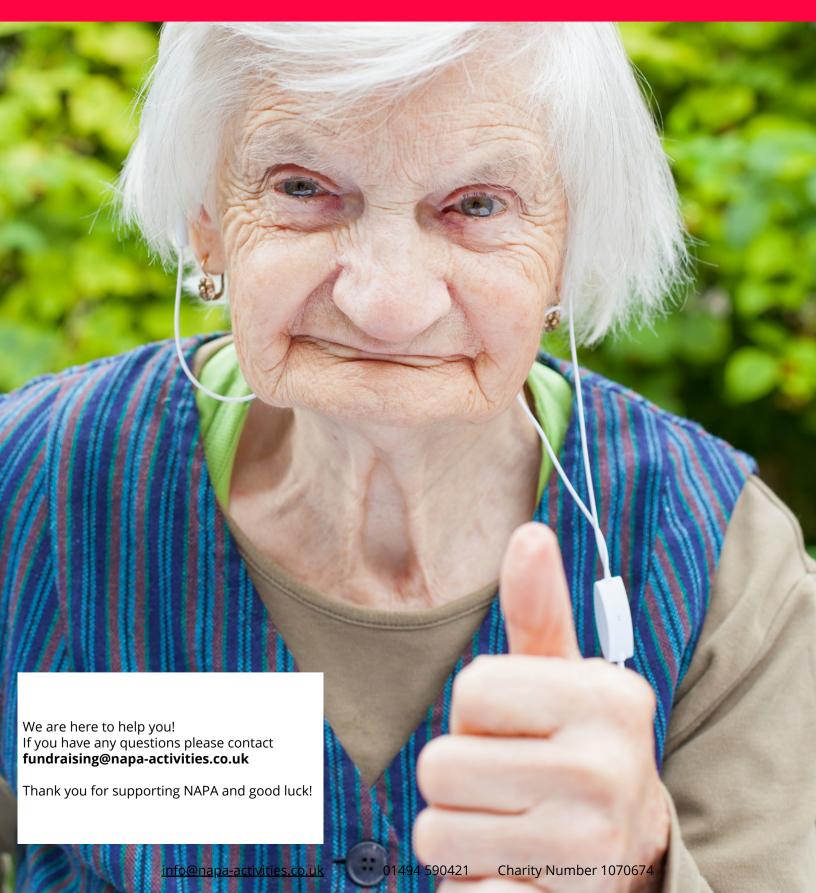


- Raffle prizes and tickets: Approach local restaurants, shops and beauty salons to donate a meal, box of chocolates, or beauty treatment.
- Quiz: To keep children occupied while you walk.
- Song sheets: Have a singalong or dance as you walk.
- Refreshments: cakes, chocolates, drinks to sell.

Don't forget to share your photos and fundraising stories with our Fundraising Team! **fundraising@napa-activities.co.uk**







Wellbeing Walk - Risk Assessment Form



Tick all hazards that apply to this route and cross through those that do not, add hazards not listed This is not an exhaustive list. **Take a copy of this on the walk.**Note risks identified during the walk, review whether the controls were sufficient.

Any questions please contact **fundraising@napa-activities.co.uk**

his route and Location:
Location:

Assessment completed by:

Hazard	Who might be harmed	How is risk controlled
Traffic/roads	All	Warn walkers about the traffic, speed of traffic, number of cars etc Crossroads safely, use crossings Keep together Wear hi-vis vests as required
Dual use paths	AII	Warn walkers when they are likely to encounter a dual use oath and remind them as you approach Keep to one side Encourage walkers to warn each other should they see bikes approaching
Dog mess	All	Warn walkers to be vigilant, remind them if dog poo noticed
dogs	All, especially those who are fearful of dogs	Warn walkers they may come across dogs Offer companionship to those who are fearful If walkers bring their own dogs on the walk ask them to keep the dog on a lead
Overhanging branches	Äll	Warn walkers when they are likely to encounter a dual-use path and remind them as you approach. Encourage walkers to warn each other should they see over hanging branches
Weather	All especially those who are not appropriately dressed	Warn walkers in advance to dress appropriately and bring extra clothing, water Locate possible places to shelter before you set off Abandon walk if weather becomes too adverse

Wellbeing Walk - Risk Assessment Form



		Be conscientious
Other people	AII	Take a charged mobile phone Take an attack alarm Avoid eye contact if feel threatened
Slips, trips and falls	All, especially those with mobility issues	Warn walkers when they are likely to encounter a change in the path, course etc and remind them as you approach Encourage walkers to warn each other should they notice a change in walking conditions Abandon the walk if the terrain becomes unmanageable
Inclines	All, especially those with heart problems	Warn walkers that there will be inclines and remind them as you approach an incline Be aware of the health needs of walkers and encourage those with heart problems to carry their own mediation Take time, encourage walkers to walk at their own pace Build-in time to rest at the top of the incline
Stiles	All, especially those with mobility issues	Warn walkers that they are likely to encounter stiles and remind them as you approach Offer help
New to walking	All, especially those who have not walked a similar distance recently	Ask walkers to share any health issues which mat impact on their ability Keep a close eye on new walkers and check in with them during the walk Offer a buddy to walk alongside for company and morale Provide water and rest stops
Other		
Other		



Wellbeing Walk - Register



Take a copy of the register on the walk.

Take the register at the beginning, middle and end of the walk.

Any questions please contact fundraising@napa-activities.co.uk

Date:		Completed by:									
List all Walkers, Leaders, Marshalls and Volunteers											



Sponsor Form





NAPA Sponsorship Form





(E)	101111
Registered v FUNDRA REGUL	8
AISING ATOR	TO THE

below, given on the date shown. I understand that if I pay less Income tax and/or capital Gains Tax than the amount of Gift Aid claimed on all my donations in Turn every £1 you sponsor in to £1.25 through Gift Aid (it doesn't cost you any extra). In order to claim Gift Aid we must have your full name and address.

*If I have ticked the box headed 'Gift Aid', I confirm that I am a UK taxpayer. I have read this statement and want NAPA to reclaim tax on the donation detailed

	:					MP AM	Title Fi	Please	(
						LAN	Title First name Surname	ask yo	
						SPONSOF		ur sponsors	that tax
					 	MR ALAN SPONSOR IZ STREET NAME	Home address*	Please ask your sponsors to complete their details themselves to help us claim the correct	that tax year (6 April to 5 April) it is my responsibility to pay any difference. NAPA will reclaim 25p of tax on every £1 I donate.
Total (£)						ABC123	Postcode*	elves to help u	ty to pay any differe
						\$20	Donation Amount	s claim the	nce. NAPA will
						Q	Gift Aid?*	correct	reclaim 25p
					 		If you'd like to hear from us by email, please add your email address	amount of Gift Aid	p of tax on every £1 l donate.
							Date paid		

Cheques can be made payable to NAPA and posted to: NAPA, St Marys Court, The Broadway, Amersham, Bucks, HP7 0UT



Show Your Support on Social Media





We have created a range of social media assets that you can use across your platforms to show your support.

Download the zip files below













Donation Label



Cut it out and stick it on!



We are Fundraising for NAPA

Who Support Care Services to Prioritise









What You'll Get



When you fundraise for us, you will receive:

A welcome pack with tips to get you started and fundraising help
Free t-shirt once you raise £150
Online fundraising hub and materials
Support from our dedicated fundraising team

Please register your interest in organising a wellbeing walk. Complete this form **HERE**

When your walk is complete send your donation to NAPA by

For bank transfers please contact: fundraising@napa-activities.co.uk

Direct Online Donation:

Send your donation directly to our 25th Anniversary Appeal **HERE**

Cheque:

Payable to: NAPA and send to St Marys Court, The Broadway, Amersham, Bucks, HP7 0UT.

Make sure you include your name and address so we know it is from you and we can say thank you.

Those who raise more than £150 will receive a NAPA Fundraiser T-shirt. If you would like to buy your own, click on the images to be directed to the site.

Thank you certificate

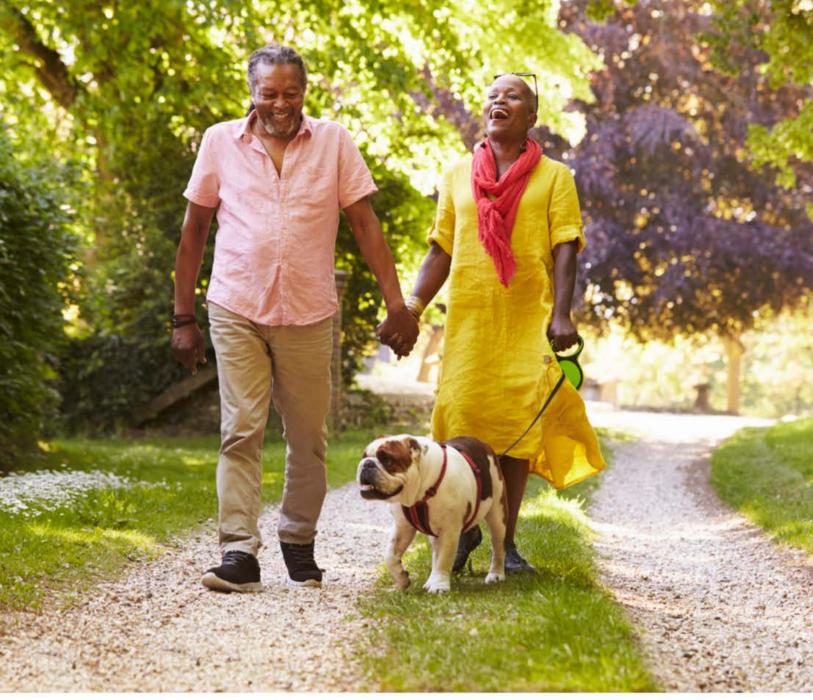
Once we have received your donation, we will send you your certificate.



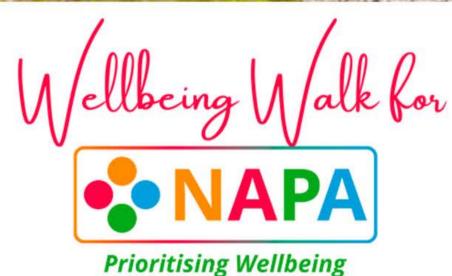








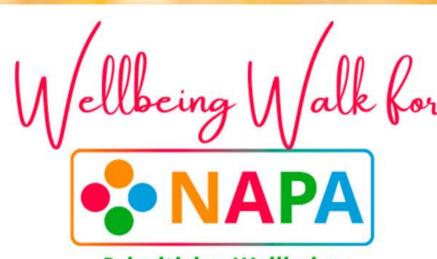
Date
Time
Location



Walking to raise funds for The National Activity Providers Association Charity Number 1070674



Date
Time
Location



Prioritising Wellbeing

Walking to raise funds for The National Activity Providers Association Charity Number 1070674

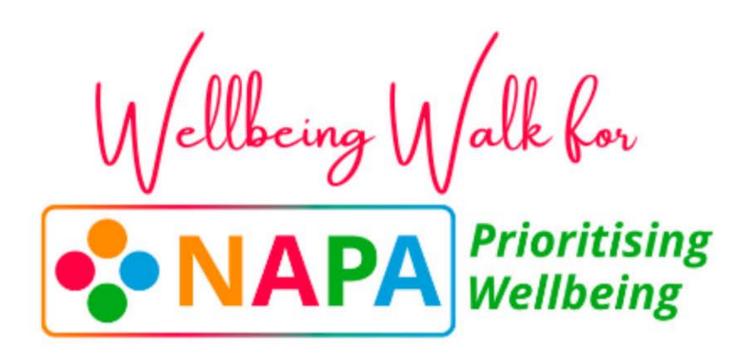


Date
Time
Location



Walking to raise funds for The National Activity Providers Association Charity Number 1070674











Thank you

