Thank you

for fundraising for Cardiff Met

Education and research transforms lives and with your help we can transform lives together.

Needless to say that during this time of austerity, when financial pressure is affecting us all, the support we receive from our alumni, friends, students and staff is appreciated more than ever. Whatever your skills, talents or abilities and whatever your time restrictions may be, you can make a difference in so many enjoyable, memorable and worthwhile ways.

Staff and students have already been fundraising for Cardiff Met. For example former staff member Claire Grainger and Librarian Aimee Jones both ran the Cardiff Half Marathon with the University's Libraries benefiting from their funds raised.

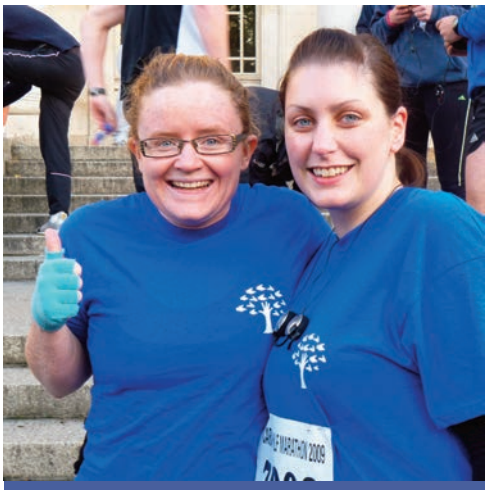
Here are some ideas:

- Get fit. If you want to shed a few pounds you could get friends and family to sponsor you. This may give you an added incentive to keep on track.
- Have a book sale or car boot sale. It is your chance to clear out the loft, cupboards, garage and even old clothes in your wardrobe.
- Organise a cake sale or a sponsored dinner party for friends.
- Are you creative? Could you sell your creations?
- Maybe a sports challenge? Run a marathon or even just a mile.

There are so many things that you can do to fundraise for us. Also, come and talk to us, we will help you as much as possible.

Let us know if there is a particular project or area of the University that you would like to fundraise for. You could direct your support towards the University's Development Fund. This fund benefits all areas of the University including providing new scholarships and bursaries for those in need, new resources and equipment and strengthening research to tackle some of the challenges that face our society today.
www.cardiffmet.ac.uk/developmentfund

Cardiff Metropolitan University
Prifysgol Fetropolitan Caerdydd



BT MyDonate

Setting up a page on MyDonate is very simple. Just go to www.btplc.com/mydonate and click register in the top right corner, then, fill out the personal registration form. It is very easy to follow with simple instructions.

Once you have registered or if you already have joined, click on 'Start Fundraising', then 'Create my challenge'. Again it is a very simple form to fill out, this time about the fundraising activity you want to do. In Step 2 enter 'Cardiff Met' and press search and then in step 3 select 'Cardiff Metropolitan University' from the list (there should only be one choice). Step 6 is the important bit where you title your fundraising page, tell everyone about yourself and what you are planning on doing. This is what your sponsors see, so put your persuasive skills to the test and be as compelling as possible.

Transferring the money to us

BT MyDonate

If you are using MyDonate then donations made through their website will be paid directly to us.

Cheque

Please send a cheque made payable to Cardiff Metropolitan University.
Development and Alumni Office
Cyncoed Campus
Cyncoed Road
Cardiff
CF23 6BN

Credit or Debit Card

Call 029 2020 1590 and pay over the phone with a credit or debit card.

Bank transfer

You can pay directly into our bank account with the below details. When asked for a reference please enter 'RRFOND'

Sort Code: 01-01-55
Account Number: 01043838

Tell people about it

It's a great idea to create posters and flyers to promote your fundraising activity. However it is important that you use Cardiff Metropolitan University's identity the right way. If you are planning to produce any printed information, you must have our logo and charity number (1140762) clearly displayed. Please contact us for the logo and send us a final copy of your material for approval before you print.

Use Facebook, LinkedIn and Twitter to advertise your event. It's another great way to spread the word and it is free! But don't forget word of mouth, it still is the cheapest and most effective way of communication.

Legal things

If you are planning on collecting from the public or holding an event, please contact us so we can advise if there are any legal requirements.

Our name and charity number

You must display our full name (Cardiff Metropolitan University) and our Registered Charity Number (1140762) on all event publicity. This is a legal requirement under the Charity Act 1992 and it is a criminal offence not to include it. Don't forget you must send us a copy of all publicity material for approval before printing.

Personal Details and Declaration Form

Everyone at Cardiff Metropolitan University would like to thank you for your support. Your commitment to fundraising for the University is very much appreciated.

Your Details

Name:.....

Address:.....

.....

.....Postcode:.....

Telephone:.....Mobile:.....

Email:.....

Your Event

Date:.....Event Title:.....

Description:.....

.....

.....

University project or fund benefiting:

☐ Development Fund ☐ Where it is most needed

☐ Other (please specify).....

Declaration

As the organiser responsible for the above fundraising event for the benefit of Cardiff Metropolitan University, I undertake to remit all funds collected to Cardiff Metropolitan University without deduction.

Signed:.....Date:.....

Approved on behalf of Cardiff Metropolitan University by:

Name:.....Signed:.....

Position:.....Date:.....

Sponsorship Form

Event:.....

Participant Name:.....

giftaid it

Make your donation worth 25% more with GiftAid.

Please note, *You must have paid or will pay an amount of UK Income Tax and/or Capital Gains Tax for each tax year that is at least equal to the amount of tax that all the charities or CASCs you donate to will reclaim on your gifts for that tax year. Council Tax and VAT do not count.*

Name	**Address**	**Postcode** (essential for GiftAid)	**GiftAid** (please tick)	**Received** (tick when paid)

Total Raised:.....

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