

SPEAR

homelessness to independence



Will you sleep out so that others don't have to?

Organise your own sponsored sleep-out for SPEAR!

For most of us, our bed is a safe and warm place. However, many people in our community do not have a bed of their own; they may be sleeping rough or living temporarily in a hostel or sofa surfing. SPEAR is working hard to change this and we need your help!

A sponsored snooze or sleep-out is a great way of raising money for SPEAR's vital work and raising awareness of the difficulties homeless people face. Here are some tips for organising your own sleep-out event.

PRACTICAL THINGS

- Find a safe and suitable venue – a church hall or community centre perhaps? Somewhere where your sleep-out participants can be fed and shelter from particularly bad weather if necessary. You will need to remember to factor any hire costs into your entry fee.
- You will need food supplies probably for supper, snacks and breakfast and again the cost should be factored into the ticket price.
- Decide who should take part and whether the event should be a closed one so only open to members of your particular group or whether there should be a minimum age.
- If children are taking part, you need to make sure that there is adequate supervision and that any relevant checks such as DBS clearances have been carried out.
- You will need to ensure that you follow any guidelines the venue have in place and that the correct risk assessments have been carried out. These should cover having the premises approved for overnight use, safeguarding, ratios of adults to children, health and safety, permission forms, emergency contacts, etc.
- Remember to ask SPEAR for help if you are not sure about any of these things or need more advice!
- Will you as organisers be providing cardboard/sleeping bags, etc. for the snoozers or will they have to bring their own? Please find attached a sample list of essentials for the night at the end of the pack.





PUBLICITY AND FUNDRAISING

- If you charge an entry fee, this can cover any overheads you have and include a contribution to SPEAR.
- The most effective way to fundraise is by setting up an online fundraising page with JustGiving. You can set up a page for the event itself and ask the participants to set up their own individual pages. Visit <https://www.justgiving.com/SPEARLondon> to get started. Promote your fundraising page by emailing family and friends, putting the link on Facebook and Twitter and in any other online way you can think of!
- Share your experiences, pictures, publicity materials and spread the word about your event via Social Media and our SPEAR website. (see below for our social media and contact information) Don't forget to let us know so we can too!
- You can also refer to our fundraising ideas guide. Please contact Fundraising@spearlondon.org for a copy. This is bursting with great tips and advice to guide you through raising your sponsorship money. It includes guides for fundraising at work, on your own or with friends to give you a variety of ideas.
- Your snoozers might prefer to use paper sponsorship forms, which includes Gift Aid details. A sample form is included at the end of this pack.

- You can also make posters and flyers to promote your event. Please contact us if you would like some editable samples. Please ensure that the SPEAR charity number 1122206 is on any publicity, as well as our contact details so people are clear what charity you are supporting.

ACTIVITIES ON THE NIGHT

- Depending on the age groups of your snoozers, you could arrange some fun games to play before bedtime. You could even have a collective bedtime story and hot chocolate before everyone settles down for the night.
- You might want to start the night off with a talk from SPEAR to get your snoozers thinking more about homelessness and the reasons behind the Sleep-Out. We can send a member of staff or one of our volunteer ambassadors to do this but please remember to give us plenty of notice so that we have enough time to arrange this for you.
- It would be great if you could take lots of photos on the night and if you give us permission to use them, we can use them to promote other fundraising activities and help even more vulnerable people in need of our services.

GOOD LUCK AND THANK YOU FOR YOUR SUPPORT!

If you have any questions or need any more information or help with organising your Sleep-Out, please contact us at:

SPEAR Head Office
89 Heath Road, Twickenham, TW1 4AW
0208 288 6506
fundraising@spearlondon.org
www.spearlondon.org

Charity Registration Number: 1122206
Company Registration Number: 6396687



SPEAR London

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On Date Name of organisation/person held a Sponsored Sleep Out for SPEAR.

SPEAR would like to use the photos of supporters' events to appear on some promotional material such as the SPEAR annual report, brochure and internet (web site, Facebook, twitter & other social media). SPEAR may also use them when presenting their work to corporations and businesses.

SPEAR will only do this with your permission. Please answer questions 1 and 2 below, then sign and date the form where shown.

Please circle Yes or No.

1. May SPEAR use your image(s), in publicity material produced by SPEAR, including printed publications and videos?

Yes / No

2. May we use your image(s), on our website?

Yes / No

Please note that websites can be viewed throughout the world, not just in the United Kingdom where UK law applies. Other agencies may use and/or reproduce said photographs with or without SPEAR's consent.

This form is valid for three years from the date of signing.

Signature:..... Date:.....

Please print your name in capitals:.....

Signed on behalf of SPEAR:.....

Name:..... Job Title:.....

FOR SPEAR USE

Date and location:

Contact details for person photographed (if needed):



Sleep-Out Kit List

Essentials:

Sleeping bag (if not provided)

Pillow

Warm clothing (trousers, jumper, socks, jacket, hat, gloves, scarf, etc...)

Food & snacks

Hot/Cold Drinks

Flask with hot water

Camera/phone (for pictures or emergency)

Torch

Rubbish bag

Waterproof clothing and protection (if outdoors)

First Aid Kit/First Aiders

Extras:

Additional blankets

Chairs

Cardboard (if not provided)