



Dear GTHC Zumba Fundraiser Participant

Many thanks for entering our charity Zumba Fundraiser and supporting our work as the major provider of specialist community palliative care in Cardiff for those suffering Cancer and other life threatening illnesses. Since established in 1984 we have cared for and supported well over 18,000 patients and their families, a record as a small local charity we are very proud of.

We would be very grateful if you could obtain sponsorship for your participation in the Zumba Fundraiser from friends, family and colleagues using the enclosed sponsorship form. This together with any money collected can be handed in at the Zumba Fundraiser itself, but we fully understand if it will not have been collected by then. Could it please be sent to us by Friday, March 16th 2012 at the latest. Please also find enclosed 'Hints and Tips on Fundraising', especially 'Just Giving.'

**The person who raises the most sponsorship** money will win a pair of tickets for the GTHC Mother's Day Pamper Evening on March 19, 2012 at the Hilton Hotel, Cardiff. The event includes a sparkling reception at 7pm followed by an evening of free beauty and relaxation treatments including hairstyling, massage, reflexology and makeovers.

Please arrive for registration at the venue (the CMC Sports and Social Club, Heath, Cardiff) between 12.15 and 12.45. The Zumba Fundraiser will start at 1pm and end at 5pm. The event is for three hours stretched over four to allow for breaks. You can take part for the full three hours or just come along and do as little or as much as you'd like.

Car parking is available near the venue in the Vinci Car Park (by the roundabout) where a special discount has been set up so that you only pay £3 to park throughout the duration of the event. To benefit from the discount you must quote the code **VPJHJAF001 – George Thomas Hospice Care's charity event** and follow the instructions below. Please bring a copy of this letter with you for reference.

Conditions for Parking at the Vinci Car Park:

What to do:

1. Take a ticket from the entry machine in order to gain access to the Multi-Storey car park 9
2. Park on Level 3 only.
3. Make your way to the Parking Shop Office on the ground floor **before** you go to The Zumba Fundraiser etc.
4. Inform the car parking officer on the desk of the code VPJHJAF001 and say that you are participating in the George Thomas Hospice Care charity event.
5. The car parking officer will request the ticket you have taken at the entry barrier and swap it for a £3 staff ticket.

Please note you must come to the parking shop FIRST (within the multi-storey car park) quoting the code (VPJHJAF001) to benefit from the discounted parking rate

\*Parking only permitted on Level 3

\*If this procedure is not followed full visitor rates will apply. All parking is subject to availability

During breaks in the Zumba Fundraiser drinks and other light refreshments will be laid on but please feel free to bring your own. GTHC can accept no responsibility for any losses or injury.

Please tell everyone you can about the Zumba Fundraiser and have a great time preparing for it. I look forward to speaking to you soon and seeing you there. Please contact me on 029 2052 4150 or on [sarah.harris@gthc.org.uk](mailto:sarah.harris@gthc.org.uk) if you need more information.

Best wishes and thanks for your support

A handwritten signature in black ink, appearing to be 'Sarah Harris', with a long, sweeping horizontal line extending to the right.

Sarah Harris  
Community Fundraising Officer

# George Thomas Hospice Care - Zumba Fundraiser Registration Form

## Register Now

### Personal Information

please print all details clearly

Title: Mr / Miss / Mrs / Ms /Master other (Please circle appropriate title)    D.O.B. ....  
First name .....  
Surname .....  
Address .....  
.....Postcode .....  
Phone Day.....Evening.....  
Mobile.....Email .....

Next of Kin (in case of emergency)..... Tel No. ....

**Entry Fee** I enclose my entry registration fee of £10 (cheques made payable to George Thomas Hospice Care).

### Conditions of entry

I understand that taking part in the Zumba Fundraiser is potentially hazardous and I certify that I release George Thomas Hospice Care (GTHC) and their agents, officials and volunteers for any injury/loss caused through my participation in this event. I take part entirely at my own risk. I agree that I should seek medical advice from my general practitioner if I am in any doubt as to my physical ability to participate in this event.

I understand that this is a sponsored event and will endeavour to raise sponsorship to support the work of GTHC.

Sponsorship forms will be sent out once registration is received

Children under 11 must be accompanied by an adult.

If an individual is under 16 years of age, please ensure a parent or guardian signs the disclaimer below.

Entry forms that have not been signed will be returned.

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

**Please send completed forms** (one per entrant) to: GTHC Zumba Fundraiser, George Thomas Hospice Care, Ty George Thomas, Whitchurch Hospital Grounds, Whitchurch, Cardiff CF14 7BF with a cheque for £10, made payable to George Thomas Hospice Care. Your details will be held on GTHC's internal database and will not be sent to any third parties.

Where did you hear about the GTHC Zumba Fundraiser? .....

Having read the above Conditions of Entry, I give permission, as the parent/guardian of the entrant, if under 16, for them to be able to participate in the GTHC Zumba Fundraiser.

Name.....Signed .....

Address .....

..... Date: .....

# THE GTHC CHARITY ZUMBA FUNDRAISER



Charity No. 1023311

**Please sponsor me:**

Full Name:

My Address:

Date: This event takes place on Saturday, 11 February 2012 at the CMC Sports and Social Club, Heath, Cardiff

Telephone: 02920 524 150      Website: [www.gthc.org.uk](http://www.gthc.org.uk)      Email: [info@gthc.org.uk](mailto:info@gthc.org.uk)

**George Thomas Hospice Care is the major provider of consultant led community specialist palliative care to those facing cancer and other life-threatening illnesses in Cardiff**

*giftaid it*

**Gift Aid**  
If you Gift Aid your donation, we can claim an additional 25 pence on every pound you give from the Inland Revenue. So just tick the box below and insert your name, home address and amount. It's that simple. To qualify for gift aid what you pay in income tax or capital gains must at least equal the amount we reclaim in the year.

**To help collect sponsorship please make your cheque payable to  
George Thomas Memorial Trust Ltd**

<u>Full Name</u>	<u>Home Address/ Telephone Number</u>	<u>Amount</u>	<u>Gift Aid?</u>	<u>Paid (Date)</u>

*If you require more forms please contact Sarah Harris (Community Fundraising Officer) on 029 2052 4150*

Please return to:  
George Thomas Hospice Care  
Whitchurch Hospital Grounds  
Park Road, Whitchurch  
Cardiff CF14 7BQ









# Fundraising Hints and Tips

Let's get started!

Come on Everyone! Now you have signed up, here are some fundraising tips to help you raise as much sponsorship as you can for George Thomas Hospice Care.

Raising money shouldn't be pressured, it's all for a great cause and there are lots of easy ways for you to boost your sponsorship!

## **Boosting your Sponsorship money.**

We haven't set a minimum amount of sponsorship money that you need to raise, but we ask that you try and raise as much as possible to help support the work we do. We will provide you with sponsorship forms to enable you to ask your friends, family and colleagues for sponsorship to take part in the Zumba Fundraiser. Below are some top tips to help you on your way!

## **Top Tips!**

Set a goal, decide how much you think you can raise and have something to aim for. Be ambitious, you will be surprised how much the money adds up to.

## **Start early**

**As you will see, we have enclosed your sponsorship forms, but we strongly advise that you set up your own online fundraising page by logging on to [www.justgiving.com/gthospice](http://www.justgiving.com/gthospice). This is a very secure site and extremely safe to use. It only takes a few minutes to set up your page, this saves you lots of time after the walk chasing up people for sponsors.**

Remember - The more you ask for the more you will raise.

Work at it - Most people will give to charity, but few will go out of their way to do so. The more people you ask, the more money you raise.

- Approach as many people as possible and get them to spread the word about what you are doing.
- Get a generous sponsor at the top of each sponsor page to set the standard. Ask sponsors for donations in advance to save chasing up after the event.
- Approach your employer to match your fundraising £1 for £1 as many companies now do this. They can claim the tax back too!

Get people in the community involved - tell them all about GTHC Zumba Fundraiser and get them to pledge money or raise awareness of your fundraising.

- Hold fun and easy-to – organise events like cake sales at work or a raffle to boost your funds. For an A to Z of fundraising please go to [www.gthc.org.uk](http://www.gthc.org.uk) and click on our fundraising tab and the A to Z will appear down the left hand side of the page. Some people don't like asking other people to fill out sponsorship forms, but feel less embarrassed asking somebody to buy a cake they have made for charity!!

Encourage everyone to gift aid their donation - that way for every £1 you raise, an extra 25p will be donated at no extra cost to you (must be a UK taxpayer). For example if someone sponsors you £20.00 and gift aids – George Thomas Hospice Care will receive an extra £5.00 for no additional effort. **Please ensure that when people fill in your form, they include their title, initials and surname, along with a full postal address (home address) and postcode. This is very important for us to be able to receive gift aid. Fred Bloggs, C/O Bill's garages, is not enough!**

Join us on Face book!

We have set up a group page on face book. Come and join us and become a friend! You can catch up with all the other contestants and get up to the minute information on the event. Visit [www.facebook.com](http://www.facebook.com) and search for Zumba Fundraiser.

Create your own online fundraising page!

Creating an online fundraising page allows you to reach all your friends, family and work colleagues wherever they are. It also collects the money and sends it directly to George Thomas Hospice care for you. It is so quick and easy to do.

- Visit [www.justgiving.com/gthospice](http://www.justgiving.com/gthospice) and it only takes a few minutes to set up your page.
- Add an optional photograph and some text about you and your challenge.
- Email the link to everyone you know and they can visit the page and sponsor you online.

Just giving pay the money you raise directly to George Thomas Hospice Care so you don't have to run round after the event trying to track down your sponsors it also deals with the gift aid claim for us.

Promote your involvement.

Write to local newspapers and contact your local radio station, asking them to run a story about your fundraising efforts and encourage their readers and listeners to support your efforts.

Staff newsletter/intranet – If there is a company newsletter/intranet ask the person who puts this together to put a story in it about your involvement in the challenge.

Talk to your clients and customers about the Zumba Fundraiser. Many will be more than willing to support your efforts

Sending us your sponsorship money

There will be desk allocated at the event to collect any pre-collected money on the day. Any money not collected by Just Giving will need to be collected as soon as possible after the Zumba Fundraiser. Please make sure that your sponsors have ticked the gift aid box on the forms. When you have your total, please send cheques payable to 'George Thomas Hospice Care' and send along with your sponsorship forms to: George Thomas Hospice Care (Zumba Fundraiser), Ty George Thomas, Whitchurch Hospital Grounds, Whitchurch, Cardiff CF14 7BF. Please do this as soon as possible and no later than Friday, March 16, as it costs the charity money to follow up missing sponsorship!

Don't forget to keep an eye on the website to see how much you all raised for GTHC and how your money raised will help with the wonderful work it does.

Many thanks and good luck!