



amos  trust

**30@30: join the party**  
**events pack 2016**





## thank you for deciding to join us and hold a celebration or party for amos trust.

We hope this pack has everything you need to help you make the most of your event. We have included background information, publicity posters, invitations, event ideas and fundraising tips.

Please contact [katie@amostrust.org](mailto:katie@amostrust.org) if you have any queries or would like to chat your event through. And don't forget to register your event [here](#).

### BACKGROUND

Amos Trust is a small, creative human rights organisation, committed to challenging injustice, building hope and creating positive change.

We work with vibrant grass-roots partners around the world who are developing local solutions to global issues. Our partners are the experts we learn from – collaboration is therefore at the heart of everything we do.

Our three areas of work currently focus on promoting the rights of Street Children in South Africa, Burundi, India and Tanzania, creating a just peace for Palestine and building sustainable rural communities in Nicaragua and India.

### THE BIG IDEA

We would like to see 30 parties or celebrations take place around the UK over the next few months raising vital funds and awareness for Amos Trust. Everybody loves a good party and getting involved in **30@30: Join The Party** is easy and most importantly, fun.



## Planning your party

### 1. YOUR PARTY CAN BE AS BIG OR SMALL AS YOU LIKE.

#### HERE ARE A FEW IDEAS TO GET YOU STARTED:

- a tea party
- a dinner party
- a gathering at your house
- a garden party
- a themed party.

#### GOT A SIGNIFICANT BIRTHDAY OR ANNIVERSARY COMING UP?

What about celebrating with friends and asking for donations instead of gifts? One Amos supporter recently celebrated his birthday with an 80's themed party and asked for money instead of donations.

#### DO SOMETHING DIFFERENT TO CELEBRATE YOUR BIRTHDAY AND RAISE MONEY FOR AMOS TRUST AT THE SAME TIME.

Amos Trust Director has decided to celebrate his significant birthday by skydiving for Amos Trust and asking for sponsorship instead of gift.

### 2. THINK ABOUT THE FOLLOWING QUESTIONS:

- where and when will you hold it?
- how will you publicise it and who to. Will it just be close friends or a more public event?
- what food and refreshments will you provide?
- how will you raise money from your event?
- do you need other forms of entertainment, maybe some live music, a quiz, games or karaoke for children?
- how will you decorate the venue?

### 3. IF POSSIBLE, HAVE A ROUGH IDEA OF NUMBERS AHEAD OF TIME TO HELP YOU PLAN.

### 4. GET LOTS OF PEOPLE HELPING YOU – MAKING LIFE EASIER AND A LOT MORE FUN.



**5. REMEMBER TO PUBLICISE YOUR EVENT WELL:**

- send out a ‘save the date’ as early as possible
- is your event a small, private event? If so, **use the invite at the end of the pack** and remember to follow it up
- if your event is a bit bigger, perhaps in a village hall and open to the public, **use the poster at the end of the pack**. Put it everywhere and email it to everyone
- if appropriate, send out a press release – this will help with sponsors/raffle prizes
- use social media: the more people that know about your event the better.

## Boosting your fundraising

**WE ARE ASKING PEOPLE TO AIM TO RAISE £250.**

**HERE ARE A FEW WAYS TO MAKE THE MOST OF YOUR EVENT:**

- ask friends or businesses to donate food and drink (don’t forget to thank them at the event or on the invite or posters if appropriate)
- depending on your event you could charge for entry alternatively you could place donation pots and Gift Aid envelopes in strategic places
- you might like to hold a raffle (ask friends and local businesses for donations)
- an auction of promises can be great fun (people offer their time and talents for auction be it as a babysitter, baking a cake, doing some gardening or decorating etc)
- if you send out invitations then **use the invite at the end of the pack** and let people know that they can give to Amos Trust if they would like to even if they cannot make it
- if you are holding your celebration in the work place see if they will match-fund donations
- you might be able to charge for refreshments: perhaps a cake sale at a tea party or a bar at a bigger event (remember you will need a license for a bar)
- organise a little game such as Heads or Tails or a quiz as a fundraiser.



- go to page 6 for all the important information about sending your donation in, Gift Aid etc. And whatever you raise, please let us know that it is for the **30@30** campaign
- if this is part of your own birthday celebrations and you want people to donate to Amos Trust instead of presents then we can help with some ideas of what people's gifts could do.



We invited everyone we knew to our fundraising party. Those that came brought food and drink, paid £10 to be there, heard about what we were doing and took part in a raffle (with prizes from local businesses).

We had an auction of promises and everyone left feeling that they had made a real difference and were inspired to get involved themselves. In the end we raised almost £2,000 and had a great time.

MARK, AMOS SUPPORTER

#### RAISING AWARENESS FOR AMOS TRUST

Do let people know about Amos Trust. You can order copies of our brochure and some 'Get Involved' postcards by simply emailing [office@amostrust.org](mailto:office@amostrust.org)

#### KEEPING THE PARTY GOING

As well as raising funds for Amos Trust, we would like you to keep up the momentum, so why not challenge your guests to organise their own celebration and try to raise £250?

Please make sure you have a few of our promotional flyers at your event. Don't forget to use the poster and invite at the end of this pack to advertise your event – simply put your own details in the box.

Wherever and however you party, whatever you eat and no matter how much you raise, we hope you have fun and thank you for celebrating with us.



### LEGAL STUFF

Whatever your event looks like, please remember that you are personally responsible for ensuring your event is run safely.

You will need to organise any necessary public event licences and insurance for your event, as well as ensuring that you meet the health and safety requirements of your venue.

### DONATIONS

It always works better to help people to make donations or sign up for regular giving while they are at an event rather than relying on people to remember to do it afterwards.

If possible, we would recommend setting up a laptop(s) or tablet(s) if you have access to the internet at your venue. Donors can then make donations with credit or debit cards or sign up to become a regular giver by going to [amostrust.org/give](https://amostrust.org/give) and following the link to donate to **30@30** celebratory events

Alternatively, people can give at your event without using the internet in the following ways:

#### – Regular giving

Set up a standing order by completing a ‘Support Amos Trust’ card (including the Gift Aid declaration if applicable).

#### – One-off donations

Ask donors to put their cash and/or cheques into the donation envelopes provided. Please ask them to complete all the details on the envelope (including the Gift Aid declaration if applicable).

Cheques should be made payable to Amos Trust with ‘**30@30**’ written on the back.



– **Sending us the donations**

Send us all cheques inside the donation envelopes they came in. If people have made cash donations we would be most grateful if you could:

- empty the cash from the donation envelopes
- write the amount of each donation on the envelope it came in
- send us a cheque for the total of all the cash received
- send us all the donation envelopes.

The above will enable us to claim Gift Aid on applicable donations. Please ensure that donors fill in all the details on the support cards and/or donation envelopes so we can fulfil all the criteria for data protection and Gift Aid.

Please send all the completed support cards, cheques and donation envelopes to the Amos Trust office:

**AMOS TRUST  
ST CLEMENT'S  
1 ST CLEMENT'S COURT,  
LONDON  
EC4N 7HB**

**ONLINE FUNDRAISING PAGE WITH JUSTGIVING**

If you wish to set up a fundraising page so that people can support your event online (even if they can't attend), we recommend that you set up a [JustGiving](#) page.

justgiving.com is very user friendly and is a very cost effective way for a small charity like us to process donations. Donors using Justgiving will not be contacted by us unless they ask us to send them more information.



**thank you for fundraising for  
amos trust. if you have any  
questions at all, please email  
[katie@amostrust.org](mailto:katie@amostrust.org)**

**in the meantime, please scroll  
down to see the [sponsorship  
form](#)**

**thank you  
amos trust**





30@30:  
Join the party

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find us on facebook  
twitter.com/amostrust  
instagram.com/amos\_trust

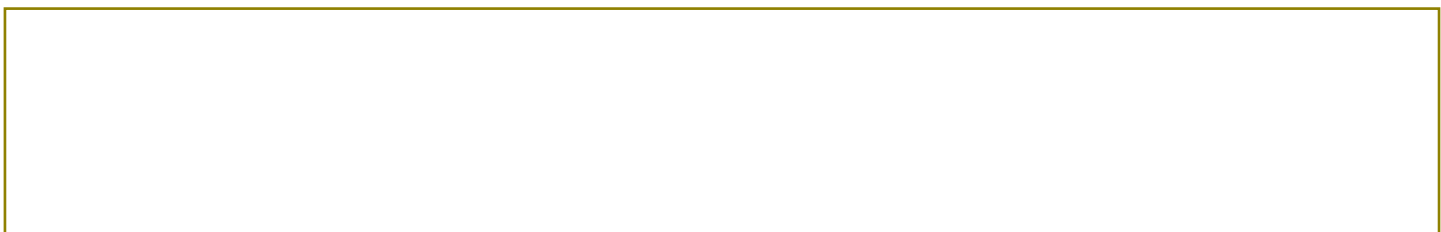
## JOIN US TO CELEBRATE 30 YEARS OF AMOS TRUST



**Amos Trust is a small, creative human rights organisation, committed to challenging injustice, building hope and creating positive change.**

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ALL PROCEEDS TO AMOS TRUST





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find us on facebook  
twitter.com/amostrust  
instagram.com/amos\_trust

## JOIN US TO CELEBRATE 30 YEARS OF AMOS TRUST



Amos Trust is celebrating it's 30th birthday and we plan on keeping the celebrations going for the whole year. We want to see 30 events take place across the country to celebrate 30 years of Amos and we are challenging people to raise £250 or more for Amos Trust at their event.

So join us and hold a party or celebration to mark 30 years of Amos Trust and raise awareness and vital funds for our work and our partners. Be it a tea party, a dinner party, a party at home or in a village hall or part of your own birthday celebrations, we have everything you need to celebrate with us.

Contact [katie@amostrust.org](mailto:katie@amostrust.org) or search '30@30' at [amostrust.org](http://amostrust.org)  
And don't forget to tell us what you are up to.



30@30:  
Join the party

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find us on facebook  
[twitter.com/amostrust](https://twitter.com/amostrust)  
[instagram.com/amos\\_trust](https://www.instagram.com/amos_trust)

**JOIN US TO CELEBRATE  
30 YEARS OF AMOS TRUST**



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**WOULD LIKE TO INVITE YOU TO**



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**ALL PROCEEDS TO AMOS TRUST ON ITS 30<sup>TH</sup> ANNIVERSARY**



## raising funds for amos trust

I \_\_\_\_\_ (NAME) am \_\_\_\_\_  
 (ACTIVITY) to raise money for \_\_\_\_\_  
 (SPECIFIC PROJECT). Please help me to achieve my target of £ \_\_\_\_\_.

PLEASE PRINT

NAME	FULL ADDRESS	AMOUNT £	YES, I AM A UK TAX PAYER