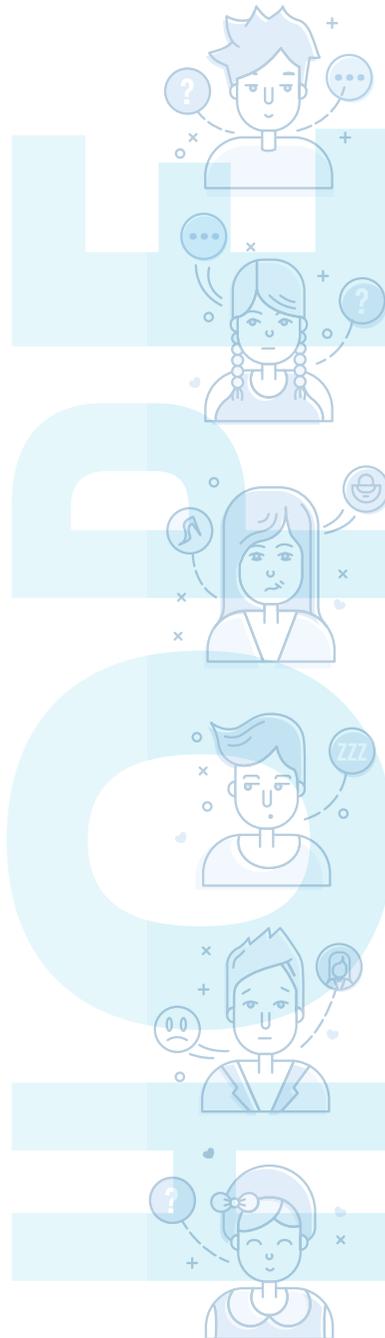


## **YOUR EVENT. OUR SUPPORT**

Tips and advice for organising your own fundraising event to support Jigsaw.



## Thank you!

**We are super-excited that you have decided to do a fundraising event for Jigsaw. Your help means we can be right there to support young people with their mental health when they need us most.**

The following pages are bursting with ideas on how to fundraise. There are also some top hints and tips to help inspire you in making your fundraising event as successful as possible.

Also, remember that we're here to help along the way. So do get in touch if you have any questions.

**Best of luck!**

**Get in touch**

Contact the fundraising team if you need help with your event, or have any questions about what you read in this pack:

Call: **01 472 7010**

Email: **[fundraising@jigsaw.ie](mailto:fundraising@jigsaw.ie)**



“ We are here to make sure that **every young person’s mental health is valued and supported.** ”

Jigsaw - Our vision

## Contents

[Organise your event →](#)

[Some fundraising ideas →](#)

[Reaching your fundraising target →](#)

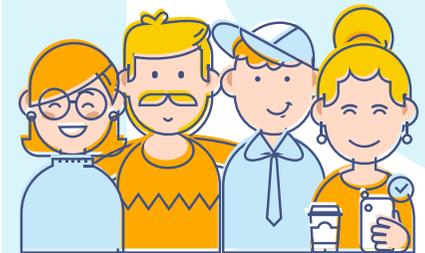
[Our inspiration →](#)

[How to pay your money in →](#)

[Get the word out →](#)

[How your money makes a difference →](#)

[The important legal stuff with fundraising →](#)



Click the above links to jump to the relevant page...



## Organise your event

Whether you plan to paddle, pedal, run any distance you like. Hike, bike or bake. Organising your own event can be great fun. Here is some of the practical stuff you need to think about, prepare and plan beforehand to make sure it's a success.

### Choose your event

First, decide what type of event you want to organise. Have a look through our fundraising ideas, see what takes your fancy. From BBQ's, to bake offs, to quiz nights, there's bound to be an idea that works for you.

### Get a plan together

Do you need a venue? Or can you host the event at home, work or a local club? Is your event outdoors? Then have a back-up plan in case it rains. List all of the tasks that need to be taken care of, and delegate where possible to family and friends.

### Timing

Before you decide on the date or time of your event, see what else is going on in your area. You don't want to put in all that effort only to discover that you are competing with another event on the same day.



## Budget

After deciding on how much you'd like to raise, work out if there are any costs associated with your event. A good rule of thumb is to raise four times the amount that you spend. For example, if you spend €100 on your event, then aim to raise a minimum of €400.

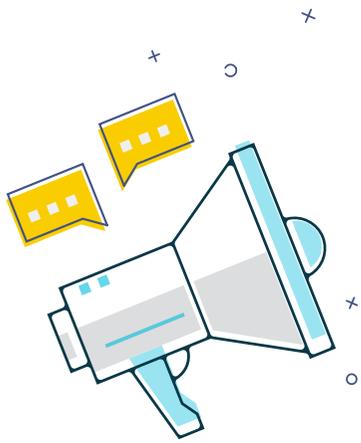
Also, there are ways to keep your costs down. Local business might sponsor some costs, or donate prizes. If there's a fee for the venue, see if they will waive it, or give a charity discount.

## Insurance

Check if you need to take out insurance for your event. Does the venue have public liability insurance? If not, and depending on the type of event you're running, you may need to seek independent insurance advice.

Jigsaw's public liability insurance only covers events that are run by and managed by Jigsaw. It does not extend to external or third-party fundraising, for example, the VHI Women's Mini Marathon, or Galway Bay Run.





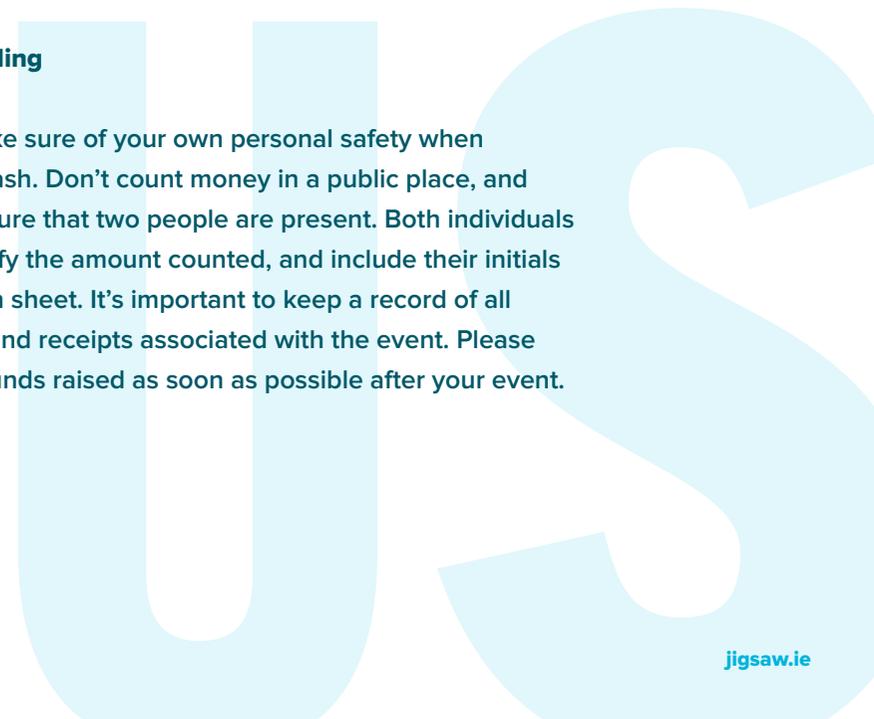
### Spread the word

Look at all the different ways you can promote your event. Design some posters and put them up in your area, put a notice in the local newspaper, parish bulletin, or on local radio. Update your social media pages and any local event pages. Tell people about your event, and encourage them to spread the word too.

Remember to get in touch with us if you would like to use our logo on any printed material you are designing. We can supply you with the correct version. All materials with the Jigsaw logo need to be sent to us at [fundraising@jigsaw.ie](mailto:fundraising@jigsaw.ie) for final approval before going to print.

### Cash handling

Please make sure of your own personal safety when handling cash. Don't count money in a public place, and always ensure that two people are present. Both individuals should verify the amount counted, and include their initials on the cash sheet. It's important to keep a record of all expenses and receipts associated with the event. Please return all funds raised as soon as possible after your event.

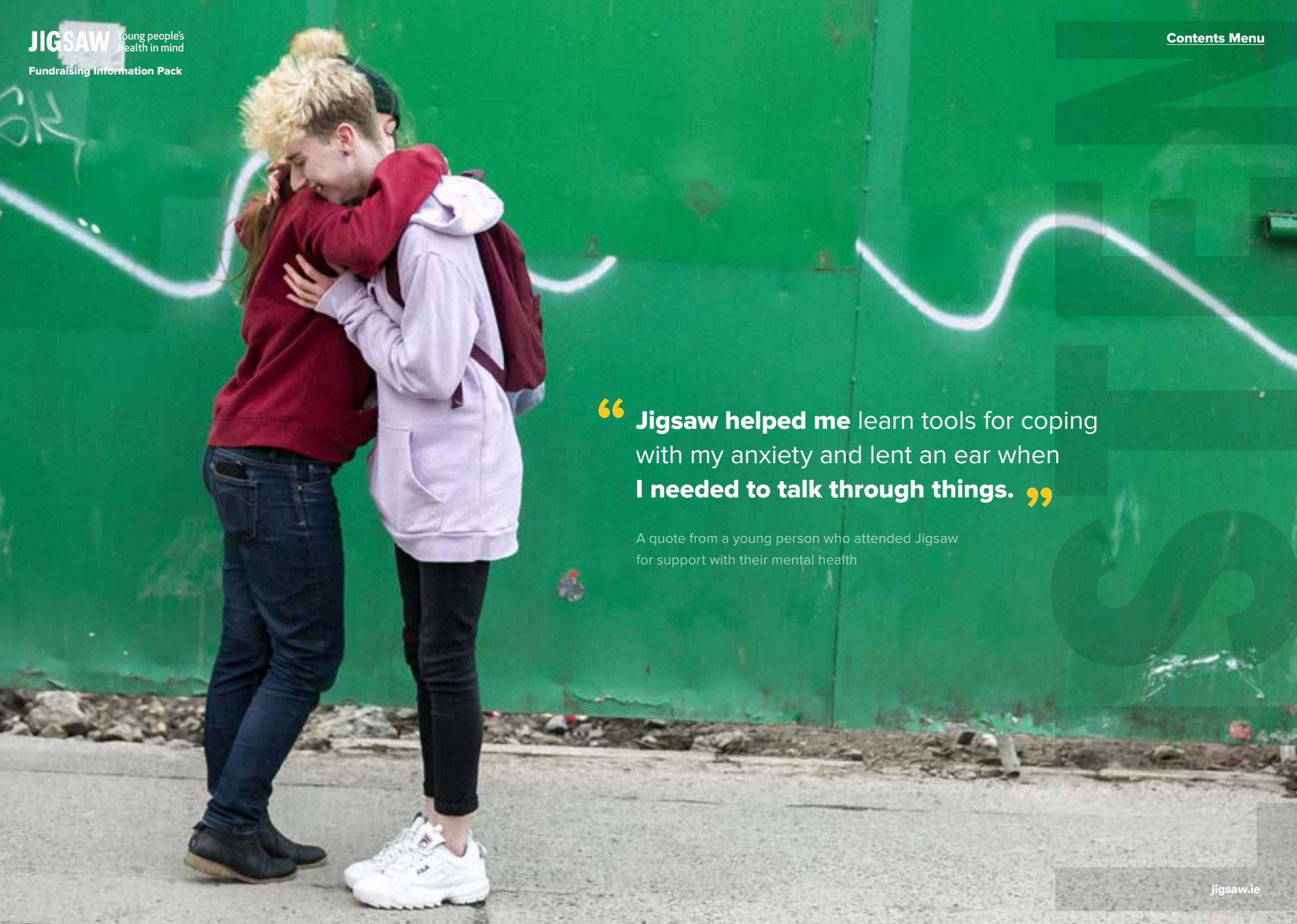




## Some fundraising ideas

Looking for some inspiration on what you could do for Jigsaw? Look no further...

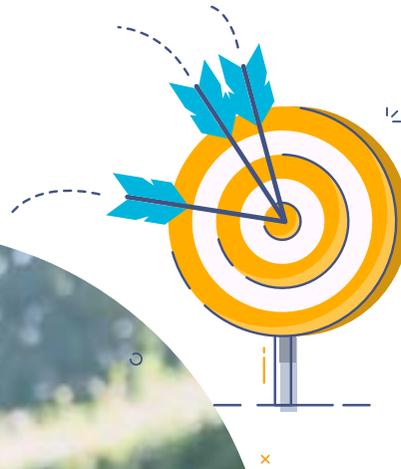
- J** is for jumble sale, juggling, jigsaw puzzle, or jewellery making.
- I** is for international food dinner party, or industry talk.
- G** is for garden party, golf tournament, gigs, or games night.
- S** is for school fair, sponsored marathon; bike ride or swim, sky-dive, or shave.
- A** is for art exhibition, auction, afternoon tea-party, or arts and crafts.
- W** is for wine tasting evening, wellbeing day, wheelbarrow racing, walk, wax, or wedding favours.

A photograph of two young people hugging in front of a green wall with graffiti. The person on the left is wearing a red hoodie and dark jeans, while the person on the right is wearing a light purple hoodie and black leggings. The background is a green wall with white graffiti, including a large 'S' shape. The overall mood is supportive and caring.

“ **Jigsaw helped me** learn tools for coping with my anxiety and lent an ear when **I needed to talk through things.** ”

A quote from a young person who attended Jigsaw for support with their mental health

Lauren's story, watch the video...



## Reaching your fundraising target

Deciding to raise funds for a great cause can seem a bit daunting at first, even to the most experienced fundraisers. The following tips are designed to help you get the most from your efforts, and have a bit of fun along the way.

### Set a target

The first thing to do when you decide to raise money for Jigsaw is to set yourself a target. Make sure it's achievable, so you stay motivated and feel like you're making progress.

### Contacts! Contacts! Contacts!

Make a list of all the people you know who you can ask for a donation, or to help you in your fundraising efforts. This could include family, friends, work colleagues, neighbours or any clubs and societies you are a member of.

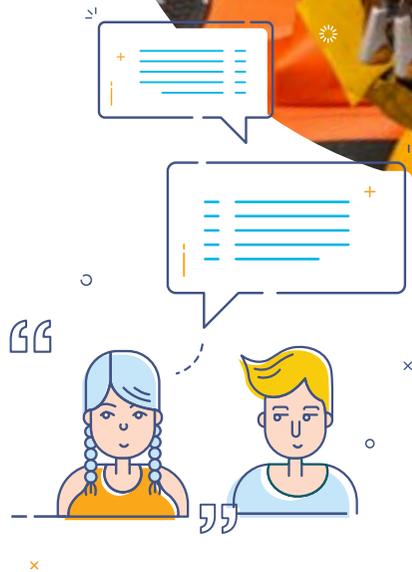
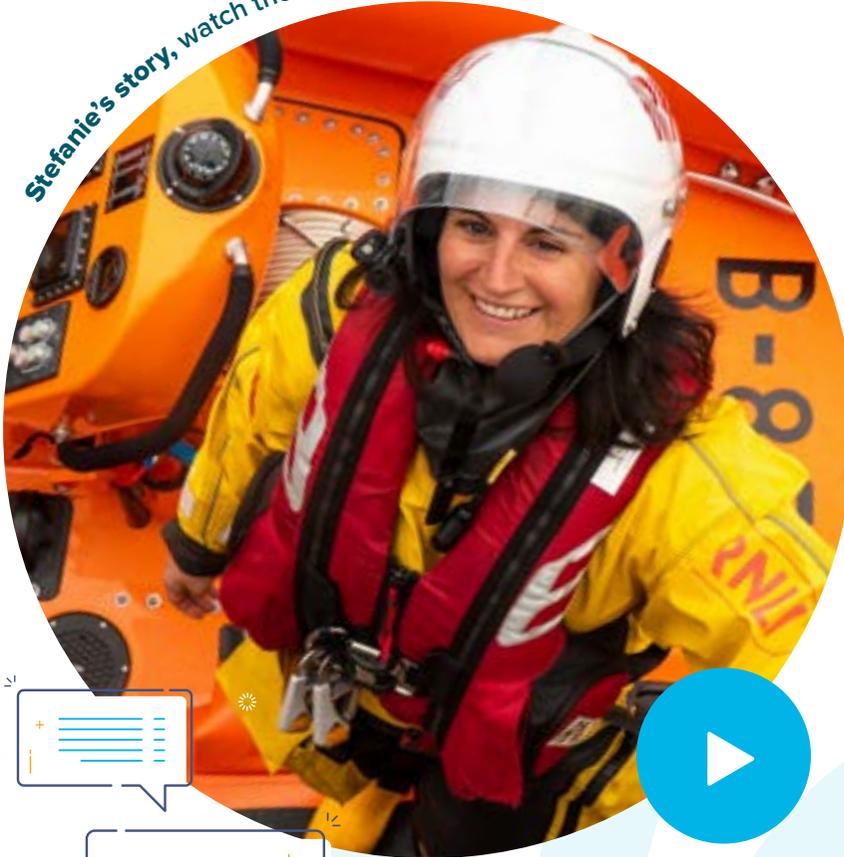
### Match funding

Sometimes companies operate a match funding scheme, which means they will match the amount raised by an employee up to an agreed amount e.g. €500. This is an easy way to seriously boost your fundraising efforts, so don't forget to check it out with your employer.

“That was the hardest for me, going through the doors. When I did everyone was lovely, they offered me a cup of tea, there was biscuits. Everyone was so lovely.”

Lauren, 20, Lauren's story

Stefanie's story, watch the video...



### Online Fundraising

You can raise funds for Jigsaw through [idonate.ie/jigsaw](https://idonate.ie/jigsaw) which is an easy way for people to sponsor you. All you need to do is click '**Start fundraising**' to create your personalised fundraising page.

Remember to personalise your page and explain why you are raising money for youth mental health. Set your fundraising target, fundraising pages with a target receive on average 40% more donations than those without. Share your page via your email and social media pages. All funds raised online will be paid directly into our bank account at the end of each month, giving you one less thing to worry about.

“ As a teacher, I can see the difficulties young people go through and the challenges they face... We've had a massive link with Jigsaw in the school here. **Lots of young people I know have engaged in the service and find them really helpful.** ”

Stephanie, Jigsaw supporter and 2019 Revolution x Jigsaw captain



### Sponsorship cards

We are happy to provide you with sponsorship cards to use to collect money from people you know. All our sponsorship cards are pre-numbered. We also ask that you return all used and unused sponsorship cards to us following your event for governance purposes.

### Maximise your funds

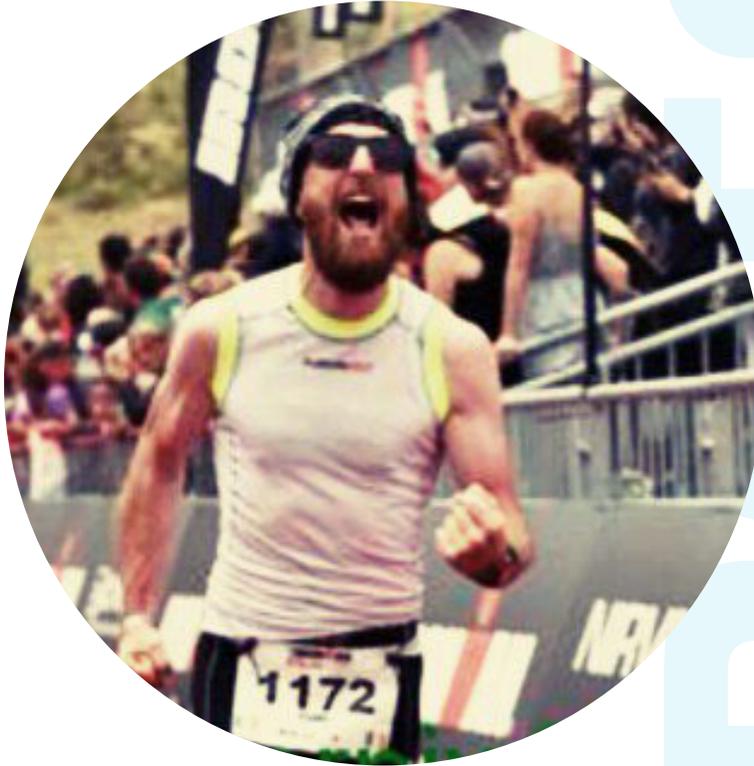
Consider if there are other ways you can increase the amount of money you raise. Maybe you could organise a raffle and source prizes from local businesses in your area?

Remember, don't forget to **keep asking**. It usually takes more than one email to get a response. Think about **when** you ask people to support you as well. Time your emails to when you know people are feeling flush - payday usually works well!



“ **It was an amazing experience.** The people that are involved in Jigsaw are inspiring. So being asked to be a Revolution x Jigsaw captain was unreal. ”

Róisín, Jigsaw supporter and 2019 Revolution x Jigsaw captain



“ **Mental health issues can affect anybody,** and I have seen the impact on young people in my local community ”

Colin, Jigsaw supporter and fundraiser

## Our inspiration

**Every year, hundreds of individuals run, swim, bake, cycle, climb and organise events to raise vital funds for Jigsaw. Read some stories of people who did it their way.**

### Meet Colin

**Colin took on the Ironman 70.3 in Barcelona and raised funds for Jigsaw.**

“I've always been involved in sport and I'm a keen runner. Last year, inspired by my brother and encouraged by family and friends, I decided to go learn how to swim (I couldn't do a pool length) and compete in a triathlon.

For my 30th birthday I decided to up the stakes and take on an Ironman challenge, while raising awareness and funds for Jigsaw at the same time.

I wanted to help remove the stigma around mental health. Mental health issues can affect anybody, and I have seen the impact on young people in my local community.

The trip was all paid for by myself, and all funds raised went directly to Jigsaw.”

Gabriel's story, watch the video...



“ **The fundraising part was easy,**  
I just set up a fundraising page online ”

Gabriel, Jigsaw supporter and 2019 Revolution x Jigsaw captain

### Meet Gabriel

**Gabriel took on our virtual cycling challenge, Revolution x Jigsaw.**

“I suppose every generation has its tough aspects, and growing up as a child I would have found different things difficult. When you see a charity like Jigsaw you go “wow”, if that was there when I was growing up through my teen years and that, it would have probably been something I would have used.

The fundraising part was easy, I just set up a fundraising page online and very generous family members, friends and acquaintances all contributed to helping me raise the money.

Cycling is huge for me. It's a thing you can do with people or you can do on your own. It's that headspace, it's just that time away. You can leave the house and whatever thing is in your head can be there, but as soon as you start pedaling the bike, it's gone.”

“ If anyone I know needed someone to talk to, I **would recommend Jigsaw.** ”

A quote from a young person who attended Jigsaw for support with their mental health



## How to pay your money in

**Well done. You've done it. Your fundraising event is complete, and now you're looking to pay your money in.**

We have a few different ways that you can do this to make it as easy as possible:

### Online

You can log on to [jigsaw.ie](https://jigsaw.ie) and pay in your money with a credit or debit card through our donations page. We will receive notification of your donation and will issue a receipt accordingly. Please reference your fundraiser when making a donation.

If you chose to set up an online fundraising page using [iDonate.ie](https://idonate.ie) then the funds will automatically be sent to our bank account at the end of the month.

Gary's story, watch the video...



“ I know Jigsaw have been around for some time, and from my own perspective **I just wish I'd known about them when I was younger. Because I know myself that I would've benefitted hugely from them.** ”

Gary, Jigsaw supporter and 2019 Revolution Captain

### Bank transfer

You can pay your money directly into our bank account online, or any Bank of Ireland branch. Please get in touch with us to confirm the date you paid the money in and the amount, and we can acknowledge your donation as soon as possible.

Our bank account details are:

**Bank:** Bank of Ireland

**Account Name:** National Centre for Youth Mental Health

**IBAN:** IE38BOFI90149093704516

**BIC:** BOFIE2D

### Post

You can send a cheque, bank draft, or postal order, made payable to Jigsaw to the following address:

### Fundraising team

**Jigsaw**

16 Westland Square,

Pearse Street,

Dublin 2

DO2 V590



## Get the word out

We will do our best to support you in raising money for Jigsaw. Here are some of the ways we can help you to get the word out about your event.

### Merchandise

We can provide you with information leaflets, t-shirts, buckets and sponsorship cards, and more. We would ask that items such as buckets and sponsorship cards are returned to us as soon as possible after your event.

### Promotional materials

If you are designing promotional material for your event, you should state that the event is 'in aid of/supporting Jigsaw'. For example, 'Cake Sale in aid of Jigsaw' or 'Quiz night to support Jigsaw.'

### Our logo

× We are happy to provide you with the correct version of our logo, and guidelines for usage on any promotional materials you are producing.

○ A final proof of all promotional materials with the Jigsaw logo should be sent to us for approval before going to print. You can send it to [fundraising@jigsaw.ie](mailto:fundraising@jigsaw.ie)



### **Sponsorship**

Approaching local businesses for sponsorship or prizes is a great way to support your event. Let us know if you have plans to approach third parties, as we may already have a relationship or contact there.

### **Media activity**

Please keep us posted with any media activity that you plan. We are happy to provide a quote for media releases and share your activity across our social media. Please let us know if you would prefer not to be included in our social media.

### **Cheque presentation**

When you have raised your funds, we are happy to attend (where possible) or invite you into our national office, or your nearest Jigsaw service, for a cheque presentation. We would love to use photos or details of your event in our communications, including our website, newsletter or on social media. If you are not happy for us to use your photo, please let us know.



“ Jigsaw helped me to learn a lot about my fears and how they affect the way I feel. ”

A quote from a young person who attended Jigsaw for support with their mental health

Ricky's story, watch the video...



## How your money makes a difference

**“Jigsaw really helped my little sister when she was in need.**

I will never forget the work they have done for our family, and for that I will be forever grateful. We would not be where we are today without their hard work and dedication.

You never know who is suffering around you. That’s why it is so important to support Jigsaw, so they can support others.”

**We know that all over Ireland, young people are facing serious issues with their mental health. Increasingly, young people feel worried and afraid, unsettled, alone.**

By organising a fundraising event for Jigsaw, you are helping to provide the expert information, practical support, workshops and online courses young people urgently need.

Your support will help make a real difference to the lives of young people right across Ireland.

**Thank you.**





## The important legal stuff with fundraising

**Jigsaw are fully committed to the highest standards of good practice, and to ensuring that all of our fundraising activities are legal, respectful, honest and open.**

We ask all of our volunteer fundraisers to adhere to these guiding principles of respect, honesty, openness and compliance with the law in all fundraising activities in aid of Jigsaw.

### Permits and licenses

Depending on the type of event you are organising, you may need to apply for a permit or licence. It's important to think this through well in advance, so that you are well prepared in the lead up to or on the day of your event. If you are in any doubt, please contact us by emailing [fundraising@jigsaw.ie](mailto:fundraising@jigsaw.ie)

### Public collections

If you are holding a collection on private property, such as a shopping centre or supermarket, you will need to get permission from the centre/shop manager. You may also be required by the manager to provide the following:

- Gardai permit
- Letter of authorisation from Jigsaw stating you have permission to raise funds on our behalf. We will supply you with this, once you have returned your event registration form and it has been approved.



If you are organising a collection in a public location, such as on the street, park or church gate collection, you will need to obtain a collection permit from the Gardai. You will need to contact your local station and fill out an application form. The process can take up to three months in some areas, so be sure to get your application in well in advance.

### **Bag-pack**

You will need to get permission from the manager of the shop in order to carry out a bag-pack. If you are planning on raising money this way, it is important to try and book your dates as far in advance as possible. Dates, especially weekends, fill up fast!

You will also need to provide the manager with a letter of authorisation from Jigsaw.

### **Raffles and prize draws**

Raffles are a great way of boosting your fundraising efforts. If you are organising a raffle in a private setting, and the value of the prize is less than €4k, then you don't need to apply for a licence. However, if you are selling raffle tickets publicly, and the value of the prize is over €4k, then you will need to organise a lottery licence.



# THANK YOU.

## **Thank you so much for supporting Jigsaw.**

Your help means we can be right there to support young people when they need us most.

## **We are Jigsaw.**

**At Jigsaw, we understand and support young people's mental health.**

We are a community of professionals, supporters, and volunteers with a shared belief in an Ireland where every young person's mental health is valued and supported.

Both online and in our services around the country, we give advice and support to help young people aged 12–25 years-old.

We give families, educators, and those who support young people's mental health ways to cope and the skills to be there for young people.

We share our knowledge and expertise, and together use our collective power to change attitudes and make sure that youth mental health is a local and national priority.

If you, or someone you know needs mental health support, we are here for you. Visit [jigsaw.ie](https://www.jigsaw.ie)

**JIGSAW** Young people's  
health in mind

