



CLAPA's Big Garden Party!

Ideas, resources and tips for hosting your
garden party for CLAPA this summer



Registered with
**FUNDRAISING
REGULATOR**



fundraising@clapa.com

CLAPA 
Cleft Lip & Palate Association



Contents

Welcome	2
Planning Your Party	3
Decide On Details, Promote Your Party, Food and Drink	3
Fun and Games, Talking About Cleft	4
Fundraising	5
Fundraising ideas	5
Setting Up Your Fundraising Page	6
Online Fundraiser Tips	7
Your Party, Your Way	8
Get In Touch	9
Important Things To Think About	10
Donating to CLAPA	14
Children's Games	15
Thank You!	17

Welcome

This August, you're invited to join CLAPA's Big Garden Party! This is your opportunity to bring friends and family together to have fun, raise funds, and help get everyone talking about cleft lip and palate with your own garden party.

Wherever you host your party and no matter the size, it will be a fantastic way of bringing everyone back together again.

In this pack you'll find lots of hints and tips about running your garden party, from fundraising ideas to children's games and information about paying in donations.

When you sign up to join CLAPA's Big Garden Party, you can request lots of extra goodies, including CLAPA bunting, CLAPA cake toppers, balloons, t-shirts, posters, and lots more!

[Sign Up](#)



Planning Your Party

Decide on the details

- ✓ Date and time
- ✓ Venue
- ✓ Guestlist
- ✓ Food and drinks
- ✓ How you'll fundraise



Promote your party

Send out your invitations, hang posters in your window for your neighbours to see and use social media like your street's WhatsApp Group to get the word out about your event.



Food and drink

Plan what food and drink you'll provide. If you're not sure where to start, [BBC Good Food](#) has dozens of tried and tested recipes, from classic Victoria Sponges to tasty cocktails and mocktails! You could ask friends and family to help by donating a dish or bringing along cake or other treats to your event. You could also ask your local supermarket if they might donate some goodies to help support your fundraising for CLAPA.

We can help by providing a letter of authorisation to take to local businesses, and CLAPA-branded cake toppers to help your baked goods stand out. [Get in touch today!](#)

Fun and games

Keep the little ones (and the big ones) entertained with some party games! We love traditional games like 'Pin the Tail on the Donkey' and 'Musical Statues', plus you can find some ideas to get you started at the end of this pack. Why not ask your guests to bring along their favourite party game ideas too?



Talking about cleft

If you feel comfortable doing so, your garden party is a fantastic time to raise awareness by talking about your personal experiences of being part of the cleft community. You could also use our myth busting resources , as conversation starters.



Fundraising

There are lots of different ways you could fundraise for CLAPA during your garden party. You could:

- Ask people for suggested donation to attend your event, then share your fundraising page in advance and a link or QR code on the day for cashless donations
- Hold a bake sale as part of your event, selling sweet treats
- Run a 'Guess the Weight of the Cake' or 'How Many Sweeties are in the Jar?' fundraiser
- Hold a fancy dress garden party, with a donation for entering and a small prize for the winner

You could sell CLAPA merchandise at your event, and we can also provide a CLAPA collection box for donations on the day. For safety reasons, we suggest keeping money-handling to a minimum by letting people know you can't give change from donations.

Contact our friendly fundraising team on fundraising@clapa.com with any questions or for more exciting fundraising ideas!

Fundraising with JustGiving

JustGiving is one of the most popular fundraising platforms and it is very simple to set up a fundraising page. JustGiving now passes their optional fees onto donors so that even more of the money you raise goes to CLAPA.

You can also add a QR code to your fundraising page to make it even easier for people to donate.



[Set up a JustGiving page](#)

Facebook fundraising

If you're on Facebook, chances are you've seen your friends and family setting up Facebook Giving pages for their favourite causes. There are three fantastic reasons why this is becoming so popular: it's quick and easy, it's free, and (best of all) 100 % of the funds raised go to charity. In 2020 alone, fundraisers through Facebook raised over £50,000 for CLAPA!

[Set up a Facebook Fundraiser](#)

If you have any questions about setting up your garden party fundraising page, contact fundraising@clapa.com to get in touch!

Online fundraiser tips

- ✓ **Set a target:**
Pages with a fundraising target raise 46 % more!
- ✓ **Tell a story:**
Explain why you're fundraising for CLAPA and make it as personal as you're comfortable with. Our '[Your Stories](#)' page has lots of helpful tips to get you started.
- ✓ **Share it far and wide**
Post it, tweet it, WhatsApp it, pop it up on your work intranet. JustGiving has some great tips to help you promote your fundraising [here](#).
- ✓ **Say Thank You!**
Say thank you and celebrate every penny donated to your fundraiser. Post some pictures of your event (with the participants' permission) to thank your guests for their support. You may also get some donations from those who weren't able to attend!





Your Party, Your Way

Your garden party can be as big or small as you like! You could invite your friends, family, colleagues, or your whole street (in line with government guidelines). You could host your party in your own garden, or at work, your child's nursery, or even a local park (with permission!).

We've suggested the month of August in the hope that summer will smile upon us, but you can hold your Garden Party whenever suits you.

Your event could be as simple as putting out a few shop bought cakes, or you might string up a few fairy lights or some CLAPA bunting, or even go for a theme like a Teddy Bears Picnic or Tea Party!

No matter how you join CLAPA's Big Garden Party, you'll be bringing people together, raising much needed awareness of cleft, and helping CLAPA to be here for the UK cleft community now and in the future.



Get In Touch!

We are very happy to provide you with free materials for your garden party, including:

- ✓ 2 CLAPA t-shirts
- ✓ Leaflets
- ✓ Balloons
- ✓ Stickers
- ✓ Reusable bunting (tip - save this for future fundraisers!)
- ✓ Cake toppers
- ✓ PVC banners

We also have a selection of merchandise that you can sell at your event to help with your fundraising:

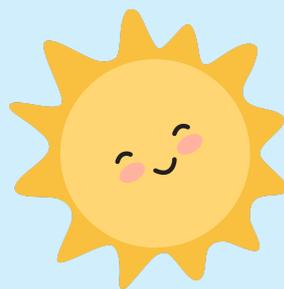
- ✓ Trolley coins
- ✓ Pin badges
- ✓ Adult wristbands
- ✓ Child wristbands
- ✓ Tote shopping bags

Make sure you share your efforts, stories and photos with our friendly fundraising team at fundraising@clapa.com so we can help support you and celebrate your success!

Important Things To Think About

Weather

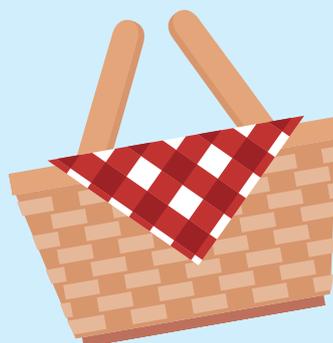
Try to avoid the hottest part of the day for your activity and provide some sort of shade for your guests if possible (don't forget the sunscreen!). Consider what you will do in case of bad weather - can you move the activity indoors (guidelines permitting) or provide a gazebo?



Food Hygiene

Please take great care when handling food and work to basic rules for safe preparation, storage, display and cooking. You can find lots of advice from the Food Standards Agency on their website:

www.food.gov.uk



Photography

If you take any photographs at your event, it is essential to make sure you have permission from each person before publishing them either in printed format or online (including social media). This is especially important when the photos include children.

First Aid

First Aid can save lives. You can get advice from St John's Ambulance (www.sja.org.uk) or the Red Cross (www.redcrossfirstaidtraining.co.uk)

Health and Safety

Any event needs to be assessed to make sure any potential risks to both organisers and attendees are considered and minimised as much as possible. This means completing a Risk Assessment Form. You can find a risk assessment template and guidance on how to complete it on the Health and Safety Executive website: www.hse.gov.uk/simple-health-safety/risk/index.htm

Alcohol and Public Entertainment License

If your event involves the sale of alcohol and/or live or recorded music, dancing, showing of a film or performance of a play, an indoor sporting event, or any entertainment of a similar nature, you may need a license. Speak with your Local Authority, the police and any other relevant party as necessary.

Raffles

Raffles are a fantastic way to boost the income from your event. The Gambling Commission has strict rules for how they should be organised, so it's important to make sure you have the relevant permission in place.

For small or incidental raffles/lotteries held in aid of a charity, where ticket sales take place during an event, then you do not need a license. However, there are certain conditions that must be met:

- The raffle cannot be the main reason for the event.
- You will need to issue physical tickets so that the winner can be identified.
- You can take a maximum of £100 of proceeds to cover the costs of the raffle and a maximum of £500 of proceeds to cover the cost of prizes. Prizes can also be donated.
- You need to announce the winner of the raffle to all those who have bought tickets but this can be done either during the event or afterwards. It is recommended that you let people know when the winner will be announced.
- Prizes cannot roll over from one raffle (incidental lottery) to another.

If you plan to run your raffle/lottery over a longer period of time or sell tickets to friends and family through social media/online or at more than one venue, then a license is required.

It is important that you contact CLAPA before organising this kind of raffle and before selling any tickets so that we can make sure that it is set up correctly and complies with gambling law.

If you want to know more about organising a raffle or lottery, you can visit the Gambling Commission's website www.gamblingcommission.gov.uk

If you have any questions about raffles, safety, or anything else related to your party, our team are happy to help. Get in touch by emailing fundraising@clapa.com.



Donating To CLAPA

You can pay in the funds raised in the following ways.

By cheque

Please send a cheque made payable to CLAPA to our address below. Make sure you tell us you've been part of CLAPA's Big Garden Party and include your name and address so we can send you a thank you.

CLAPA
The Green House
244-254 Cambridge Heath Road
London
E2 9DA

By bank transfer

Barclays Bank Plc
Sort Code: 20 – 37 – 83
Account No: 60588806

Please add GP21 and your name as a reference and send an email to fundraising@clapa.com to let us know that you have transferred funds so we can thank you.

You can pay cash or cheques directly in to any Barclays Bank branch. You'll need a paying in slip which we can send you along with any fundraising materials you've asked for. Please remember to add GP21 and your name as a reference.

Children's Games

Scavenger Hunt

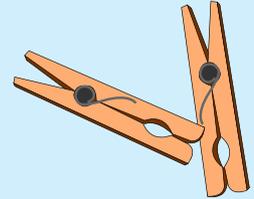
Come up with a fun list of things that can be found in your garden, and give the children a limited time to spot them all! For example, you could have 8 items on your list and give the children 5 minutes. Whoever finds all their items first, wins! Here's an example:

<input type="checkbox"/>		Leaf	<input type="checkbox"/>		Feather
<input type="checkbox"/>		Stone	<input type="checkbox"/>		Bird
<input type="checkbox"/>		Flower	<input type="checkbox"/>		Stick
<input type="checkbox"/>		Insect	<input type="checkbox"/>		Seed

You could also theme your scavenger hunt by colours, textures, or letters, for example 'something green', 'something soft', 'something cold', 'something beginning with F'.

Clothes Peg Tag

Get each child to decorate a clothes peg with pens, googly eyes and stickers. Pop a decorated clothes pegs on to the back of each child's t-shirt. When you say 'go' the children try and grab each others clothes pegs without somebody else winning theirs. The one with the most clothes pegs wins that round.

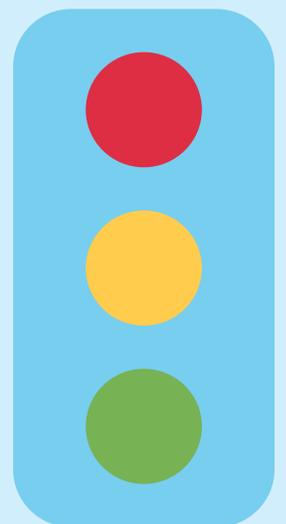


Star-Shaped Bubble Wand

Make your own DIY bubble wand by taking a wire coat hanger and bending it into a shape. We think a star works really well! Fill a washing up bowl with bubble solution and watch the little ones have lots of fun making giant bubbles!

Traffic Lights

One child is the 'traffic light' and stands with their back to the other children at a short distance (around 6 metres). The 'traffic light' yells out 'green light' which means the other children can start moving towards them. The 'traffic light' then calls 'red light' and turns around. If any child is caught moving on the 'red light' then they are out. The winning child is the first one to tag the 'traffic light'. If the 'traffic light' gets all the players out before they reach them then they win. Children take it in turns to be the 'traffic light'.



Board Game Fun

Get guests to bring any board games they have at home. Pick from the variety of choices and play them in the garden.



Thank You!

Thank you for joining CLAPA's Big Garden Party!

With your help, we can keep providing Welcome Packs and information about cleft for new parents, working with young people to create resources for other young people, bringing adults born with a cleft together, and supporting cleft research to make sure nobody goes through their journey alone.

Everything we do is possible because of you. Thank you so much for supporting our work this summer.



CLAPA have helped me and my family through a tough time in our lives. From day one of finding out at my partner's 20 week scan that our son had a cleft lip and possible palate, CLAPA have been there to guide and support us through the unknown. As a family we could not thank the CLAPA team enough. CLAPA will always be a charity that is close to our hearts and we will continue to support and raise awareness. Thank you CLAPA for all your hard work we couldn't have got through it without you.

- Parent with a child born with a cleft



fundraising@clapa.com



clapa.com

