



COMMUNITY FUNDRAISING PACK

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WELCOME

THANK YOU FOR YOUR INTEREST IN RAISING MONEY FOR HIJINX



We are a Registered Charity (No. 1078358) and one of the UK's leading inclusive theatre companies.

Based in Wales, we work nationally and internationally to make the arts and society more inclusive of learning disabled and autistic people, who are significantly underrepresented.



WHAT WE DO

We provide professional performance training for actors with learning disabilities and/or autism in Wales, create bold, authentically inclusive theatre productions and films, and provide the only community drama provision specifically for learning disabled and autistic adults and young people.

We also secure paid employment for learning disabled and autistic actors in TV, theatre, and film, and provide award-winning disability awareness training co-led by actors with learning disabilities and/or autism.

Your fundraising helps make all this possible. It supports over 160 Hijinx actors and participants to train, perform and thrive — whether professionally or simply for the joy of being creative.

VICTORIA



Bag for Life - Kirsten McTernan

“Hijinx has changed my life. It’s awesome to be with Hijinx, you feel free and that you’re doing more with your life. You get opportunities that you don’t expect to happen.”

Victoria Walters, Hijinx Actor

JUST A LITTLE GOES A LONG WAY...



£10



could provide a sensory tool, like a stress ball or fidget spinner, making it easier for an individual with a learning disability or autism to build life-skills, confidence, and make friends.

£30



could provide costumes and makeup, transforming a rehearsal or performance into a magical experience. For many learning disabled and autistic people, this is more than just a costume—it's a rare opportunity to feel confident, celebrated, and part of something special.

£50



could cover the cost of hiring an accessible venue for one session, providing a safe, inclusive space where people with learning disabilities and autism can express themselves, form lasting friendships, and build life skills.

£100



could fund a workshop led by a skilled tutor, offering life-changing experiences that teach vital life skills like communication, teamwork, and self-confidence.



Lost and Found - Jonathan Dunn

We're so grateful you're here.

Whether you're planning a bake sale, quiz night, sponsored silence or something totally original, this pack is full of ideas, inspiration and practical tips to help you make it happen.

Already know what you want to do? Register your fundraising event here: [Community Fundraising Registration Form](#).

**LET'S GET
STARTED...**

SECTION 1. DO YOUR OWN FUNDRAISING



Got your own idea? Amazing!

Whether it's big or small, a solo challenge or a community event with your club or group, your creativity can help transform lives.

You could walk, bake, dance, paint, knit or karaoke your way to raising funds for opportunities in the arts for learning disabled and autistic people.

We can provide posters, sponsorship forms, and even a letter confirming your event is fundraising for Hijinx. Check out [Section 3](#) ([pages 22 - 23](#)) for more details!

Need inspiration? Try our [A - Z of fundraising ideas](#) on [pages 11 - 14](#)!



A - Z OF FUNDRAISING IDEAS...

A - N

A

Art sale (sell your drawings, paintings or crafts)



B

Bake sale



C

Colouring competition



D

Dog walk for donations



E

Egg and spoon race



F

Fancy dress day



G

Give something up (chocolate, TV, social media, fizzy drinks)



H

Hat day (wear your silliest hat!)



I

Indoor games night



J

Jumble sale (sell old toys, books or clothes)



K

Karaoke afternoon



L

Litter pick (get sponsored to clean up your local area)



M

Marathon



N

Name a teddy (people donate to guess the name, if they guess correctly they win the teddy!)



O

Obstacle course in your garden or local park



P

Puzzle challenge (how many puzzles can you complete in an hour?)



Q

Quiz night (online or in person)



R

Readathon (get sponsored to read books)



S

Sponsored walk, wheel, scoot or skip



T

Tea party with friends, family or neighbours



U

Unplug for a day (no phones or tablets!)



V

Video game tournament



W

Wear your favourite colour day



X

X marks the spot! Create a treasure hunt



Y

Yes Day (say yes to everything for donations!)



Z

Zip your lips (a sponsored silence!)



Already got something in mind?

Register your idea [here](#) – we'd love to hear from you!

Please keep your fundraising safe – and make sure it follows the rules. You'll find helpful tips and dos and don'ts in [Section 6 \(page 30 - 39\)](#). Read these to help keep everything legal, safe and fun!



Enter the Robots - Kirsten McTernan

SECTION 2. CELEBRATE AND DONATE



Celebrating something special? Make your birthday, wedding, anniversary or retirement even more meaningful by supporting Hijinx.

Instead of gifts, why not ask friends and family to donate to Hijinx? Or organise a fun activity on the day to raise extra funds.

Ideas for Special Occasions:



Birthdays

- Set up a birthday fundraiser on Facebook: ([link to set up a Facebook fundraiser](#))
- Host a themed party with a suggested donation
- Ask for donations instead of presents

Weddings & Civil Partnerships



- Ask for donations instead of gifts
- Add a Hijinx donation option to your wedding gift list
- Take on a fun wedding reception challenge like “Guess the length of the best man’s speech for £1”, a dance-off, or karaoke

Other milestones



Graduations, retirements, baby showers – whatever the occasion, we’d be honoured to be part of it. Celebrate with purpose – register your fundraiser here.

“The experiences I have had on stage are truly magical, and some of the proudest moments of my life. Hijinx is truly something that has the power to change people's lives for the better.”

Simon Richards, Hijinx Odyssey Participant

Doctor Dolittle's Wild Adventure - Kirsten McTernan

SIMON



Into the Light – Kirsten McTernan



SECTION 3. HOW TO IMPROVE YOUR FUNDRAISING



Promote it far and wide!



Share your fundraiser with your friends and family on Facebook, Instagram, WhatsApp, LinkedIn and email.



If you're running an event, put up posters in local cafés, libraries and community centres – please always ask permission first!



Ask your employer, club, or school to share it in newsletters.



People will love seeing your progress! Share photos, videos, or stories about why Hijinx matters to you and how you are fundraising for us. The more personal, the more powerful.

Use our free fundraising resources:

We can provide:



- Printable sponsorship forms
- Customisable posters (that can be printed and/or shared on social media)
- Letter of authorisation

When you fill out your fundraising registration form, please let us know which resources you would like and whether you would like Hijinx to share your fundraiser on our social media channels.

Don't forget to tag Hijinx in any social media posts you share: @HijinxTheatre



SECTION 4. WAYS TO RECEIVE DONATIONS

1. Recommended option: Give as you Live



Give as you Live
Donate



We recommend using Give as you Live Donate to set up a fundraising page.

It's easy to use, and donations go directly to Hijinx. Set up your fundraising page here: [Give as you Live Hijinx page](#).

2. Other online platforms



Other online platforms that donate directly to Hijinx (please note, some fees may apply):

 **Facebook** - set up a birthday or occasion fundraiser

 **Instagram** – share your challenge and use donation stickers in stories

 **JustGiving** – a well-known fundraising platform (note: there may be fees)

If you don't want to set up a fundraising page, you can encourage friends and family to donate directly via one of the 'Ways to pay in your donation' methods in Section 5 on page 28.

3. Cash collections



If you've raised money in cash:

-  Always make sure two adults count the money you have raised together
-  Keep it safe and secure
-  Avoid carrying large amounts of cash on your own
-  Pay in the money as soon as possible after your fundraising activity
-  You can pay it in via one of the 'Ways to pay in your donation' methods in Section 5, page 28
-  Please do not send cash in the post

4. Card readers and contactless payments

If you're using a card reader or contactless payment tool:



- ✓ Make sure it links to your own account or fundraising platform.
- ✓ Then donate the total raised to Hijinx using one of the options in Section 5 'Ways to pay in your donation' on the next page.

SECTION 5. WAYS TO PAY IN YOUR DONATION



By website



By phone: Call 02920 300331



By bank transfer: Email us for details



By post - Send cheques (payable to Hijinx Theatre) to:

Hijinx Theatre
Wales Millennium Centre
Bute Place
Cardiff Bay
CF10 5AL



By Give as you Live, Facebook, Instagram or JustGiving - the money will come directly to us, you don't need to do anything else.



PARENT OF PARTICIPANT



Pirates of the Odyssey Inn - Kirsten McTernan

“It sounds dramatic but [Hijinx] is a life changer. My daughter had no life, no friends, no good mental health, no confidence, literally no voice as she couldn’t talk to people, but now she is a changed person.”

Parent of Telemachus Participant

SECTION 6. FUNDRAISING DOS AND DON'TS!

To make sure your fundraising is safe, legal and respectful, please read this section carefully.



Dos

 **Keep it simple!**

You don't need to plan a big, complicated event —some of the best fundraisers are small, low-cost, and easy to organise. Every bit of support counts.

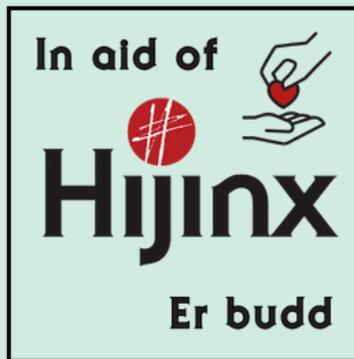
 **Make it clear you're fundraising in aid of Hijinx**

Your activity is independent and not organised by Hijinx Theatre. Please say you're fundraising "in aid of Hijinx" rather than "on behalf of Hijinx".

✓ Use our logo and downloadable materials

Once you register your fundraiser, we'll send you the official "In aid of Hijinx" logo, simple branding guidelines, and some printable resources to help you promote your fundraiser.

Please make sure we approve any materials using our name or logo before printing or publishing.



✓ Keep personal data safe



If you're collecting information (e.g. on a sponsorship form):

- Store it securely
- Only keep it as long as you need it
- Never share it without permission
- Dispose of it properly afterwards
- If you don't need people's names or contact info — don't collect it. The less data you gather, the less you need to worry about keeping it safe

Send completed sponsorship forms (with your contact details) to this email address or:

Hijinx Theatre
Wales Millennium Centre
Bute Place
Cardiff Bay
CF10 5AL



Be honest about where the money is going

Let people know clearly if all money is going to Hijinx, or if a portion will cover costs (e.g. venue hire or materials). Transparency builds trust!



Follow safety and risk advice for public events

- Think about accessibility, safety, food hygiene, and weather
- Consider doing a simple risk assessment
- Get any licenses or insurance you may need, especially for public spaces or food/drink sales
- Check with your local council if you're unsure
- Hijinx can't accept liability for your event but we're happy to advise!



Consider a Prize Competition or Free Draw instead of a raffle

They're fun, legal, and don't require a gambling licence:

- Prize Competition: People pay to enter and must complete a skill-based task (e.g. a quiz or puzzle)
- Free Draw: Entry is free, but donations are welcome. Everyone has an equal chance of winning whether they donate or not



Keep track of your income and expenses

Even for small fundraisers, it's good practice to write down what you raise and what you spend.

✓ Make it fun and inclusive

Choose activities that everyone can enjoy and consider access needs if you're planning an event.

✓ Say thank you!

Thank everyone who takes part or donates. A simple thank you goes a long way and makes people feel good about supporting your efforts.



Don'ts

✗ Don't say you're officially representing Hijinx

You're an amazing supporter fundraising in aid of Hijinx, but your activity is not an official Hijinx event.

✗ Don't do door-to-door or street collections

Hijinx does not permit any street or house-to-house collections. Instead, consider private venues (e.g. local shops, schools, community halls, or events) with permission.

 **Don't collect on private property without permission**

If you're collecting donations in places like shopping centres, theatres or someone's home, always get permission from the owner or manager first.

 **Don't pressure anyone to donate**

Be polite, respectful, and never make anyone feel uncomfortable about giving.

 **Don't block entrances, interrupt people at work, or collect while smoking or drinking alcohol.**

 **Don't involve children under 16 in ways that break the rules**

- No unsupervised children
- No public collecting
- No buying raffle tickets
- No photography without parental permission

 **Don't run raffles, lotteries or auctions without understanding the law**

Hijinx cannot support or accept liability for these types of events due to UK gambling laws.

✘ Don't forget to check if you need insurance

Some venues or activities may require public liability cover—check before you begin.

✘ Don't feel like you have to spend loads of money

You don't need a big budget to make a big impact. Keep costs low, get creative, and focus on fun!

✘ Don't forget to celebrate your efforts!

Take photos (with permission), share your success, and tag Hijinx—we love to cheer you on!



SECTION 7. FREQUENTLY ASKED QUESTIONS (FAQS)

How will the money I raise be used? It will go directly towards our work creating accessible, inclusive opportunities in the arts.

Can my donation go to a specific project?

Let us know when you fill out the fundraiser registration form and we'll do our best to honour your wishes.

How do I send in my donation? See [section 5 \(page 28\)](#) for all the ways you can pay in your fundraising.

What is Gift Aid? Gift Aid is a UK government scheme which enables registered charities in the UK to claim back tax from HMRC on donations made by UK taxpayers (more on this on [pages 43 - 46](#)).

Can you claim Gift Aid? Yes – if the donor is a UK taxpayer, we can claim an extra 25% at no cost to them.

Will I receive a thank you and updates?

Definitely! We'll send a thank you and let you know the impact your donation has had.

Can I use your logo? Yes! – please use the form to register your fundraiser and we will send you the official “In aid of Hijinx” logo and guidance.

Can you promote my event on your social media? Yes! – please use the form to register your fundraiser so we can support you on our social media channels.

Can I get something official to prove I'm fundraising for you? Yes – we can provide a letter of authorisation on request.

GIFT AID

Gift Aid is a simple way to make your donation go even further if you are a UK tax payer — at no extra cost to you.



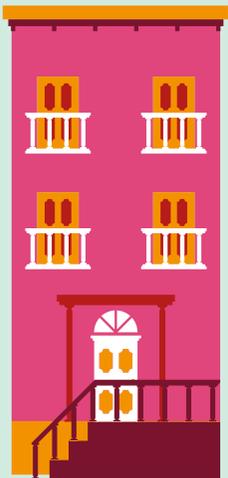
What is a UK taxpayer?

A UK taxpayer is someone who pays tax to the UK government.



This usually happens when you:

- Earn money from a job or your own business
- Receive a pension
- Make money from things like renting out property or earning interest on savings



You're a UK taxpayer if you pay:

- Income Tax (on your earnings)
- Or Capital Gains Tax (on profits when you sell something valuable)

You don't have to be born in the UK —but you must be living or working in the UK and paying UK tax.

If you're a UK taxpayer, we can claim an extra 25p for every £1 you donate through the Gift Aid scheme.

That means a £10 donation becomes £12.50 to Hijinx—just like that!

We can only claim Gift Aid on personal donations from UK taxpayers.

More information about Gift Aid:

Please note - if you say “yes” to Gift Aid:

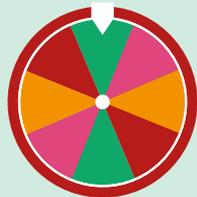
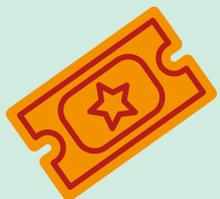
You must have paid enough tax in the same year to cover what the charity will claim back (25p for every £1 you give).

If you haven't paid enough tax, you'll have to pay the difference to HMRC — that means you'll be asked to pay HMRC the Gift Aid Hijinx claimed on your donation.

We can't claim Gift Aid on:



- Ticket sales
- Raffles, auctions or prize draws
- Collections or group donations (e.g. from a business, club or school fundraiser)



If you're collecting cash donations from friends or family, and they're happy to Gift Aid them, please ask them to fill in their details on our sponsorship form —you'll find one in the downloadable resources section of this pack.

Once the sponsorship forms are completed, please return to:

Hijinx Theatre
Wales Millennium
Centre,
Bute Place
Cardiff Bay
CF10 5AL

It's a small step that makes a big impact!



GET STARTED NOW



Interested in fundraising for Hijinx?

REGISTER HERE



NEED ANY HELP?

We're here to help you make your fundraising a success!



www.hijinx.org.uk



02920 300331



Contact us [here](#)



Hijinx Theatre
Wales Millennium Centre
Bute Place
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THANK YOU FOR YOUR SUPPORT.

If you have a complaint, please read our complaints policy [here](#) and follow the relevant information.


Hijinx

Registered with / Cofrestrwyd gyda'r
 **FUNDRAISING
REGULATOR**
RHEOLEIDDIWR
CODI ARIAN

