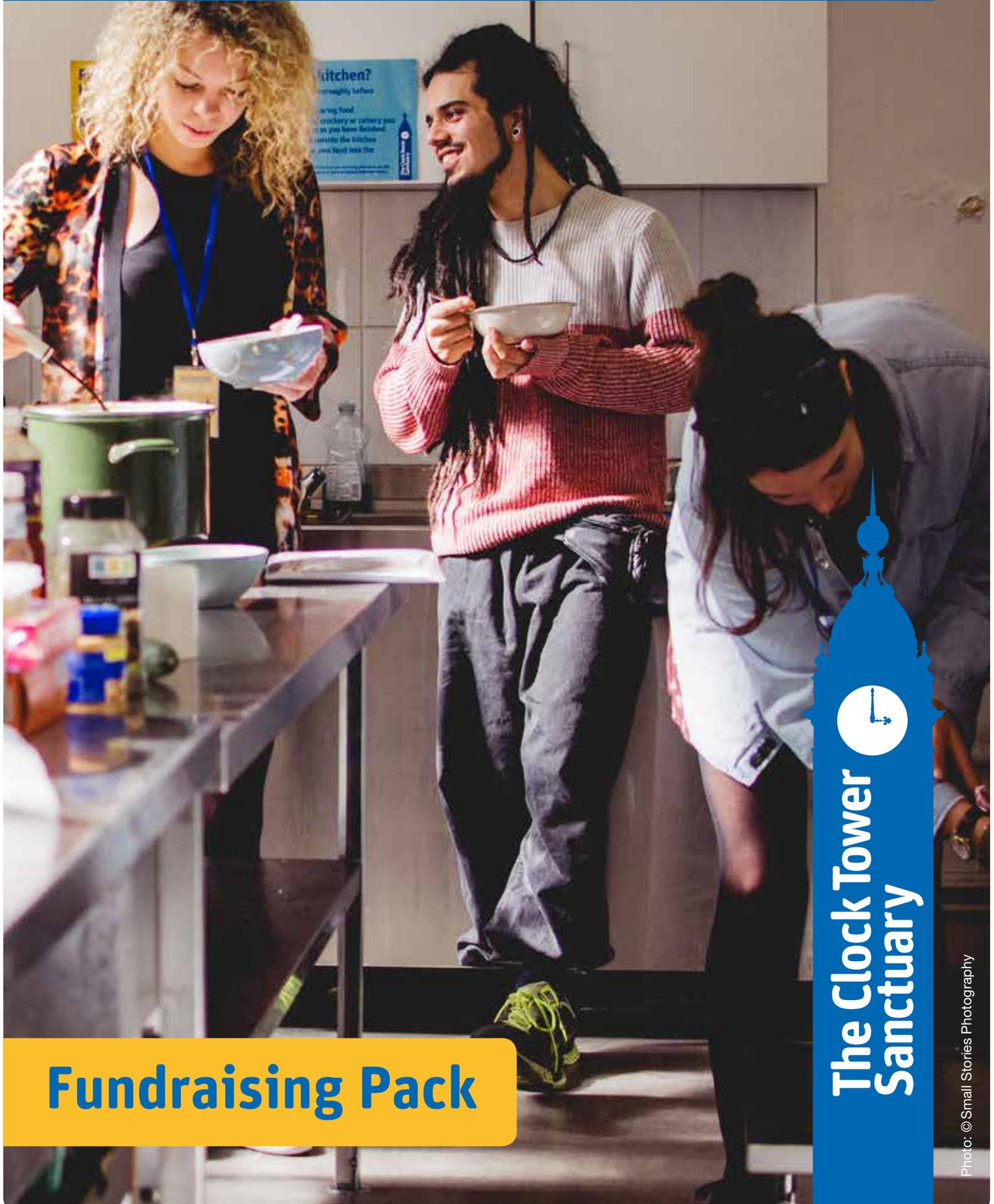


# The Clock Tower Sanctuary

Supporting homeless young people in Brighton & Hove



**Fundraising Pack**

The Clock Tower  
Sanctuary

# Thank you so much for choosing to fundraise for The Clock Tower Sanctuary and to support homeless young people in Brighton & Hove.

We hope this pack provides you with some inspiration of how to raise money – everything from running a brilliant bake sale to a killer karaoke evening or taking part in a tough triathlon!

We have included the following to help you along the way:

- ✓ Information about us, what we do and the young people we help
- ✓ How to stay legal and safe when you fundraise/organise an event
- ✓ How to get the money you've raised to us
- ✓ Poster to promote your event
- ✓ A-Z of fundraising ideas to help get you started
- ✓ Sponsorship form

## The difference your donation makes

In the UK, the life expectancy of a male rough sleeper is just 47 years old and just 43 for women (Crisis 'Homelessness Kills' 2011). We work with young people who are at a critical period in their transition to adulthood to prevent them from becoming part of this horrifying statistic. We can only do this with your support.

Everything you raise is used to keep homeless young people in Brighton & Hove safe and supported to get their lives back on track. By raising money you are doing a great thing – helping The Clock Tower Sanctuary to achieve our mission:

**“To prevent homeless young people from becoming part of the long-term homeless population”.**

**£5**

could pay for a young person to have a shower, wash their clothes and prepare and eat a hot meal.

**£20**

could provide a young person with new shoes or a shirt and tie to attend a job interview/wear on the first day at their new job.

**£200**

could train a volunteer to support young homeless people

**£500**

could pay for the centre to be open for a day



Photo: © Small Stories Photography

**Thank you!**

# What we do

The Clock Tower Sanctuary is the only drop-in service providing all-round information, advice and support to homeless young people (aged 16-25) in Brighton & Hove. Our centre is open 6 days a week.

We provide a friendly, bright, centrally-located, safe space for young people to engage with their peers and other visiting agencies – without the worry of having to share a service with older people who can be intimidating.

## We provide:

1

**Crisis Support Services** – including access to food, showers, laundry, computers, telephone, postal address and dentist visits to help young people cope with practical problems that arise from homelessness.



Photo: ©Szilard Florian

2

**Move-On Support** – via structured one-to-one caseworking, monthly activities, life skills and mentoring schemes to help a young person become unstuck, unlock their potential and prevent further decline with the goal to be able to live independently.



Photo: ©Small Stories Photography

3

**Community Involvement** – we are currently supported by over 45 volunteers. We love our volunteers and couldn't run our service without them – to carry out their role well they need to be knowledgeable, trained and supported every step of the way.



Photo: ©Szilard Florian

## Did you know last year we supported...

**253 clients**  
who visited  
our service  
**7,746 times**



**12**  
of our clients secured  
employment and  
**8**  
attended training  
programmes

We anticipate these numbers will increase due to issues including welfare reform and the potential moves to restrict housing benefit for 18-21 year olds.



# Who we help

**It may come as a surprise to learn that the majority of homeless young people who come to The Clock Tower Sanctuary are homeless because of relationship breakdowns meaning they have nowhere to call 'home'.**

Our clients have usually experienced extremely challenging early lives. Many come from broken or dysfunctional homes. Occasionally their early experiences include neglect and/or abuse in households where alcohol or drug dependence and/or violence are routine. Others may have behavioural or mental health problems that become unmanageable for their families.

When a young person leaves home because their situation has become unbearable, initially they often turn to other extended family and friends – sleeping on mates' sofas for a while – becoming part of the 'hidden homeless'. But this can't last forever. Once their hospitality has been exhausted, they may end up sleeping rough or in temporary/ emergency accommodation.

Faced with this situation, young people often experience a sense of crisis. They rarely have any funds, may have little support, be separated from friends and family and often lack the knowledge, skills, or confidence to stay safe and to deal with their situation. They are at risk of their lives spiraling out of control.

## That's where The Clock Tower Sanctuary steps in.

### Mark, 24 years old

Mark, originally from Hurstpierpoint, became homeless at just 18 years old. Due to a family breakdown he was left without any security or support and as a result, spent the next 4 years sleeping at different friends' houses and on the streets. "Sleeping rough is cold, lonely and you feel so vulnerable. Your whole focus is on just staying dry".

At 22 years old Mark moved to Brighton and was sleeping in a tent under Brighton Pier. After his first visit to The Sanctuary, Mark came to the centre almost every day. He was able to have a hot meal and a shower in a place he felt safe and welcome. "I was in a really bad way at the beginning. I was drinking heavily and just didn't care about anything, especially myself."

The Sanctuary quickly built a strong relationship with Mark, and with the volunteers' support, he accepted that he was dependent on alcohol and started to get help. Facing his fifth winter sleeping rough, The Sanctuary worked hard with Mark and a local housing organisation to help him secure accommodation.

At the beginning of the year Mark got the keys to his own room in a supported housing unit. With The Sanctuary's help and encouragement Mark has been involved with a community football project, which has re-sparked his aspirations. Mark has recently secured a full-time job... "next year I'd like to get into football coaching too".



Photo: © Small Stories Photography

“The Sanctuary is the backbone of where I am now and how much I have progressed. Without this place I would still be sleeping under Brighton Pier, it's as simple as that.”

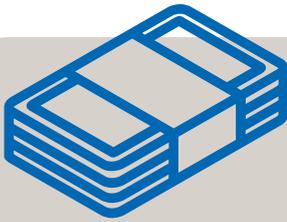
# Use social media to maximise your donations!

## Be proud and shout about your fundraising event

Get creative by personalising your JustGiving page. Add photos and write about why you have chosen to support The Sanctuary. When you set up your page JustGiving will provide you with lots of useful fundraising tips.

Use Facebook and Twitter to spread the word and share your online fundraising link with your friends, family and colleagues.

## How to get the money you've raised to us



**Pay cash into our account** by online transfer or at any Co-operative branch. Account name The Clock Tower Sanctuary, Sort Code 08-92-99, Account number 65472660



**Send us a cheque** made out to The Clock Tower Sanctuary, to our address: Wenlock House, 41-43 North Street, Brighton, BN1 1RH. Or drop off cash to us at The Sanctuary



**Donate via Paypal** by visiting our website and clicking on the Paypal button: [www.thects.org.uk](http://www.thects.org.uk)



**If you set up a JustGiving page**, the money donated comes directly to The Sanctuary [www.justgiving.com/theclocktowersanctuary](http://www.justgiving.com/theclocktowersanctuary)

Please include your name and address so that we can send you a thank you and keep in touch.

If you are a tax payer, don't forget to download and return a Giftaid form from our website. We can claim 25p for every £1 donated

*giftaid it*

## Don't forget!



Like our Facebook page [/thectsbrighton](https://www.facebook.com/thectsbrighton)



and follow us on Twitter [@thectsbrighton](https://twitter.com/thectsbrighton)

Sign up to our newsletter at [www.thects.org.uk](http://www.thects.org.uk)



## And finally...

Why not ask your employer if they would consider match funding you (e.g. your employer matches £ to £ everything you raise). It's always worth a try asking!

You can also get involved by volunteering! Visit our website for more information.



# Be Legal and Safe

## Raffles

Depending on the type of raffle, you may need a licence. For small raffles that are part of a bigger event, you do not need a licence as long as you sell tickets at the event and also hand out the prizes at the event (no cash prizes though).

The same applies to private raffles where you are only selling tickets to members of a club. The rules and regulations can change so please visit [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk) for the latest information.

## Collections

If you plan to hold a collection on private property, such as a pub or shopping centre, you need to gain permission from the owner or manager. If you collect on the street you must get a permit from the local authority for the area you wish to collect in. Make sure you leave yourself plenty of time to obtain the permit and please let us know in advance. Please don't collect money door to door – this is illegal without a licence.

If you wish to carry out a collection you must use a Clock Tower Sanctuary sealed collecting tin and carry an ID card (please call us on 01273 722353 or email [info@theacts.org.uk](mailto:info@theacts.org.uk) for a tin and ID card).

## Alcohol

If you are selling alcohol at an event you need a liquor licence, which you can apply for from your local magistrates' court. For longer events that run over a number of days, where you will be selling food each day, you need to register with your local authority. Entertainment such as singing, music or dancing at your event requires a licence. So if your venue does not already have a Public Entertainment Licence, you need to obtain one from your local authority.

Please let us know about an event you are planning so we can make sure you are properly supported.

## Health and safety

Safety advice varies depending on the event you are planning and where it will be held. Here are some points you need to consider to ensure your event, and everyone attending it, is safe. Think about potential risks involved and how to prevent problems arising. If you hold your event in a venue such as a community hall or a pub, it will be governed by its own health and safety guidelines – you should adhere to these.

**First aid** – Ensure you have adequate provision for your event. Do you need to have a qualified First Aider present or is it enough just to have a first aid box? St John Ambulance may be able to help.

**Venue** – Do not exceed the capacity limit and ensure there is good access. Does the place have adequate car parking, toilet facilities, disabled access?

**Food** – Ensure food is stored and handled correctly and safely following hygiene rules. Foods that contain nuts or other ingredients such as gluten or egg that people may be allergic to must be clearly labelled. At a one-off event, you don't need a licence to sell food, but you should follow Food Hygiene Regulations which can be found at [www.food.gov.uk](http://www.food.gov.uk)

**Helpers** – Provide them with the necessary information about health and safety and make sure they know what's expected from them in an emergency.

**Money** – Make sure you have a lockable box to keep money in.

**Children** – Ensure that children are safe and adequately supervised. Children under 16 should not be allowed to collect money without being accompanied by an adult.

Important! The Clock Tower Sanctuary cannot accept responsibility for injury, accident, damage or loss as a result of your event. It is essential that you ensure your event is safe for all concerned.

## Branding/Logos

If you would like to use The Clock Tower Sanctuary logo on anything, you must let us see the materials first.

Fundraising materials you produce should say: 'In support of The Clock Tower Sanctuary. Registered charity in England and Wales 1146777'

Please contact us on 01273 722533 or email [info@theacts.org.uk](mailto:info@theacts.org.uk) if you would like a copy of our logo to use on your materials.



# I am Fundraising to help homeless young people in Brighton & Hove get back on track

**What**

**When**

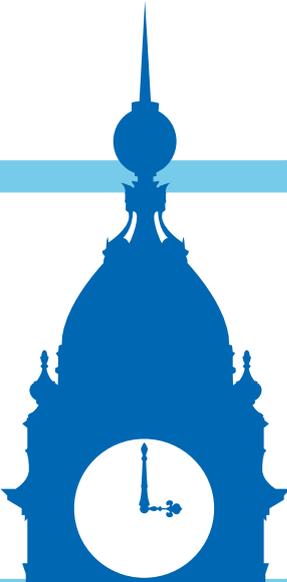
**Where**

 /thechtsbrighton

 @thechtsbrighton

[www.thechts.org.uk](http://www.thechts.org.uk)

Charity number 1146777



**The Clock Tower  
Sanctuary**

# A-Z of fundraising

- A wheelchair race round The Hebrides!
- Abseiling
- Aerobic Events
- Antiques Fair
- Art Exhibition
- Arts and Crafts day
- Assault Course
- Athletic Races
- Auction

- Baby Picture quiz
- Badminton Competition
- Bake sale
- Ballet Class Show for Parents
- Balloon Race
- Barn Dance
- Bike Race
- Bingo
- Black Tie dinner
- Book Sale
- Bridge Evening
- Brighton Marathon
- Bring and Buy Sale

- Car Boot Sale
- Carol Concert
- Charity T-shirt Day
- Children's party
- Christmas Card Sales
- Coffee Morning
- Cooking Competition
- Craft Show
- Cycle Ride

- Dance Marathon
- Darts evening
- Dinner / dance
- Disco in your local pub
- Dog Show
- Dog walking
- Drawing competition
- Dress-up/down day

- Easter Egg Hunt or raffle
- Egg and spoon race
- Exercise bike race
- Exhibition
- Expedition

- Fancy Dress Party
- Fashion Show
- Fete
- Five-a-side competition
- Football Match
- Forum / Debate

- Garden Party
- Go-carting
- Golf Tournament
- Graduation Party
- Great North Run
- Guess the weight of your head teacher!
- Gym Challenge
- Gymnastics Display

- Halloween Party
- Horse show
- Ice-cream, popcorn and cinema night
- Indoor Games
- International night; Eurovision party, country themed party
- Irish themed pub night
- It's A Knockout

- Jam Making
- Juggling Competition
- Jumble Sale

- Karaoke
- Kayak across the channel
- Kite Flying Competition
- Knitting competition
- Knobbly Knees competition

- 'Ladies who lunch' day
- Land's End to John O' Groats
- Lawn Mowing competition
- Line dance
- Log Throwing
- London Marathon
- Loose Change

- Madhatters' Tea Party
- Mastermind Event
- Midsummer Party
- Mini marathon
- Motorcycle around the UK Coast

- Nice to Your Neighbour Day
- Night-time walk
- 'No accounting for taste!' - bad taste day
- Non-uniform day

- Office Swear box
- Old time Music Hall evening
- Olympic challenge
- Online auction
- Opera evening

- Pantomime
- Penny Race
- Pet Show
- Pool party
- Pub Crawl
- Pub Quiz

- Quit something in return for sponsorship
- Quiz night

- Racing Night
- Raffle
- Rag Week
- Riding Competition
- Rowing Competition
- Running Competition

- Salsa evening
- School Play / School musical
- Selling charity merchandise
- Selling Refreshments
- Sleepout
- Sponsored silence
- Sponsored Skydive
- Squash Tournament
- Stars in Their Eyes Competition
- Super heroes day
- Swim-a-thon

- Talent competition
- Tea dance
- Teddy Bear Raffle
- Tennis competition
- Tombola
- Tough Mudder
- Treasure Hunt
- Triathlon
- Tug of war



Photo: ©Szilard Florian

- Underwear party
- 'University Challenge' style competition
- Vintage Car Day
- Vintage Wine Tasting
- Volley Ball competition

- Washing Cars
- Waxing event - wax your hairy chest!
- Window cleaning

- X-Factor themed talent show
- Xmas disco

- Yoga-thon
- Youth Club Disco

- Zany clothing day
- Zoo-themed treasure hunt

# Please sponsor me and help transform the lives of homeless young people in Brighton & Hove

## How you can make a difference

With your support we can continue our vital work with homeless young people in Brighton & Hove.

**£5**

could pay for a young person to have a shower, wash their clothes and prepare and eat a hot meal

**£20**

could provide a young person with new shoes or a shirt and tie to attend a job interview/wear on the first day at their new job

**£200**

could train a volunteer to support homeless young people

**£500**

could pay for the centre to be open for a day

## Make your sponsorship go further with Gift Aid

*giftaid it*

Don't forget to ask your sponsors to Gift Aid their donations. For every £1 you give us we can claim an extra 25p from the Inland Revenue at no additional cost to you. Just imagine the difference this will make!

## How to send back your money

Please send us this sponsor form with your name, address and event filled in, with a cheque (no cash please) made payable to The Clock Tower Sanctuary to: Wenlock House, 41-43 North Street, Brighton, BN1 1RH. We'd love to hear from you.

Give us a call on **01273 722353** or visit **www.thects.org.uk**

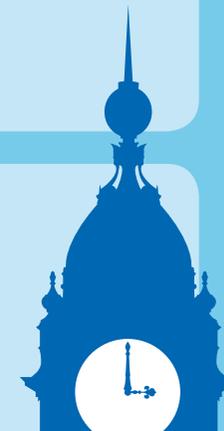
With your support we can continue our vital work with homeless young people in Brighton & Hove, so thank you.

Name

Event

Online giving page

Date of event



**The Clock Tower  
Sanctuary**

