



**Tell your
school about
Jigsaw, Cumbria's
Children's
Hospice**



What is Jigsaw?

Jigsaw is the children's hospice for Cumbria. From Workington to Appleby, Barrow-in-Furness to Carlisle, Jigsaw provides unique care and support to children and young adults with life limiting illnesses.

Our dedicated team of trained and highly skilled nurses, health care assistants and activity co-ordinators provide the individualised, complex nursing and therapeutic support each child and young adult needs – giving them the chance to have the childhood experiences we would all want for our own children. Jigsaw's care is offered for free and without obligation.

Our ethos is to work in partnership with the children and young adults, their family, carers and other professionals. We aim to maintain the children and young adult's normal routine and make each stay as special and as enjoyable as possible.

Why we need your help?

We want everyone in our communities to know about the work Jigsaw does for children and young people. We would love your school to get involved with helping us tell more people about Jigsaw, whether it's just through raising awareness or taking part in our fundraising activities.

With your help we can;

- ✓ **Provide one to one care for children and young adults with life limiting illnesses.**
- ✓ **Create a home from home environment which allows our nurses to match the children and young adults home routine**
- ✓ **Offer friendship with practical, emotional and spiritual support for our families**
- ✓ **Provide Sibling Support Days for our children and young adults brother and sisters.**

Did you know?

We need to raise £2,126.46 to pay for one day of care, support and activities.

Jigsaw is Cumbria's Children's Hospice where we provide care for 60 children.

We have a dedicated team of staff and volunteers.



How you can help

We receive only 20% of our running costs from the NHS - this leaves a whopping 80% for us to raise ourselves in order for us to provide the very best care for our community,

We'd be delighted if you are able to help us in anyway; whether it's making a donation, collecting small change in a home money box, organising your own event or taking part in one of ours; your effort means an awful lot to us.

How the money you raise will help

£807 will pay for one day care session at Jigsaw

£2,126.46 will pay for one day of care, support and activities at Jigsaw

Some of the children Jigsaw helps

“ Fraser

Fraser is the second oldest of our four children. He has Cerebral Palsy and needs round-the-clock care. For the first 13 years of his life we cared for him on our own; we didn't know there was a place we could turn to. Having Jigsaw in our lives has really given our whole family a chance for new experiences. Fraser now has somewhere he can go and enjoy himself.

Craig, Fraser's dad

“ Cameron

Cameron's been coming to Jigsaw for more than 10 years now, it's like his second home. He needs constant one-to-one care, 24 hours a day. I know he'll get that at Jigsaw and I know that even if he's not feeling well they'll be able to care for him properly. It's so clear that the staff treat him as an individual and look to find the potential he has to achieve something new every time he goes.

Nicola, Cameron's mum

“ Esmee

Our daughter Esmee has been coming to Jigsaw for a few years, and it's a lifeline for us. There's just nowhere else like Jigsaw for her. We know that the Jigsaw nurses will be with her all the time, caring for her with the same love and attention we give her. The sensory room is wonderful and we know for certain a day at Jigsaw has been a day packed with fun for her.

Tim and Lorraine Brown

What does a day like Jigsaw look like?



Our day shift staff arrive. After a much-needed coffee (for us!) there's a handover from the night staff, so we know exactly how each child has been overnight.



We don't have fixed times for getting up, we just let the children choose their own times. Like most families will know, the teenagers tend to get up the latest!



Our activities coordinators arrive now and we plan what each child and young adult wishes to achieve for themselves.



Our 'day care' children arrive. Some we see quite regularly and they can just jump right in with the activities we've set up. But, if we've not met a child for a while we'll take time to say hello properly.



Lunchtime! Some children have to be fed directly via a tube, others can eat with help from us. Whatever is needed, we make sure we all gather and share the meal together. It's just like being in a big family house.



After lunch, if appropriate, some children will get ready to go out. However, a lot of the time the children and young adults' needs dictate what activities take place in the unit! If the children are well enough to go out, we'll get the children dressed suitably for the weather and head off. We'll make sure each trip is right for the child and their care needs – quite often a trip out will need two nurses and a lot of specialist kit; it can be quite an expedition!



Everyone will generally be back by now and so we'll have teatime. Again, we all come together to share our meal and talk about all the things we've seen and done. Parents start to arrive to pick up our 'day care' children and they're always very welcome to join us for dinner if they like.



We'll start to get the younger children ready for bed at this time and then settle down with a bedtime story, maybe watch a cartoon or relax by listening to some bedtime music.



Our night care team arrive and the day team will handover to them, making sure the nurses know who's feeling well, who might need some extra attention that evening.



Depending on who's staying with us that night there may be some late feeds needed. For our older children and young adults we might have a movie night or a games night. We want Jigsaw to be a place where teenagers can be teenagers; where they can enjoy themselves, listen to their music, have fun with their friends.



We'll have closed down for the night by now, making sure everyone's in their PJs, safe and comfortable in bed. For the most delicate children we'll use a monitor to keep a constant watch on their vital signs as they're sleeping. Temperature control can be difficult for some children, so we have a range of heaters and fans we can bring in to get it just right for everyone. The nursing team will constantly check and monitor every child throughout the night. Some of the children we care for don't really have a 'day and night' routine, so there's usually someone needing our attention. Overnight is also a good, quiet time when we can get our admin done – and a good time to do the laundry and clean up when we've had a particularly messy day.



Activities

Can you design a poster showing what you and your friends would do to raise money for the Hospice?



Activities

Jigsaw wordsearch!

We've hidden some words in the puzzle below that describe the people who work at the Hospice. Can you find them all?

k	i	n	d	h	b	w	h	s	g	x	f	c	d	c
g	y	v	u	t	r	e	s	y	e	v	g	l	k	o
n	i	c	e	c	l	u	x	m	t	s	n	p	o	m
i	u	l	r	p	a	w	l	p	d	y	i	p	i	p
r	s	t	f	b	p	u	k	a	q	t	d	t	l	a
a	g	u	d	e	f	c	j	t	w	d	n	r	e	s
c	l	t	t	s	y	h	p	h	f	h	a	c	w	s
f	p	e	s	y	p	i	m	e	y	j	t	g	c	i
r	h	n	o	i	d	l	t	t	h	y	s	h	e	o
i	c	d	s	p	o	d	f	i	j	d	r	j	l	n
e	w	e	u	t	r	r	p	c	u	s	e	q	m	a
n	s	r	i	p	c	e	h	n	v	h	d	w	n	t
d	s	t	o	g	n	n	r	a	d	e	n	c	t	e
l	f	o	w	r	h	e	p	h	x	w	u	e	r	q
y	t	g	e	n	t	l	e	g	u	q	f	f	q	w

Did you manage to find all the words?
Here is a list for you to check...

Children, Kind, Helpful, Understanding, Friendly, Caring,
Sympathetic, Tender, Compassionate, Gentle, Nice.



Fundraising Ideas

Working together will help your students become inspired by Jigsaw and enjoy raising money for children who have fewer advantages than they do.

Here are some fundraising ideas for every term:

Year round activities

- Organise a non-uniform or themed fancy dress day
- Show off with a talent show or battle of the bands
- Get staff to take on a challenge decided on by students
- Get competitive and run a quiz
- Pyjama day / onesie day
- Cake sale / raffle
- £5 into £50 - Give student groups a sum of money (£5) and a time limit (three months) to increase this by devising a money generating activity. Ideas include: planting vegetable seeds and selling produce; baking and selling cakes; investing.
- Sponsored Big Walk
- Bad Hair Day

Summer term ideas

- Charity parents race on sports day
- Family Fun Day
- After school party
- Donate proceeds from Fete

Autumn term ideas

- Charity Art Exhibition of pupil's artwork showing their favourite summer holiday memory
- Harvest Festival collection or auction of produce
- Breakfast Club

Winter term ideas

- Santa dash
- Christmas Disco
- Ask for donations for Jigsaw Hospice at your Christmas concert or play
- Don your best festive jumpers, Santa suits, fairy dresses and elf ears for a festive fancy dress day

Spring term ideas

- Car Park Car Wash
- Easter Treasure Hunt
- Decorate an egg
- Easter bonnet fancy dress day
- Crazy hair day - Wear your hair bad to school
- World Book Day - dress up as your favourite character

What could you do? Let us know...

It's important you let us know what fundraising activity you are going to be doing not only so we can support you but also if anyone calls us for information, or is checking out if you are fundraising with our knowledge we will be able to answer.

Personal Details

School Name _____ Contact Name _____

Address _____

_____ Town _____

Postcode _____ Telephone No _____ Mobile No _____

Email address _____

Event Details _____

Event Title _____

Event Date _____

How much money do you hope to raise? _____

Reason for Fundraising _____

If this is a sponsored event, we will send you some sponsorship forms.

If you are taking part in a running event we can provide you with a promotional t-shirt

Please indicate quantities:

T-shirt: S M L XL XXL

3-4yrs 5-6yrs 7-8yrs 9-11yrs 12-13yrs

Please detail below how many of the following items you require for the event:

Collection buckets: _____ Collection boxes: _____

Leaflets: _____ Balloons: _____

Date: _____ Signature: _____

Please email your completed form back to us at info@jigsawhospice.org
or post to Jigsaw Children's Hospice, Durdar Road, Carlisle, CA2 4SD



Launching Your Event

Now you've decided to hold a fundraising event for Jigsaw, it's time to start planning! We hope all of the information over the next couple of pages makes it as easy and enjoyable as possible to plan your event.

How are you going to fundraise?

First of all you need to decide how you are going to raise money at your event. Will you sell tickets, hold a raffle or tombola?

If you are approaching local businesses, then make sure to contact our fundraising team in advance on 01228 810801 and they will provide you with a letter of authority.

Setting a budget!

Setting a budget for your event is crucial so you don't end up spending more than you can make back – it also means you raise as much as you set out to.

Setting the date and time

The timing of your event is entirely up to you. Just arrange a time that suits you.

Publicity

Promoting your event is vital to its success and you will find some template press releases, and a poster in this pack to help you achieve this. Please let us know if you would like any additional quotes from the hospice to include in your press release.

Local media

Your local newspaper or radio stations may be able to help you promote your event. You will find their contact details on their website and send over a press release for your event and how people can get involved.

Social media

Creating a Facebook event is a great way to invite and tell people about your event. If your event is open to the public, you can always promote it on Twitter too. Make sure to include our social media details on your posts; Facebook / JigsawHospice and Twitter @JigsawHospice

Posters

Designing and displaying posters around your local area is the simplest way of spreading the word about your event. Please use our template posters to do this.



Fundraising Guidelines, keeping it legal & safe - 1

The guidelines outlined below are to help you make sure your fundraising is legal and safe.

Fundraising is regulated by law. You, as a fundraiser, and Jigsaw Hospice can be fined for non-compliance with legal regulations which also include health and safety legislation.

Use of our logo

The Charity's name and logo are very valuable to us and we have to protect the use of them. In addition, under the Charities Act 1992, there are strict regulations regarding the use of a charity's name on literature. For this reason please contact us for advice and permission to use Jigsaw's logo before you produce any printed materials, including posters, tickets, and brochures. However, two key points to remember is to make it clear on all materials that you are fundraising 'in aid of' Jigsaw and include our registered charity number 1008796.

Collections

Collecting money in a public place is not allowed without permission to do so. If you want to do a street collection you will need a licence from the local council. Once they have granted a licence you should receive a set of rules to follow during your collection. Street collections are a popular way of fundraising so make sure you apply for the licence in advance. If you telephone your local council they may tell you if the day you want is available, before

you submit the application. If you want to collect on private property, e.g. in a supermarket, shopping centre, railway or bus station, and private club, you do not require a licence, however, you will need the permission of the owner. It is illegal to collect door-to-door without a licence. It is illegal; for children under the age of 16 to collect, unless it is on private premises and they are accompanied by an adult.

You must wear an identity card when making collections in public places. Please contact the Fundraising Dept., about this. It is illegal to use an open bucket or box for collections they must be sealed. We will provide you with sealable buckets or boxes. Please return any boxes or buckets to us sealed, we will open them in the required conditions and let you know how much they contained.

Risk assessments

Identify any hazards and assess any risks at your activity that you'll need to consider. Ensure you have adequate first aid cover available for the scale of your activity. If you're not sure, check with your local council. See Keep It Safe

Insurance

Please remember you are responsible for the activity and we cannot accept liability for any fundraising activity or event you undertake. If you are planning an activity that involves the general public you'll need to budget for public liability insurance, which can be obtained from any insurer. If you are holding the event in a venue which has liability

insurance (such as a village hall or pub) check they have the appropriate insurance and that it covers your activity.

Get consent

You will need to get parental permission if children are helping or if you're taking photographs of children. Children under the age of 16 must be accompanied by an adult.

Food hygiene

Food safety laws apply when food is available whether it is for sale or not. Ensure you follow food hygiene procedures. Contact your local council for food hygiene regulations at events or see food.gov.uk

Licences

Ask your local council whether or not you need to obtain any special licences e.g. public entertainment. A licence will be needed if you are selling alcohol at your event.

You can overcome this by holding your event on licenced premises, or by asking a pub to organise the bar at your venue.



Fundraising Guidelines, keeping it legal & safe - 2

Lotteries and raffles

A lottery is a game of chance in which tickets are sold, enabling the holder to win a prize or money. When an element of skill is introduced then it becomes a competition and has fewer restrictions. A raffle is just another word for lottery.

There are three types of lottery:

1. Private lotteries: If you hold a raffle at your workplace or club, there is no need to obtain a licence and no limit on the size of the lottery. We would encourage you to do this type of lottery as it is much easier to run and less complicated legally. The lottery must be promoted by someone from within the company and only advertised on the premises. Traditionally this would be done with a book of cloakroom tickets.

2. Small lotteries: When a raffle is not the main focus, but part of a larger event, a licence is not required. There must be no cash prizes, and the ticket sales and announcement of the results must be carried out during the event. No more than £250 can be spent on buying prizes although there are no limits on the value of donated prizes.

3. Public lotteries: If you hold a larger raffle that is open to members of the public, the raffle must be registered with the local authority. A named promoter should be nominated to take responsibility for the raffle. If ticket



sales exceed £20,000 you must register with the Gaming Board. This type of lottery would require professionally printed tickets with additional terms and conditions of play included.

Keep It Safe

It is important to make sure that while everyone at your event is having fun that they are also safe, including spectators.

- You must adhere to the Health and Safety at Work Act 1974 and all other relevant subordinate legislations.
- Jigsaw cannot accept responsibility for any accidents.
- Always ensure children are safe and that you do not allow them to ask for or collect money alone or without an adult.
- Take care with personal security if you are going to be carrying money around. Make sure you always use a safe route and are accompanied at all times.
- Ensure no-one is fundraising, working or spectating in an unsafe environment. The Health and Safety Act applies to volunteers and workers.

- If you are using contractors, sub-contractors or external facilities, check they are compliant with insurance and health and safety standards. Also that they have the relevant experience.

The money

For your own protection make sure you count the money you've collected with another person present and have them verify the total amount raised. Ask people who want to make a donation by cheque to make it payable to the Eden Valley Hospice & Jigsaw, Cumbria's Children Hospice. Make sure any cash donated is kept in a secure place and is banked as soon as possible.

If you have any questions at all about legalities please call us on 01228 810801 and we will be more than happy to advise.

**We are
fundraising
for Jigsaw -
come along**



Cumbria's Children's Hospice

Find out more about the care, support and activities provided at Jigsaw please visit www.jigsawhospice.org or call **01228 810801**.

Stop Press...

Your School PR...

suggested wording...

Pre Event

The [insert school name], from [insert location] is holding a [insert type of event] on [insert date] in order to raise money for Jigsaw Cumbria's Children's Hospice which provides care and support when it matters most.

The event invites [locals/friends/family/customers] to enjoy a fun-filled day including [insert example activities/agenda]. With help from supporters, the [school name] is hoping to raise [insert amount] through [insert raffle/ticket sales etc.].

Community Fundraising Manager, Katrina Sander, said: "We are so thankful that [insert school] is holding such a fantastic event. It's going to be a great [night/day] raising vital funds and awareness for the Hospice."

Jigsaw provides day to day care, support and activities to children and young people living with a life limiting illness. Our care is provided in a home from home setting and each young person's care is personalised towards their own needs.

EVENT DETAILS:

Name: [insert name of event]

Date: [insert date of event]

Location: [insert where the event will be taking place]

Cost: [insert price of tickets to attend]

- Ends -

PHOTO NOTES:

Photo 1 (L-R): [Insert name(s) of people in the above image from left to right, where it was taken and what they're doing]

NOTES TO EDITOR

[Insert school name], from [insert location] held a [insert type of event] in order to raise money for Jigsaw Children's Hospice.

Post Event

The fundraiser, which took place on [insert date] featured [insert example activities/agenda].

With support from [locals/friends/family/customers], the [insert school name] raised a total amount of [insert amount] for Jigsaw.

[Insert school name] said: "We are delighted to have held a spectacular fundraising event for Jigsaw Cumbria's Children's Hospice. It's such a great opportunity for people to have some fun while raising awareness for such a worthy cause".

Community Fundraising Manager, Katrina Sander says: "It's really great to see local schools such as [insert name] host events like this. We want to thank them and all the people who attended and donated."

Jigsaw provides day to day care, support and activities to children and young people living with a life limiting illness. Our care is provided in a home from home setting and each young person's care is personalised towards their own needs.

- Ends -

PHOTO NOTES:

Photo 1 (L-R): [Insert name(s) of people in the above image from left to right, where it was taken and what they're doing]

NOTES TO EDITOR

tip... you can copy and paste this text then edit.





Thank you's... and getting money to us

Thank you's

Once you know how much your event has raised why not send a thank you out to your guests to let them know how much the event raised. You can do this by email or by using social media or send a post event press release to your local media. As a special thank you our hospice mascot will be able to visit your school for a special assembly to meet everybody who has helped with your fundraising.

Getting your money to us

By hand – if you live locally to Jigsaw, you are more than welcome to drop the cash into our Reception on Durdar Road, Carlisle (Mon to Fri 8.30am to 7pm, Sat and Sun 10am to 7pm). The Fundraising Team are available Monday to Friday between 9am and 5pm.

By post – Please do not send any cash in the post, please send cheques made payable to Jigsaw Cumbria's Children's Hospice. Please include your contact details and how the money was raised with the cheque so we can thank you accordingly. Please send cheques to: Jigsaw, Cumbria's Children's Hospice, Durdar Road, Carlisle, CA2 4SD

By phone – To pay over the phone please call us on 01228 810801 with your payment details.

Online – If you held a sponsored event and used an online giving page such as Just Giving or Virgin Money Giving, then the money will already be coming straight to us or click on the donate button on the Jigsaw website - www.jigsawhospice.org

Direct Transfer – You can also transfer the funds direct into our bank account. The details you will need are:

- Bank Name – HSBC
- Account number – 71888307
- Sort code – 40-16-22

Please use your School name as the reference so we can trace the money to your event. Please let the fundraising team know by calling 01228 817613 when and how much money you have transferred so we can keep a look out for it.





Pat yourself on the back

The funds you have raised will help us continue to provide care and support to children and their families' right across Cumbria. Thank you so much for everything you have done!



Cumbria's Children's Hospice

Jigsaw Children's Hospice, Durdar Road, Carlisle, CA2 4SD
Telephone: 01228 810801 Fax: 01228 817600
www.jigsawhospice.org Charity Reg No. 1008796



Jigsaw, Cumbria's Children's Hospice



@JigsawHospice