



Sheffield Hospitals
Charitable Trust
and related charities

UK-BASED CHALLENGE EVENTS

Externally organised events

These events tend to take the form of sponsored walks or runs, or other sports or activity based events.

Before securing a place on an organised event, such as a sponsored run, it's a good idea to contact Sheffield Hospital Charitable Trust as we might already have official charity places available. However, even if that isn't the case, we welcome anyone taking part in an externally organised event, on behalf of Sheffield Hospitals Charitable Trust.

Do please let us know if you are intending to take part in any kind of fundraising event, as we can provide official sponsorship forms, fundraising packs, help with publicity and possibly t-shirts. There are also forms for you to complete.

Alternatively if you know you want to take part in a sponsored event and are looking for inspiration, please contact SHCT for a list of events happening in the region.

SHCT organised activity

If you hear about an event being organised by SHCT with which you would like to get involved, contact the charity direct. Although please note that events tend to be for specific departments or wards so if you want to raise money for something in particular this will have to be considered.

Want to plan your own activity?

Before you make any plans at all you need to contact SHCT. We can help you find a way to do most activities in a safe and responsible way. For example we have organisations that can help you plan sponsored parachute jumps, zip wires and bungee jumps, and we can provide support in terms of sponsorship and promotion.

Even if you feel able to plan something on your own you must talk through your plans with us before doing anything. We need to ensure all the proper procedures are followed and that the activity is safe and within the charity guidelines.

Get a group

It is more fun for you, and more profitable for the charity, if you can get a group of people together to take part in an activity – don't forget to ask friends, family and colleagues if they would like to join you in your efforts. We can help with promotion, posters etc.

Register your plans

A registration form needs to be completed by anyone wanting to take part in a challenge event, or organise an event, so that we can ensure we have all the information we require. These are available from Sheffield Hospitals Charitable Trust.

(nb. Anyone within the NHS wanting to take part in a challenge event of any kind, will also need to have an authorisation form signed by their line manager. Again these will be provided by Sheffield Hospitals Charitable Trust.)

Insurance

It is the participant's responsibility to ensure they have adequate insurance to take part in the challenge event, or that the organiser has adequate insurance. Sheffield Hospitals Charitable Trust accepts no liability arising from someone participating in an event of this nature.

It is the responsibility of the participant to ensure they are suitably fit to take part.

Risk assessment

Due to the nature of challenge events a risk assessment has to be carried out for every event. For established events, this is likely to have already have been done. However for many one-off events this procedure will have to be carried out before an event can go ahead. The charity will be able to advise on any necessary risk assessments.

Asking for, and collecting, sponsorship

Sponsorship forms are available from Sheffield Hospitals Charitable Trust. Please ensure that all your sponsors, providing they are UK tax payers, sign up to Gift Aid. This means that we can claim the tax on their sponsorship, leading to a greater sum of money for the charity. More information about this is available from Sheffield Hospitals Charitable Trust.

Ideally you need to set a deadline following the event, by which time you need to have collected in all of your sponsorship money, and sent it to Sheffield Hospitals Charitable Trust. This can be a drawn out process so it is essential that you make sure the money gets to where it is needed as quickly as possible.

One of the best ways to avoid this process and make everything much simpler for you, the charity, and your sponsors, is to use the website www.justgiving.com. Here you can communicate exactly what it is you are doing on a dedicated web page, plus sponsors will be able to pay their money online, with it then coming directly to the charity following the event. For more information on Just Giving contact Emma Dickens at Sheffield Hospitals Charitable Trust.

Contact details

Sheffield Hospitals Charitable Trust contact details

Main office, telephone: 0114 271 11351

Head of Fundraising contact details

Emma Dickens, tel: 0114 226 3555, or email: emma.dickens@shct.nhs.uk