



# Big Sleep Out: A guide for organisers.

Thank you for putting together a dream team and organising your own Big Sleep Out. We're thrilled you'd like to #BeeThere for others by taking part.

We hope this pack will support you as you prepare to have fun, stay safe and raise money by hosting your own Big Sleep Out. It is not meant to be an exhaustive guide of the things that leaders ought to consider. If you have any queries or need any support, please don't hesitate to get in touch.



Bzzzzzzzz

#BeeThere

CARITAS DIOCESE OF SALFORD

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✉ fundraising@caritassalford.org.uk



Charity number: 1125808



# About the Big Sleep Out

The Big Sleep Out raises money for Caritas Salford so that our charity can continue to work alongside people experiencing homelessness in Greater Manchester and Lancashire.

It's not intended to show what it's like to sleep rough, but instead helps us all to stop, reflect and think about what many young people and adults experiencing homelessness are facing every day.

Groups across Greater Manchester and Lancashire take part, choosing their own date and time to hold their own Big Sleep Out.

Simply follow the steps below, then come together in your sleeping bags to raise money for local people experiencing homelessness.

You could take over the sports hall or a safe external location inside the gates of your school or community group property - but wherever and whenever you choose to organise your Big Sleep Out, you will know that every penny raised will make a huge difference to the lives of local people.

Click [here](#) to watch our **BeeThere** video which shows the difference you could help make.

## Four easy steps to get you started



Get permission from your Group Leader, Head teacher, Business Manager.



Choose a date and set a fundraising target for your Big Sleep Out and start to promote it.



Send a letter out to parents with a permission slip, medical details and emergency contacts.



Set up your JustGiving page to safely raise money straight away. You will find the campaign [here](#) to link your page to.



# Planning checklist

A handy way to check you've got everything ready...

Having a to-do list is a great way to make planning your event easy. We've made some suggestions to get you started, but feel free to add your own ideas.



What needs doing?	Tick
Decide who will help organise the event.	
Get permission from your Group Leader, Head teacher, Business Manager.	
Choose a date and set a fundraising target for your Big Sleep Out and start to promote it.	
Set up your JustGiving page to safely raise money straight away. You will find the campaign <a href="https://justgiving.com/campaign/bs02024">here</a> <a href="https://justgiving.com/campaign/bs02024">https://justgiving.com/campaign/bs02024</a> to link your page to.	
Remember to download the rest of the Caritas Big Sleep Out resources from <a href="http://www.caritassalford.org.uk/bigsleepout">www.caritassalford.org.uk/bigsleepout</a> .	
If you have children in your group, send a letter out to parents or carers with a permission slip, medical details and emergency contacts.	
Book any equipment you need and collect resources.	
Host a launch meeting or assembly.	
Arrange activities for the event if appropriate.	

# Fundraising tips

Bee a fundraiser!

Let people know what you are doing and ask them politely if they'd consider sponsoring you.

#BeeThere



## Gift aid:

Remember to ask people to gift aid their donation if they pay tax, which adds an extra 25% without costing them a penny more. For every £1.00 they sponsor you, it will be worth £1.25.

## Tell your story:

Remember to tell people why you're participating in this event to raise money. Tell them how their money will help and you could also show them [this video](#)

## Go the extra mile:

Organising a cake sale or a raffle is another way to encourage people to sponsor you.

## Ask for help:

Ask family members, friends or people close to you to ask their friends or use their social media accounts to tell others about the challenge you are taking on.

## JustGiving page:

Set up your own [fundraising page](#) linked to our event. It's the safest and quickest way to collect sponsorship money. Remember to share the link regularly!

## Paper sponsorship form:

We've produced one of these because we know that not everyone has access to / feels comfortable with digital methods of giving. However, processing donations in this way does cost the charity money in terms of administration time, and often means it's not as easy to claim back gift aid. You will find a copy of the form in [www.caritassalford.org.uk/bigsleepout](http://www.caritassalford.org.uk/bigsleepout)



## Poster to promote your event:

You can download [this poster](#) to promote your event.

Remember to use a marker pen to personalise it with the name of your school or group and your target for fundraising.



## Health, safety and safeguarding:

Keeping safe is everyone's top priority at your Big Sleep Out event.

Leaders are responsible for ensuring all safeguarding arrangements locally are in place to protect children and young people. Common sense and good planning are key, but here are a few other things to consider. Please carry out a risk assessment as you would for an excursion/school trip and consult with your local authority, the diocesan safeguarding team, or any other agency linked to your setting or group where applicable.

- ★ **Carry out a Risk Assessment:** Identify any potential accidents or hazards by completing a Risk Assessment using the template provided by your own venue/setting. Even if it's somewhere you know well, like your workplace, school, community centre or place of worship, take the time to consider what will be different if your planned event is to take place at night. Revisit the assessment on the day of the event in case anything else needs to be considered/has changed.
- ★ **Permission:** You must have the permission of the land/property owner before planning your event. Consider if the police/local community officers need to be notified, especially when people are on the premises at an unusual time and there will be lighting/noise etc.
- ★ **Security and first aid:** Ensure your event space is fully secured during the event. Ensure that there is at least one qualified first aider on duty at all times and a fully stocked first aid kit. Ensure you have details of the emergency contact details and any personal medical needs for each individual participant. These should be easy to access / available during the event.
- ★ **Weather:** If you're planning to spend any time outside, consider what alternative arrangements can be put in place if you need to take emergency shelter from heavy rain or other extremes of weather.
- ★ **Setting up/packing down:** Ensure people follow safe moving and handling procedures. Read more about event safety here: <https://www.hse.gov.uk/event-safety/index.htm>
- ★ **Raffles:** You can hold a raffle or tombola at the event without the need for a licence, providing all the tickets are the same price and only sold during the event itself. You can name winners at the event and afterwards. For more details [click here](#).
- ★ **Fundraising materials:** If you wish to use our logo on any fundraising materials you make for your event, please email the team: [fundraising@caritassalford.org.uk](mailto:fundraising@caritassalford.org.uk)

For more help and guidance, simply call or email Kirstie or Lucie during office hours on 0161 817 2286 / 2281 and [fundraising@caritassalford.org.uk](mailto:fundraising@caritassalford.org.uk)

# Frequently asked questions



## *Can we sleep out anywhere?*

It is not safe to sleep out on public land. Make sure you choose a safe location which can be secured throughout the event to stop people being able to enter or leave without permission, and make sure you have the owner's permission.

## *Are there a minimum number of people that must take part?*

This is your event and it's up to you how many people take part; whether there's three people or thirty three, your Big Sleep Out can make a difference.

## *Is there a minimum fundraising target?*

Whatever you're able to raise will help us to help people at risk or experiencing homelessness. We would advise setting a fundraising target for each person to add up to a combined goal. When creating your JustGiving fundraising page online, include your target as it will encourage people to be extra generous.

## *Am I allowed to use a sleeping bag and camping mat?*

Yes, in fact we would recommend that you do. You can sleep inside too. Big Sleep Out is not trying to replicate homelessness and rough sleeping; it's about raising funds and thinking about just some of the challenges people face. Many people will face nights in a range of places: switching between friends' sofas, night buses, hostels and parks, for example.

## *When should we do the Big Sleep Out?*

You can do it on any day/time to suit your group.

## *What branded materials can you provide?*

You can download various materials from our [webpage](#). contact us if you need anything else.

## *What activities can we do during the event?*

It is fun and exciting to be taking part in this event with friends, and we know that young people may need to be entertained for the duration of the event. The resources on our [website](#) are designed to facilitate the opportunity for thinking about the people who are facing challenge and crisis, and may have no choice about where they sleep tonight.

## *How do I promote our event?*

There are lots of ways to promote your Big Sleep Out, through social media, emails, posters and of course by speaking to people! If you are part of a community or interest group, you could extend the invite beyond your members to their friends and family.

## *Will Caritas Salford be able to promote our event?*

If you tag us on social media @CaritasSalford we will do our very best to like and share your fantastic efforts. We will be using the hashtags #BigSleepOut and #BeeThere

Follow us on social media now.

 @CaritasSalford  @CaritasSalford  @Caritas\_Salford



# Thank you!

We're hugely grateful that you've chosen to organise a Big Sleep Out to help raise funds to support local people experiencing homelessness.

Thank you for choosing to **#BeeThere** for people when they need it most.

Please get in touch if you have any queries or need any support:  
**fundraising@caritassalford.org.uk 0161 817 2286 / 2281**

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

Charity number: 1125808

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