

Fundraising Pack

Future
Architects
Pledge

#futurearchitectspledge

RIBA 
Architecture.com



“

The story can only be positive, where we increase children and young people's understanding and awareness of their built environment.

”

*Shoko Kijima, architect at
Hawkins\Brown*

Future Architects Pledge

Thank you for taking your first steps towards raising money for our campaign. Your Future Architects Pledge will help support our education work which inspires and nurtures talent along the ladder of learning from primary school to post-graduate study.

In this pack you will find:

- The Future Architects Pledge – how it works and how to sign up
- Inspiration
- Tips on organising an event
- Safety and the law
- Sponsorship form
- What to do after the event

Background

The RIBA wants more young people to be enthused about the joys of architecture and believes that anyone dreaming of becoming an architect should have the opportunity to do so.

Through our education activities the RIBA inspires and nurtures talented Future Architects along the ladder of learning from primary school to post-graduate study.

We are bringing architecture into classrooms through our National Schools Programme, with hands-on design workshops inspiring primary and secondary pupils across the country. Our Student Support Fund provides grants to architecture students facing real financial hardship and helps to make architecture accessible.

As a charity, we rely on our supporters to enable us to carry out these activities which widen participation from all parts of society and help make architecture an inclusive profession.

Future Architects Pledge

The Future Architects Pledge is a pledge to raise £1,000 over 12 months to support our education activities. By making a pledge, your team will be giving back to their architectural community as well as helping make architecture accessible to all.

There are hundreds of fun, challenging and engaging ways to get fundraising. You can take part in organised events, or arrange your own. So, team up with colleagues, make your pledge, challenge yourselves, get fundraising and have fun!

How to pledge

Call us on **020 7307 3817** or email **development@riba.org** to make your pledge or to register interest. We will ask for a main contact name and whether you wish to be acknowledged publicly on our list of supporters. The clock starts on the date you make your pledge.

Inspiration

After making your pledge, the first thing you need to do is decide how you are going to start raising money. There are hundreds of fun, challenging and engaging ways to raise money. Here are some ideas to give you some inspiration:

Fun run, walk, bike ride, swim or combination



Treasure hunt



Cake sale / Drinks trolley



Photo competition



'Bake-off' competition



Seasonal party or ball



Quiz night



Book sale



Comedy night



Clothes swap party



Talent contest / show



Sponsored sky dive



Helpful tips for organising a fundraising event

Organisers

It can be helpful to have a small team of organisers to plan your event. You might like to ask people to fulfil various roles including marketing co-ordinator and treasurer.

Date, time and location

Set a date and time that is best for you, your colleagues and friends and check calendars for clashes with other local events. Events often take longer to organise than you might think, so do allow plenty of time for making the arrangements.

When choosing a venue, remember to consider location, size, facilities, accessibility and parking.

Targets, budgets and resources

Setting a target for your event helps to keep everyone motivated and often boosts the total amount raised. It is also important to set a budget for your event and to list all the resources required to ensure there are no 'hidden surprises' and you manage to raise as much as possible. Things to consider include venue and equipment hire, marketing costs, refreshments, decorations, permits, fees and insurance.

Marketing

Start advertising the event at least two weeks in advance using social media (Twitter, Facebook etc.), emails to contacts and, if budget permits, posters and flyers. Please make it clear in your marketing that you are the organiser (not the RIBA) and that proceeds will go to the RIBA.

Collecting money

You can set up your own fundraising web pages and collect donations online using **Justgiving**. To set up a page, visit **Justgiving.com**, create your own page and select RIBA Future Architects Pledge campaign as the cause, then share the link with your supporters and us at **development@riba.org**

When handling cash at an event, a cashbox or similar should be used and it should be kept within sight of the organiser(s) at all times during the night. At the end of the event, all the money received should be counted up – ideally by two people – and stored in a safe place. The venue may have a safe to store the money overnight but if taking the money away from the venue, ensure that you travel by car, not on foot.

When you are asking for sponsorship offline, you can use our template Sponsorship Form (page 6).

Safety and the Law

Fundraising can be a lot of fun, but it is important to stay safe and within the law. Here are a few guidelines:

Permissions

Check with your local council for any necessary licences, permits and consents for your event.

Food and Drink

You are responsible for ensuring that you follow good food hygiene principles. Visit www.foodsafety.gov.uk or contact your local Environmental Health Department for advice. You will require a licence to sell alcohol unless the venue is already licenced. Check the rules in your area at www.gov.uk/alcohol-licence-your-area

Health and Safety

It is your responsibility to ensure the event runs safely. Consider First Aid and Fire safety at all times and carry out any necessary risk assessments. Visit www.hse.gov.uk for more information. It is also worth ensuring that any venue you use has sufficient insurance to cover your event.

Privacy

You must respect the confidentiality of people's personal information and comply with the Data Protection Act 1998. Among other things you should not use or share people's personal information without their consent.

For further information, read **Organising a voluntary event: a 'Can do' guide** at www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events

Please note the RIBA cannot accept any liability for any loss, damage or injury as a result of any fundraising carried out on its behalf.



Future Architects Pledge Sponsorship Form

You can print this template sponsorship form to collect money offline.

Event Name	<input type="text"/>	Event Date	<input type="text"/>
Your Name	<input type="text"/>		
Your Address	<input type="text"/>		
	<input type="text"/>		
Your Phone	<input type="text"/>		

All money raised is for the RIBA's Student Support Fund and National Schools Programme.

The Royal Institute of British Architects is a registered charity (number 210566)

Title	First Name	Surname	First Line of Address	Postcode	Donation Amount	Consent to Claim Gift Aid (please tick)

***GIFT AID NOTES**

If you are a UK tax payer, you can boost your donation by 25p for every £1 you donate. Please tick the Gift Aid box to confirm that you are a UK tax payer and consent to the RIBA treating all donations you make or have made to the RIBA for the past 4 years as Gift Aid donations until further notice. By ticking you understand that if you pay less Income Tax and/or Capital Gains tax than the amount of Gift Aid claimed on all your donations in that tax year, it is your responsibility to pay any difference.

Please let the RIBA know if you want to cancel this declaration, change your home address or no longer pay sufficient tax.

Data Protection: All personal data held by the Royal Institute of British Architects will be processed in a secure manner and in compliance with the General Data Protection Regulation. We process your data to keep you informed of future events or programs which may be of interest. Any data collected may be exchanged between departments of RIBA but will not be released elsewhere without your consent. We do not retain credit card or banking details after processing payments.

Return form to: RIBA Development team, 66 Portland Place, London W1B 1AD



After the event

Paying in money raised

When the event is over and all funds have been collected, please send a cheque made payable to the 'Royal Institute of British Architects' to:

Development Team
RIBA
66 Portland Place
London
W1B 1AD

Or alternatively make a bank transfer using the details below:

Account name	Royal Institute of British Architects or RIBA
Bank address	Regent Street, London, W1B 3BL
Sort Code	30-94-87
Account Number	00912451
IBAN	GB02 LOYD 3094 8700 9124 51
SWIFT Code	LOYDGB21322
Reference	RIBA FAP (and your name)

Remember that if you return your original sponsorship forms we can then also reclaim gift aid where donors have given consent, provided their address and postcode and signed the form.

Where all money raised has been online through **Justgiving**, there is no need to take further action, but please do write to tell us how much you raised anyway.

Contact us

Roger Cooper
Development team
RIBA
66 Portland Place
London
W1B 1AD

+44 (0)20 7307 3817
development@riba.org

Don't forget...

to tell us how it went. Write to us, email us, send pictures and post on social media using hashtag **#futurearchitectspledge**

Finally, a big thank you

Thank you from everyone at the RIBA for all your efforts and we hope you have a lot of fun too.

“

The bursary contributed to me being more financially secure, partially relieving the worries and stress of money so I could transfer that energy into my work.

”

Joseph Magri, Student Support Fund grant recipient

HELP US
**REACH
OUT**

MAKE A
**PLEDGE
TODAY**

**Future
Architects
Pledge**

architecture.com/makeapledge

RIBA 
Architecture.com