



Welcome and thank you for joining our fund-raising campaign

Dear fundraiser,

Thank you for requesting this fund-raising pack; we rely heavily on public donations to maintain the highest level of care in The Newcastle Neonatal Service, providing specialist care for premature and ill newborn babies from all over the Northern Region of England. We can look after up to 30 babies at any one time, many of whom may be very ill or needing intensive care.

About half of the 600 babies admitted during the year are born to parents living in Newcastle and about a third are transferred in to us for intensive care from other hospitals either before birth in the womb or after birth in a special transport incubator which keeps them warm and provides life support for their breathing on the journey. The babies who are transferred stay here until they are well enough to go back to their own hospital. All premature babies need to stay in a special care baby unit until a few weeks before they should have been born.

The intensive care for these tiny babies needs around 130 nurses and 20 doctors. Nursing and medical care on the ward demands particular skills and we support specialist training in those areas. It is very important that we keep up to date with the latest advances and we contribute to some of these by supporting local research projects. The babies need careful monitoring and support with expensive equipment so that they have the best chance of recovery. We try and make the experience less stressful for parents by making the environment more homely and by contributing to travel costs.

This pack contains all the information and advice you need to get your fund-raising started:

- What is Tiny Lives?
- How we spend your money
- Ideas for fund-raising
- Fund-raising guidelines
- Sponsorship forms
- How to pay in your money

Any contribution can help towards supporting this service. Thank you for coming this far and happy fund-raising!

Dr. Fenton
Head of Neonatal Services

What is Tiny Lives?

Tiny Lives was set up to help support the Newcastle Neonatal Service by helping raise funds to purchase extras not provided by the NHS. It is a registered charity, administered by the Community Foundation serving Tyne & Wear and Northumberland, who manage the financial investments on Tiny Lives' behalf so enabling long-term benefit.

How Tiny Lives helps

Tiny Lives fulfils a number of roles:

- Helps to provide expensive equipment, which assists us in caring for sick babies. Last year equipment purchases included - a transporter (£35,000) and an incubator (£17,500).
- Contributes towards the cost of specialist staff training.
- Supports research projects aimed at improving the care we offer the babies.
- Supports parents, i.e. with travel costs when financial situations are difficult.
- Provides hidden extras such as Christmas presents, clothes for the babies, furnishings and décor to improve facilities for parents.

How you can help

- By organising a fund-raising or sponsored event (see enclosed guidance on how to do this).
- By a donation to the general fund.
- By a donation for a special purpose.

With your support we can raise even more money to support this vital service!

How we use your money

The requirements of the Special Baby care Unit are diverse. This is not a wish list it is only as a guide.

Donors are welcome to make a cash contribution or even pay for a piece of equipment:

Research Fellow		£35 - 49,000
ABL 735m biochemistry blood analyser		£25,000
Research Nurse		£25,000
SLE HFO ventilator		£16,500
Dräger incubator		£10 - 14,000
Babytherm 8000 cositherm		£4,750
Infusion pumps (ivac)		£3,000
Ohmeda (+ biliblanket)		£2,200
Philips Galaxy MP640 magneto optical disc drive (for ultrasound)		£2,000
Calibration unit		£1,700
Kanmed 'warming nest' (+ control box)		£1,700
Pulse oximeter (sat monitor)		£1 - 2,000
Syringe pumps (ivac)		£1,500
PC and printer for maintaining Tiny Lives database		£1,500
ECG recording module for Hewlett Packard monitors		£900
Syringe driver (Graseby)		£700
Apnoea monitor		£500
Oxygen analyser		£500
Breast pump	Ameda elite	£425
	Medela lactina (+ case)	£415
	Ameda hand	£8.50 -£12.00
Doppler seaward vacutrak		£250
Baby scales (Seca)		£170

Ideas for Fund-raising Activity

There are many ways of raising funds for The Tiny Lives Appeal, below are a few areas to get you started - use your imagination and Happy Fund-raising!

EVENTS

Bring & Buy Sale
Ball
Play/Theatrical Production
Disco
Fun Day
Cake Stall
Bingo Night
Karaoke
Come As You Please/Fancy Dress
Fete
Car Boot Sale
Pub Quiz
Treasure Hunt
Halloween, Bonfire, Birthday parties etc

SPONSORSHIP

Walk
Spelling
Fast
Run
Bungee Jump
Parachute Jump
3-Legged Race
Dance
Hospital Bed Race
Shave/Dye hair/Beard
Dress As A Baby
Pub Crawl
Pram Race
Swim

COMPETITIONS

Number of sweets in jar
Guess Weight
Guess Name of
General Knowledge Quiz
Raffle
Tombola

*** Please see the important note on Insurance overleaf**

Fund-raising Information

The Tiny Lives Committee is always grateful for the work of those who help the fund by organising fund-raising activities. Unfortunately, not everyone is aware that many fund-raising activities, particularly those taking place in public places, are regulated by certain laws. It is the responsibility of the fund-raiser to remain within the law and, to help those who may be contemplating a public activity; the following reminders have been prepared. They are not intended to be a complete catalogue of do's and don'ts.

- **Street collections** (including fancy dress, busking etc) require a permit from the local council and are covered by a number of strict regulations.
- **Pub collections** require permission not only from the landlord but also from the brewery unless it is a free house. Pub-to-pub collections also require a house-to-house permit from the local council.
- **Children under 16** may not collect money in collecting boxes under any circumstances.
- **Open tins or buckets** are illegal; a closed container must always be used. We encourage the use of our own official Tiny Lives containers.
- **Raffles and lotteries** must be registered with the local council unless they take place during an event such as a fête or dinner or any other "exempt entertainment"; with tickets sold on the day, not in advance; with no cash prizes and not more than £50.00 spent on prizes (but no limit on donated prizes). Tiny Lives is lottery registered.
- **Insurance** against theft (of money boxes etc) and against other disasters (depending on the fund-raising activity) is strongly recommended as neither Tiny Lives nor the Community Foundation carry insurance on behalf of fund-raisers and take no responsibility for their actions.
- **Selling tickets or goods for an event on behalf of Tiny Lives:** The fund-raiser is now required by law to say exactly how much will be donated to Tiny Lives.
- If funding is undertaken by a **commercial organisation** a separate agreement is required.
- **Publicity** for any events should state - "Tiny Lives supports the Newcastle Neonatal Service and is part of The Community Foundation serving Tyne & Wear and Northumberland (Registered Charity : 700510)"

NOTE: *Tiny Lives and the Community Foundation cannot accept responsibility for any loss, damage, personal injury or accident sustained in the course of fund-raising on behalf of Tiny Lives. Persons undertaking hazardous pursuits in aid of Tiny Lives do so at their own risk.*

THE COMMUNITY FOUNDATION SERVING TYNE & WEAR AND NORTHUMBERLAND

The Community Foundation provides a professional and knowledgeable service to families and companies who want to help their local community. Funds set up by donors are invested to produce a permanent annual income that provides small and large grants to support a wide range of voluntary organisations in need in the areas of Tyne & Wear and Northumberland. The aim is to make it easier and more rewarding for successful people and organisations to give back to their community.

Established in 1988, the Community Foundation serving Tyne & Wear and Northumberland has developed into the largest community foundation in Great Britain. The combined assets of funds currently stand at 20 million pounds and in 1999, 628 grants were awarded, totalling over £2 million. Currently, managing over 70 funds, one being Tiny Lives, the following are also included:

READMAN	Helping young people to help themselves. Individuals or groups can apply.
WOMEN'S FUND	New initiative set up with financial help from Mrs. Margaret Barbour.
YOUTHBANK	Grants given to young people by young people. Application forms must be completed by groups of 12-21 year olds and involve some aspect of community development. Considered bi-monthly and usually for about £500
SUNSHINE	Equipment fund for disabled children under 16 years old. Run by the Evening Chronicle with decisions bi-monthly
YOUNG MUSICIANS	Provides help with tuition and equipment costs for young people under 18 and starting out in music. Initiated by Northumbrian piper Kathryn Tickell.
SAMMY JOHNSON	Set up by Jimmy Nail and Tim Healy in memory of actor Sammy Johnson. Will provide grants for young actors in Tyneside.
NBS	The Newcastle Building Society Community Fund has three main areas: encouraging new talent, education and improving the community. They particularly like arts in education but only fund groups. Meets quarterly.
KELLETT	Large and small grant pot to support activities for the third age. Large applications considered annually, smaller applications 6 weekly.

TINY LIVES

	Please read carefully before completing. Please ensure all alterations are initialled
	4 YEAR NET DEED OF COVENANT (INDIVIDUALS)
Your full name in CAPITALS	I
	Mr, Mrs, Miss or Title
Your full address in CAPITALS	Of
	Address Post Code
	HEREBY COVENANT with the COMMUNITY FOUNDATION for the benefit of the FOUNDATION that for 4 years (or during my life if shorter) I will pay the sum that will after the deduction of income tax at the basic rate for the time being in force amount to
Amount you wish to pay each year / quarter / month	Amount in words
	£ _____ *annually *quarterly *monthly Amount in figures
Date when payments are to start	From the _____ day of _____ 200
Date of signature	On _____ 200
	Signed and delivered _____ in the presence of _____
Your signature	Signature _____ Signature of witness _____
	Address of witness _____ Post Code _____
	<u>BANKERS ORDER FORM</u>
Your full name in CAPITALS	I
	Mr, Mrs, Miss or Title
Your full address in CAPITALS	Of
	Address Post Code
	Request you to pay BARCLAYS BANK PLC (20 59 97), WINGROVE BRANCH for the credit of the THE TINY LIVES FUND, Account No. 00233536
Amount you wish to pay each year/ quarter/ month	The sum of : Amount in words £ _____ Amount in figures *annually for 4 years (4 payments in all) *quarterly for 4 years (16 payments in all) *monthly for 4 years (48 payments in all)
Date when payments are to start	Starting on the _____ day of _____ 200
Your signature and date	Signature _____ 200
	To:
	Name of your bank
	Address of your bank
	Account No. Branch Sort Code

Sponsorship Form

The person named below is fundraising for The Tiny Lives Fund

Details of the person being sponsored

(Please remember you must be 18 years or over, unless accompanied by an adult)

Name:

Address:

Postcode:

Thank you for your support



If you are planning an event for Tiny Lives, please complete and return this form.
Thank you!

Your Surname		Title		Initial	
Address					
.....					
Postcode					
Contact Number					
Mobile					
Email					
<small>(please state event)</small>					
I / We intend to organise:				Date	
At(venue)				Cost	
Venue address					
.....					
Venue contact name				Number	
Entertainment				Cost	
Contact name				Number	
I/We hope to raise:£ for The Tiny Lives Fund					
I/We require:					
Tiny Lives Collecting Tins					<input type="checkbox"/>
Tiny Lives Merchandise pens/pins					<input type="checkbox"/>

Contract Event Organiser

We agree to host the above event for the Tiny Lives Fund.
The details of the event are as above. If there are any changes we will notify the Tiny Lives Fund.
We agree that the Tiny Lives Fund will receive funds raised through this event and that the funds will be made available to the Tiny Lives Fund no later than three months after the event takes place.
We have discussed insurance arrangements with the Tiny Lives Fund and accept that the Tiny Lives Fund and the Community Foundation are unable to accept any responsibility for any loss, damage, personal injury or accident sustained in the course of fundraising on behalf of the Tiny Lives Fund.

Signed _____ **Printed** _____

Company _____ **Date** _____
(if applicable) (Please complete and return this to the address below)