

GROWING UP CAN BE TOUGH...

We are Jigsaw...

leading the change in
youth mental health.

JIGSAW Young people's
health in mind

Thank you for being a Hero!

We are delighted that you have decided to support youth mental health by raising funds for Jigsaw.

On behalf of every young person in Ireland, we really appreciate your help.

The following pages are filled with different ideas on how to raise funds as well as hints and tips on how to make your fundraising event as successful as possible.

Also, remember that here in the fundraising team we are more than happy to guide and support you in whatever way we can, so please keep in touch and let us know how everything is going along the way.

Best of luck!

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How To Raise Funds

Making a commitment to raise funds for a great cause can seem a bit daunting at first, even to the most experienced fundraisers. The following tips are designed to help you get the most from your efforts and have a bit of fun along the way too.

Set a target

The first thing to do when you decide to fundraise is to set yourself a target. Make sure it's achievable, so you stay motivated and feel like you're making progress. Now you can start to work out the different ways you can achieve your goal including:

Contacts, contacts, contacts!

Make a list of all the people you know who you can ask for a donation or to help you in your fundraising efforts. This could include family, friends, work colleagues, neighbours or any clubs and societies you may be a member of.

Match funding:

Sometimes companies operate a match funding scheme which means they will match the amount raised by an employee up to an agreed amount e.g. €500. This is an easy way to seriously boost your fundraising efforts, so don't forget to check it out with your employer.

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Online Fundraising:

You can raise funds for Jigsaw through **Everydayhero.com/ie** which is an easy way for people to sponsor you. All you need to do is select Jigsaw as your charity of choice and create your fundraising page. All funds raised online will be paid directly into our bank account at the end of each month, giving you one less thing to worry about!

Sponsorship cards:

We are happy to provide you with sponsorship cards which you can use to collect funds from people you know in your workplace or local area.

Maximise your funds!

Consider if there are other ways you can increase your funds. Maybe you could organise a raffle and source prizes from local businesses in your area?

Remember, don't forget to **keep asking**. It usually takes more than one email to get a response. Think about when you ask people to support you as well so time your emails when you know people are feeling flush - payday usually works well!

TALK

LISTEN

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Organising An Event

Organising your own event can be great fun and a brilliant opportunity to bring people together for a shared cause. With some careful consideration and planning, your event is sure to be a success!

Choose your event

Firstly, decide what type of event you would like to organise. Take a look through our A-Z of fundraising ideas to see what takes your fancy. From BBQ's, to bake offs, to quiz nights, there's bound to be an idea that works for you.

Get the planning started

Do you need to book a venue or can you host the event at home, in work or in a local club? If your event is going to be outdoors, have a backup plan in case it rains. List all of the tasks that need to be taken care of and delegate where possible to family and friends.

Timing

Before you decide on the date or time of your event, do some research to see what else is going on in your area. You don't want to put in all that effort only to discover that you are competing with another event on the same day.

Budgeting

After deciding on how much you would like to raise, work out if there are any costs associated with your event. A good rule of thumb, is to raise four times the amount that you spend. For example if you spend €100 on your event you should aim to raise a minimum of €400.

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Also, there are ways to keep your costs to a minimum. Local businesses might sponsor some costs or donate prizes. If there's a fee for the venue, see if they will waive it, or give a charity discount.

Insurance

Check if you need to take out insurance for your event. Does the venue have public liability insurance? If not, and depending on the type of event you are running, you may need to seek independent insurance advice. Unfortunately, Jigsaw's public liability insurance only covers events that are run by and managed by Jigsaw and does not extend to external events.

Spread the word

Look at all the different ways you can promote your event – design some posters and put them up in your area, put a notice in the local newspaper, parish bulletin, or on local radio. Update your social media pages and any local event pages. Tell people about your event and encourage them to spread the word too.

Remember to contact us if you would like to use our logo on any printed material you are designing so that we can supply you with the correct version. All materials with the Jigsaw logo will need to be sent to us for final approval before going to print.

Cash handling

Please ensure your own personal safety when handling cash. Don't count cash or coin in a public place, and always ensure that two people are present. Both individuals should verify the amount counted and include their initials on the cash sheet. It's important to keep a record of all expenses and receipts associated with the event. Please return all funds raised as soon as possible after your event. *[See how to return your funds section]*

“**Jigsaw has helped me in ways I didn't know were possible. I feel like a new stronger person**”

Emma, 15 - Jigsaw Meath

A – Z of Fundraising Ideas

We've listed out a few ideas, in our A to Z of possible events, to assist with the planning process, we hope it helps... and remember to have some fun and **enjoy it!**

Try a Bake-off...
Who makes the
cutest cupcakes?

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A - Antiques Fair, Art Exhibition, Auction, Annual leave raffle, **Abseil**

B - Bag packing, **Bake-off**, Book Sale, Ball, Bingo Night

C - Carol Singing, Coffee Morning, **Christmas Jumper Day**, Cake Sale

D - Dance Marathon, Darts Tournament, Dinner Dance, Disco, Dog Walking

E - Egg-and-Spoon Race, Easter egg hunt

F - **Fashion Show**, Five-a-side, Film Premier, Fun Run

G - Garage Sale, Garden Party, **Golf Tournament**, Girls v Guys day

H - Head Shaving, Hockey Match, Hug-a-thon, Halloween Party

I - International Food Dinner Party

J - Japanese Evening, Jelly Eating, Jigsaw Puzzle, Joke Competition

K - Keep-fit-a-thon, Kite Flying

L - Lecture, Lottery, **Leg waxing**

N - Nearly New Sale, Nature Walking, Netball Tournament

M - Magic show, **Marathon**, Murder mystery event, Meditation / mindfulness class

O - Opera, Obstacle Course, Odd Clothes Day, Odd One Out

P - Pop Concert, Pilates class, **Plastic Duck River Race**, Penalty Shoot

Q - **Quiz Night**

R - Race night, Record Breaking, Run (sponsored), Rag Week

S - Santa's Grotto, Sponsored Dog Walking, Swear box, **Stress Down Day**

T - Talent Contest, Theme day

U - Uniform day, University challenge.

V - Variety Show, Vintage Car/Bike Rally

W - **Wellbeing day**, Wine-tasting Evening

X - X-men party, X-factor talent competition

Y - Yoga Class, Yodel competition

Z - Zany Clothes Day, Zodiac Readings, **Zip Line Challenge**

“**Very helpful and lovely people...gradually my confidence got better**”

Sarah, 16 - Jigsaw Clondalkin

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Meet Our Heroes!

Every year, hundreds of individuals run, swim, bake, cycle, climb and organise events to raise vital funds for Jigsaw. Without this amazing support, we couldn't continue changing how Ireland thinks about youth mental health.

Here's just a few examples of some of the fantastic fundraising events that took place in aid of Jigsaw recently:

Colin takes on the Ironman 70.3 in Barcelona and raises €1,452 for Jigsaw

'I've always been involved in sport and I'm a keen runner. Last year, inspired by my brother and encouraged by family and friends, I decided to go learn how to swim (I couldn't do a pool length) and compete in a triathlon.

For my 30th birthday I decided to up the stakes and take on an Ironman challenge whilst raising awareness and funds for Jigsaw - the National Centre for Youth Mental Health at the same time.

I want to help remove the stigma surrounding mental health challenges and hopefully this and future generations will care for their mental health as they would their physical health. These issues can affect anybody and I have seen the outcome of these issues in young people in the local community.

The trip is totally paid for by myself and all funds raised through my online fundraising page went directly to Jigsaw'

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Rachel takes on Kilimanjaro and raises €887

'As part of my Kilimanjaro climb, I wanted to help raise funds for Jigsaw as a thank you for helping my daughter, who struggles with anxiety & depression.

The fundraising part was easy, I just set up a fundraising page online and very generous family members, friends and acquaintances all contributed to helping me raise the money.

Climbing Kilimanjaro is a memory I will treasure forever. Once we reached Stella Point and looked at the sunrise on the horizon, it was the most amazing feeling. A truly beautiful sight.'



PR & Communications

We will do our best to support you in your efforts to raise funds for Jigsaw. Here are some of the ways we can help:

“ Jigsaw turned up the brightness in my life, when things seemed the duller ”

David, 15 - Jigsaw Galway

Merchandise:

We can provide you with information leaflets, t-shirts, buckets and sponsorship cards etc. to help you raise funds for Jigsaw. We would ask that items such as buckets and sponsorship cards are returned to us as soon as possible after your event.

Promotional materials:

If you are designing promotional material for your event, you should state that the event is 'in aid of/to benefit Jigsaw' e.g. Cake Sale in aid of Jigsaw or Quiz night to benefit Jigsaw.

Our logos:

We are happy to provide you with the correct version of our logo's and guidelines for usage on any promotional materials you are producing. A final proof of all promotional materials with the Jigsaw logos should be sent to us before going to print. You can send it to suzanne.oreilly@jigsaw.ie.

Sponsorship:

Approaching local businesses for sponsorship or prizes is a great way to support your event. Let us know if you have plans to approach third parties as we may already have a relationship or contact there.

Media activity:

Please keep us posted of any media activity that you are planning. We are happy to provide a quote for any media releases and share your media activity across our social media pages. Please let us know if you would prefer not to be included in our social media activity.

Cheque presentation:

When you have raised your funds, we are happy to attend (where possible) or invite you into our office for a cheque presentation. We may also like to use any photo's or details of your event, in our internal communications, newsletter or on social media. If you are not happy for us to use your photo's please let us know.

How To Return Your Funds

Congratulations, you've done it! Your fundraising event is complete and hopefully you have reached or maybe even exceeded your goal!

Before you sit back and allow the dust to settle, there's still that all important task of returning your funds to us. There's several ways that you can do this which hopefully will make it as easy as possible:

Online:

You can log on to www.jigsaw.ie and lodge the funds raised on our donation page using your credit card. We will receive notification of your donation and will issue a receipt accordingly.

If you chose to set up an online fundraising page via, **everydayhero.com/ie** then the funds will automatically be transferred to our bank account at the end of the month.

Bank transfer:

You can lodge your funds directly into our bank account online or in any Bank of Ireland branch. Please get in touch with us to know the date you lodged funds and the amount of the lodgement so that we can reconcile our bank statement and acknowledge your donation as soon as possible. Our account details are:

Bank: **Bank of Ireland**

Account Name: **National Centre for Youth Mental Health**

IBAN: **IE38BOFI90149093704516**

BIC: **BOFIE2D**

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Post:

You can send a cheque, bank draft or postal order made payable to Jigsaw to the following address:

The Fundraising Office,

Jigsaw, 16 Westland Square,
Pearse Street, Dublin 2.
D02 V590

In person:

You are also more than welcome to drop your funds directly into our office. We are open Monday – Friday from 9-5.30pm.

“

It was friendly and open. I never felt like I was here because there was something wrong with me

”

Cathal, 15 - Jigsaw Donegal

75%

75% of all adult mental health difficulties arise before the age of 25.

Low mood, anxiety, family difficulties and anger are among the top presenting issues in Jigsaw services.

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How Your Funds Can Make A Difference

Your support is vital to help us change how Ireland thinks about and responds to young people and their mental health.

We want to create an Ireland where young people feel connected to their communities and have the resilience and support to achieve better mental health. We do this through Research, Engagement and Services.

Research:

Through Research we deepen our understanding of young people's journeys, and rigorously evaluate the benefits they derive from our services.

Engagement:

Through Engagement we work closely with young people and their communities, including them at every stage of design, planning and recruitment. We support them to speak in their own voice and together we work to influence national policy and public discussion.

Services:

Through our Services we provide free, confidential, brief mental health supports for young people aged 12-25. We build knowledge, awareness and capacity within the local community through workshops and training. Our services are evidence based, grounded in the local community, designed in partnership with young people and staffed by trained mental health professionals ensuring our young people get the right help through joined-up work with other services.

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Every year, Jigsaw supports thousands of young people across a range of issues including, anxiety, panic, low mood, relationship difficulties, anger management and low self-esteem.

Mental health is the number 1 concern for young people and with your help, we can continue to be here for **thousands more young people** who need somewhere to turn to and someone to talk to.

We have Jigsaw services in 13 communities around Ireland including Dublin (Dublin City, North Fingal, Dublin 15, Clondalkin, Tallaght) Donegal, Galway, Kerry, Meath, Offaly, Limerick, Cork City and Roscommon.

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“
**I liked being able to talk
about my feelings with
nobody judging me**
”

Rachel, 16 - Jigsaw Offaly

3,500

We support an average
of 3,500 young people
each year.



“

**It's a great service, and it really
helped me through a rough time
and helped me to change my
thinking for the better**

”

Daniel, 17 - Jigsaw Kerry

Fundraising Best Practice

Jigsaw is committed to being open and transparent about all our activities. We have signed up to the Governance code and all Jigsaw run fundraising activities comply with the ICTR Statement of Guiding Principles for Fundraising as part of the Charity Act 2009. Jigsaw also won top prize in the Good Governance Awards in 2016

This means we are fully committed to the highest standards of good practice and to ensuring that all of our fundraising activities are legal, respectful, honest and open.

We ask all of our volunteer fundraisers to adhere to these guiding principles of respect, honesty, openness and compliance with the law in all fundraising activities in aid of Jigsaw.

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TALK
LISTEN

Permits & licenses

Depending on the type of event you are organising, you may need to apply for a permit or licence for your event. It's important to think this through well in advance so that you are well prepared in the lead up to or on the day of your event. If you are in any doubt, please contact us here in the fundraising office on 01 4727010 or email fundraising@jigsaw.ie.

Public collections

If you are holding a collection on private property such as a shopping centre or supermarket, you will need to get permission from the centre/shop manager. You may also be required by the manager to provide the following:

- Garda permit
- Letter of Authorisation from Jigsaw stating you have permission to raise funds on our behalf. We will supply you with this, once you have returned your event registration form and it has been approved.

If you are organising a collection in a public location such as on the street, park or churchgate collection, you will need to obtain a collection permit from the Gardai. You will need to contact your local station and fill out an application form. The process can take up to 3 months in some areas, so be sure to get your application in well in advance.

Bag-packing

You will need to get permission from the manager of the supermarket in order to carry out a bag-pack. If you are planning on raising funds this way, it is important to try and book your dates as far in advance as possible as dates (especially weekends) fill up fast!

You will also need to provide the manager with a letter of authorisation from Jigsaw, stating that you have permission.

Raffles and prize draws

Raffles are a great way of boosting your fundraising efforts. If you are organising a raffle in a private setting e.g. workplace, private event and the value of the prize is less than €4k then you don't need to apply for a licence. However, if you are selling raffle tickets publicly and the value of the prize is over €4k then you will need to organise a lottery licence.