YOUR SPACE EVENT GUIDE

Empowering the families of children and young people who are neurodivergent

SPACE
Autism | ADHD
Neurodiverse Conditions

Welcome to your challenge event journey with Team SPACE

Thank you for joining Team SPACE and supporting our cause with your fundraising efforts. Together we will make a lasting difference for neurodivergent children and their families across Hertfordshire and surrounding counties – empowering them to live their best lives.

This pack offers tips and advice on how to make the most of your fundraising. Every pound you raise, along with contributions from your friends, colleagues, and family, has a direct and lasting impact.

We hope you enjoy your experience of fundraising for SPACE.

Key contacts

If you need any further information or support please do not hesitate to contact us on 01920 452270 or at fundraising@spaceherts.org.uk.

Every pound you raise makes a difference.

Help fuel the work of SPACE

SPACE is a local charity working across Hertfordshire and surrounding counties. We empower and support the families of children and young people who are neurodivergent (autism, ADHD, dyslexia, dyspraxia, dyscalculia, dysgraphia, Tourette's Syndrome and other neurodiverse conditions) and the professionals who work with them.

Everything we do is designed to help families navigate local services, build confidence and resilience, share knowledge and enjoy social opportunities and activities where everyone can 'be themselves'.

We promote inclusion, reduce isolation and empower our families and young people to live their best lives. We do this through a wide range of programmes, activities and interventions including family support, creative, sporting and social events and activities, life skill experiences, workshops and training and a SEND lending library.

Unlock your full fundraising potential with these easy steps

No two events are the same. But these are some important steps to get you set up on your fundraising journey

1. Register
2. Make a plan
3. Set up a Local Giving page
4. Tell your SPACE story
5. Boost your fundraising total
6. Share your event
7. Have fun
8. Celebrate your milestones
9. Collect your medal - you did it!
10. Send in your donations

Getting started

1 Register

Let us know what you're doing so we can support you every step of the way by emailing fundraising@spaceherts.org.uk. If you have any questions, we'd be happy to help!

2 Make a plan

Dreaming of the finish-line might seem daunting at first, so the best thing to do is make a plan to help you get there! Start by having a think about all the different parts of your event and what's needed to make it a triumph.

Things you may need to think about

- When and where will you hold your fundraiser - do you need a venue?
- Who will take part and attend or cheer you on? Send invites and reminders.
- What date is your event - does it clash with other big events?
- How can you promote your event?
- How will you collect donations?
- Do you need a training plan?

3 Set up a Local Giving page

Go to our approved fundraising website, Local Giving - it makes it super easy for you to collect donations and boost authenticity to supporters of your fundraiser. Allows family and friends to stay up-to-date with your progress too.

Simply click on 'Fundraise for Us' and follow the instructions to set up your page choosing SPACE from the Charity Dropdown box.

Local Giving also automatically collects Gift Aid for any eligible donations, helping to boost your total with no additional effort.

Making it happen

4

Tell your SPACE story

Share with people why you are fundraising for SPACE on your fundraising page. Perhaps you have been supported by SPACE directly or have seen the impact support from SPACE has had on family members, friends, colleagues or neighbours. Authenticity and passion are contagious, and your enthusiasm can inspire others to support you!

5

Boost your fundraising total

There are countless ways to power-boost your event and boost your fundraising total. We're happy to have a chat and discuss your ideas – just email us: fundraising@spaceherts.org.uk.

A few ideas to kick-start your fundraising

- Check if your employer has a matching scheme: you could double the money raised instantly!
- Gather prizes from local businesses for a raffle, auction or sweepstake (can be hosted online, at home or work).
- Friends can't make it? Ask for a donation anyway.
- Tell people where their money will go.
- Taking on a challenge? Ask friends and family to sponsor each mile, obstacle or distance covered to make it personal.

6

Share your event

Shout about what you're doing - we think you're amazing! Tell your SPACE story on social media along with your Local Giving page link. If you can, make posters and flyers and put them up at work, at the gym or on community noticeboards (with permission), for maximum exposure. Use our letter templates to write a personal message about your challenge to send to businesses to drive donations.

7 Have fun

No matter what fundraising activity you are embarking on to support SPACE, we want be by your side to help make it a success and, most importantly, ensure you have fun while doing it!

Knockout fundraiser

50k Thames Path Challenge

Tractors on Tour

Flying high for SPACE

Treadmill marathon

After your event

8 Celebrate your milestones

It's time to shout about your achievements - let your supporters know how your challenge went and announce your final fundraising total - they'll be over the moon knowing they played a part in your fantastic achievement! Why keep it to yourself? Fill your social media feeds with your success - and if you want to, reach out to local press with an article celebrating your victory.

9 Collect your medal - you did it!

You put the ACE in SPACE! You've been promoted to a fundraising hero and will have a new bounce in your step knowing that you've helped us to support families of neurodivergent children and young people, through family support, free workshops and courses, and activities.

10 Send in your donations

If you've been fundraising through Local Giving then you're all sorted! The donations made on this page come directly to SPACE. You can manually add funds you've paid in offline to your online fundraising page total.

Show off your race face!

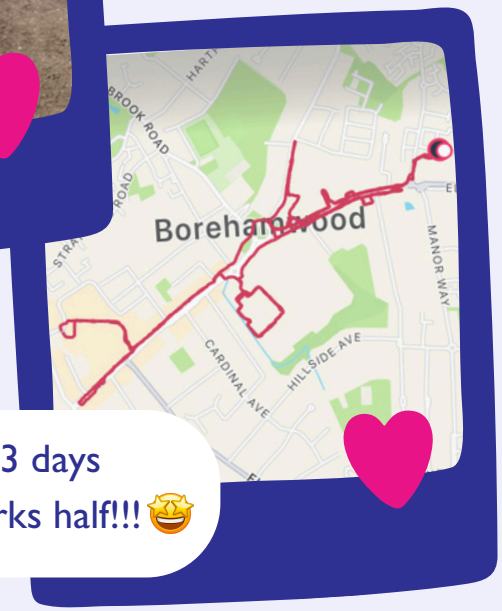
Share your training snaps with pride and let everybody know you are taking on a challenge for families of neurodivergent children and young people. Be proud!

You're doing this because you want to help other families navigate local services, build confidence, increase their knowledge and enjoy social opportunities and activities where parent/carers, their children and young people can 'be themselves'.

Whether you're participating in practice events, on the streets or in the gym... share your pictures and progress on social media and keep us in the loop too so we can celebrate your victories across our own platforms: fundraising@spaceherts.org.uk

#HertfordshireHalf complete - a tough course Running for SPACE Hertfordshire! 🥳

Getting in my steps for the Feb challenge - please sponsor me: LocalGiving/Izzy ☺️



10k in the bank! 53 days until the Royal Parks half!!! 🤩

The impact your challenge event will be making

£15

helps to fund one person to attend a SPACE workshop

£50

helps to fund a 25 minute telephone appointment for 2 families with our family support team

£150

helps to fund our bespoke SPACE activities for families

Resources to power-up your fundraising

We want to ensure that your challenge experience is unforgettable and that you feel supported throughout. You will have access to:

- Regular event emails - running tips, route and challenge info, fundraising ideas and more
- Letter of authorisation (a stamp of approval to approach businesses)
- Local Giving page ideas and copy

Corporate Partnerships at SPACE

Support SPACE through your company. With your help, our Family Support team can continue to guide families through challenging times.

Email fundraising@spaceherts.org.uk for more information.

Ready for your next challenge?

We've loved having you around, stick with Team SPACE and take on a new challenge! Whether you're looking to dash through an inflatables course, trek a trail, run a marathon, or push it to the pedal, there is something for all the family!

Marathons

Half marathons

St Albans Inflatables

Choose your challenge

You put the ACE in SPACE

What a difference you've made!

Thank you

Remember, fundraising is not just about asking for money; it's about sharing your passion and inspiring others to join you in making a difference.

Thank you for supporting families of neurodivergent children and young people in and around Hertfordshire and empowering them to live their best lives. We couldn't do what we do without you.

Stay in touch with SPACE

Join the SPACE family and sign up to receive the latest news from us - sign me up.

SPACE

Autism | ADHD
Neurodiverse Conditions