

HOW TO ORGANISE YOUR OXFAM WATER WEEK FUNDRAISING ACTIVITIES



Pupils at All Saints C of E in Bexhill-on-Sea collected coins in empty water bottles and asked for sponsorship to complete a water assault course.

Whatever fundraising activities your pupils decide to take part in, their support will make a huge difference to communities across the world. Money raised will go towards Oxfam's water, sanitation and hygiene promotion (WASH) projects in countries around the world, wherever the need is greatest. Nearly 800 million people around the world still lack access to clean water and 2.5 billion to sanitation.

This guide includes our fundraising suggestions and top tips for organising them:

Fundraising Activity 1: Oxfam Water Walk

Hold a sponsored water walk to raise funds and consolidate learning. In some countries, women (and often children too) walk an average of 6km (3.7 miles) to get water. Older pupils could try walking the same distance, while younger pupils could plan a shorter route. Pupils could carry buckets or bottles of water along the route.

Along the way...

Add extra excitement to your Oxfam Water Walk by setting up bases along the way. Pupils could take part in learning, write their 'Water Can Change Lives' campaigning messages and participate in other fundraising activities along the walk.

- 1. Choose your distance:** Your pupils can decide how far to walk. You could vary the distance according to year group, or different groups could work together to achieve an overall goal.
- 2. Plan your route:** This could be around the playground, field or a local park. Think about how to mark the route and track your pupils' progress.
- 3. Spread the word:** People might like to sponsor pupils, or volunteer to help on the day.
- 4. Get sponsorship:** Set a realistic goal to aim towards – use the sponsorship form provided, and the amounts on the page to see what you can achieve.
- 5. On the day:** Brief any helpers and give them a map of the route, use banners and stickers to encourage pupils along the way.
- 6. Pay in your money:** Send your money in to Oxfam using the form provided and it will go towards Oxfam's WASH projects in countries around the world, wherever the need is greatest.

If you don't fancy these ideas

Your pupils can organise other fundraising activities. It's a great opportunity for them to show off their creative flair. Alternatively, pupils could campaign instead!

There are loads of ideas at:

www.oxfam.org.uk/waterstories

Fundraising Activity 2: Watery races

Add a water theme to your school sports day, raising money for Oxfam's WASH projects at the same time. This would be a good opportunity to invite distinguished guests, your MP or local newspaper.

Pupils could take part in various events and be sponsored for the number of laps they complete or how long they take to complete a race. Pupils could also present information about water vulnerability and campaigning activities as part of an opening or closing ceremony.

Races could include...

- Relay race to fill a bucket using cups or watering cans – winning team collects the most water in a given time.*
- Relay race to empty a water butt to water garden plants – first team to empty the butt with their bucket wins.
- Obstacle race using watering and farming equipment such as tarpaulins.
- Slow race to carry empty buckets on heads without dropping them.

*Remember not to waste water! Use collected water to water plants around the school garden or field.

Spread the word

These events are a great opportunity to get the whole school community involved. Invite friends of the school, parents and the wider community. Inviting your local media is a great way to raise the profile of your event.

Pupils' checklist for organising their Water Week fundraising activities

Fundraise to help change lives around the world

All money raised will make a huge difference to water-vulnerable communities through Oxfam's water, sanitation and hygiene promotion (WASH) projects.

50p will pay for vital information on health and hygiene to get to a person living in an overcrowded community or refugee camp.

£1 will throw a lifeline to someone in Bangladesh by supplying them with clean, safe water.

£20 will train a young Kenyan on how to lead a campaign for her community's rights to water and sanitation.

You might want to print this list out to show people what their money will go towards.

Before the event...

- Check your teacher and head teacher agree to your plans, including the date, time and location of activities.
- Carry out a risk assessment and ask your teacher to check it.
- Make a wet weather plan.
- Write and send a letter to parents to explain what you are planning to do.
- Distribute sponsorship forms.
- Invite special guests – your local MP, media, parents and friends of the school.
- Set a fundraising target.

On the day...

- Brief helpers on the role they will play.
- Set out the activities, refreshments and first aid kits.
- Take photographs, making sure that under-18s have permission for their photographs to be shared with others.

After the event...

- Thank everyone who took part.
- Collect sponsor money.
- Tell your local newspaper how you got on.
- Ask your teacher to see the money you've raised to Oxfam – the easiest way to pay is online, or you can send a cheque with the attached form.

Oxfam Water Week Sponsor Form

Please sponsor me to _____

I'm taking part in Oxfam Water Week to support water-vulnerable communities through Oxfam's water, sanitation and hygiene promotion (WASH) projects.

Your name: _____ Your school: _____

Please complete the form in BLOCK CAPITALS using black or blue ink. Cheques should be made payable to Oxfam (this is for processing purposes only). Please send your completed form back to your school. Thank you for your support.

Initial (s)	Name	House name or number, road and town *	Postcode	Tick to Gift Aid **	Amount Pledged (£)	Paid
Total						

* Oxfam needs this information to reclaim 'Gift Aid' tax – they won't contact you or share your details with any other organisation.
 **Gift Aid: Ticking the box allows Oxfam to reclaim the tax you have paid on this donation. In order for Oxfam to reclaim the tax you have paid on your donations, you must have paid income or capital gains tax (in the UK) equal to the tax that will be claimed. We currently receive 25p in the pound.



Safety and legal

Keep it safe

- Oxfam cannot accept responsibility for accidents before, during or after your activities. For more advice visit www.hse.gov.uk
- When carrying or storing money, be aware of personal security. Walk with someone else, carry a personal alarm and take a safe route.
- Consider first aid requirements. Contact your local St John's ambulance branch.
- Consider fire safety – contact your local fire station for advice.
- Please organise recycling for your activities. Your local council can help.

Keep it legal

You are responsible for ensuring that any Oxfam activities your pupils organise comply with the law. Oxfam cannot and does not accept liability for activities run in aid of Oxfam – and this includes any financial costs incurred in putting on your Oxfam Water Week activities.

Two first steps:

- Check with your local Council for necessary permissions, including licensing, trading standards and health and safety issues.
- Contact your local police if you're planning an event in a public place (for example, a sponsored walk through the town centre).

Street collections and collection boxes:

All collectors must be aged 16 or over, or 14 if accompanied by an adult. To collect funds in a public place such as the high street, you need a local authority licence (allow at least two months to get one). If you're collecting on private property (for example, in pubs or supermarkets) you need written permission from the owner/manager.

All donations must be put in a sealed container. Seal with a lock, sticker or some other device, so you can detect any attempt to tamper with it.

Mandatory text for publicity and fundraising materials.

You must make it clear that you are fundraising in aid of Oxfam, so please include the following text on all flyers, posters, etc.:

Oxfam Water Week is a volunteer-run fundraising venture on behalf of Oxfam GB (Registered charity no. England & Wales 202918, Scotland SC039042). All fundraising profits from Water Week activities go to Oxfam GB.

Under 14s: If your pupils are under 14, a parent, guardian or teacher needs to supervise them.

How to collect the money

Please try to ensure you have collected all the money and sponsor forms and sent them to Oxfam by the end of term – so the money can be used where it's needed most.

Cash: collect together and pay online or send one cheque for the total amount, payable to 'Oxfam'. Please do not send cash through the post.

Cheques: should be payable to 'Oxfam'. Collect together (marking any pledges not yet received) and send to us.

Oxfam Water Week paying in and feedback form

Send this form together with your cheque to: Oxfam Water Week, Freepost RLXG-GRGX-TCHA, Supporter Relations, Oxfam House, John Smith Drive, Cowley, Oxford, OX4 2JY. Please do not send cash through the post.

PLEASE COMPLETE IN BLOCK CAPITALS

Title First name Last name

Job title

School name

School address

Postcode Phone number

To receive news of Oxfam's projects and activities by email please enter your email address below. You can unsubscribe at any time.

Email address.....

Signed Date

Your feedback:

1. How many young people took part in Oxfam Water Week?

2. How did they take part? (TICK ALL THAT APPLY)

- Oxfam Water Walk Water Can Change Lives activity Learning activities Other fundraising activities
 Other campaigning activities Sponsored sports event

3. Please rate the Oxfam Water Week resources out of 10: (10 = EXCELLENT, 1 = POOR) 1 2 3 4 5 6 7 8 9 10

4. Comments:

Share your Water Week stories. Email photographs and details of your Water Week activities to waterweek@oxfam.org.uk and your school could feature on the Oxfam Education website. Please confirm parent's permission has been provided for us to use images of under-18s.

We would like to keep you informed about our projects and activities. However, if you would rather not receive such information please contact us on 03000 200 1300 or email waterweek@oxfam.org.uk Oxfam is a registered charity in England and Wales (no 202918) and Scotland (SC039042).

Thank you for all your support.