



# Greater Manchester IMMIGRATION AID UNIT

## SPONSORSHIP PACK

Dear Supporter

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**Thank you**

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**Je vous remercie**

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Thank you so much for choosing to support Greater Manchester Immigration Aid Unit (GMIAU) through a sponsored event. Money raised through sponsored events will allow us to do the work that is needed to make the most impact. Together we can help change the lives of many more individuals and families who need our help: those seeking asylum, refugees, children, vulnerable adults and divided families.

For over 25 years Greater Manchester Immigration Aid Unit has been supporting people subject to immigration control. We provide free legal advice, representation and support services. We offer the following services to the communities in Greater Manchester and Merseyside area:

- Legal immigration advice and representation
- Asylum support and housing services
- Supporting young people
- Supporting women at risk
- Supporting families with no recourse to public funds
- Refugee family reunion project

We have over 1,000 live cases at any given time and provide advice to over 5,000 individuals and agencies annually. We have expanded reach during a significantly challenging period of cuts in public funding and legal aid. However, we are coping with a very high demand for services. No other independent agency in the North West offers the level of advice and representation that we can provide.

**But we can't do this alone.** We need your help to achieve it. To remain a strong and sustainable organisation we need people like you to help us. You can rest assured that every single pound raised for us will help us improve lives every single day. This guide has been prepared to help you plan for your big challenge.

As a member of Team GMIAU we will be with you along the journey as you prepare for the big day. Whether you need information or advice before your big challenge, remember that we are always on hand to help. Just ring me on 0161 359 3013 or drop me a line at [sara@gmiau.org](mailto:sara@gmiau.org)

In the meantime, good luck with your challenge. Thank you for choosing to support us and helping the local community.

Best wishes,

Sara Naim  
Development Manager – Fundraising and Communications

### Greater Manchester Immigration Aid Unit

1 Delaunays Road, Crumpsall, Manchester, M8 4QS

Tel 0161 740 7722 | Fax 0161 740 5172 | Email [info@gmiau.org](mailto:info@gmiau.org) | [www.gmiau.org](http://www.gmiau.org)

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## LOCAL RUNNING, SWIMMING AND CYCLING EVENTS

You may want to raise awareness with a family member or friend who is facing immigration control. You may want to campaign with us for improvements in immigration law and policy. You may want to get fit with a physical challenge or enjoy a fun activity with your friends and family. Whatever the reason may be, you'll help us make a difference in the life of many.

Discover multiple running, swimming and cycling events in the local area in which you can participate in 2017 while raising vital funds for Greater Manchester Immigration Aid Unit:

### **Event: Oulton park half marathon and 10 k**

Website: <http://www.xtramileevents.com/events/oultion-park-half-marathon-10k/>

Date: 26 February 2017

Details: Held entirely on the fantastic Oulton Park race track with the finish straight in the pit lane, what a great event to start your road running season with.

Registration: £24 – £30 per person

### **Event: Liverpool Half Marathon**

Website: <http://www.btrliverpool.com/liverpool-half-marathon>

Date: 2 April 2017

Details: Take part in Liverpool's biggest and best race event

Registration: £34 per person

### **Event: ASICS Greater Manchester Marathon**

Website: <http://www.greatermanchestermarathon.com/>

Date: 2 April 2017

Details: A superfast course, great entertainment, outstanding crowd support

Registration: £60 per person

### **Event: Fleetwood 10 k**

Website: <http://www.fyldecoastrunners.com/fleetwood-10k.html>

Date: 9 April 2017

Details: It is a perfect race for runners of all abilities with a fun and friendly atmosphere.

Registration: £14 per person

### **Event: Blackpool 10 k, half marathon and marathon**

Website: <http://www.fyldecoastrunners.com/blackpool-marathon-bullnbsphalf-marathon-bullnbsp10k.html>

Date: 23 April 2017

Details: As always the event is run on Blackpool's Promenade passing all the great landmarks and tourist spots.

Registration: £19 – £34 per person

### **Event: Great Manchester 10 k and half marathon run**

Website: <http://www.greatrun.org/great-manchester-run>

Date: 28 May 2017

Details: If you're looking for a running event where you can experience a true Manchester welcome, then look no further!

Registration: £38 – £44 per person

### **Event: Blackpool 10 Mile**

Website: <http://www.fyldecoastrunners.com/blackpool-promenade-10-miler.html>

Date: 27 May 2017

Details: A fast but undulating course around the coastal front of Blackpool.

Registration: £17 per person

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**Event: Wilmslow Triathlon**

Website: <http://www.xtramileevents.com/events/wilmslow-triathlon-2017/>

Date: 14 May 2017

Details: Includes 400 swim, 24 km cycle, 6 km run.

Registration: £45 per person

**Event: Derwent Island 1500 m Swim**

Website: <http://www.keswickmountainfestival.co.uk/sporting-events/derwent-island-1500m-swim>

Date: 11 June 2017

Details: The 1500m open water swim will take you out and around Derwent Island

Registration: £28 per person

**Event: Great North Swim, 10 k, 21 k, 36 k**

Website: <http://www.greatrun.org/great-swim>

Date: 10 June 2017

Details: The Great Swim Series has grown into the largest open water swimming event series in the UK.

Registration: £150 – £300 for a team of two

**Event: Manchester Colour Run**

Website: <http://thecolorrun.co.uk/locations/manchester/>

Date: 1 July 2017

Details: The Happiest 5k on the planet is back for another year of colour-tastic fun! Celebrating healthiness, happiness and friendship like never before!

Registration: £10 – £23 per person

**Event: Peak District Triathlon**

Website: <http://www.xtramileevents.com/events/chatsworth-house-triathlon/>

Date: 3 July 2017

Details: Based at one of the country's finest stately homes, Chatsworth House, this event is now a firm favourite on the UK triathlon calendar and also acknowledged as one of the toughest!

Registration: £59 – £75 per person

**Event: Blackpool Summer 10k**

Website: <http://www.fyldecoastrunners.com/blackpool-summer-10k.html>

Date: 9 July 2017

Details: A fast and flat course around the coastal front of Blackpool...It's a little cracker with a great atmosphere.

Registration: £15 per person

**Event: Windmill Half Marathon**

Website: <http://www.fyldecoastrunners.com/windmill-half-marathon.html>

Date: 16 July 2017

Details: A fast and flat course around Lytham St Anne's and Fairhaven Lake.

Registration: £20 per person

**Event: Big Fun Run**

Website: <https://www.bigfunrun.com/manchester/>

Date: 20 August 2017

Details: A relaxed 5 k run it's all about getting involved, having fun and enjoying the whole experience of the day.

Registration: £10.99 – £12.99 per person

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**Event: Great North Run Half Marathon**

Website: <http://www.greatrun.org/great-north-run>

Date: 10 September 2017

Details: Starting in Newcastle upon Tyne the 13.1 mile route takes runners through the city centre towards the River Tyne where thousands of people will cross over the iconic Tyne Bridge, where if you're lucky, you might get a glimpse of the Red Arrows passing overhead.

Registration: £54 per person

**Event: Run Preston**

Website: <http://shoestring360.wixsite.com/runpreston>

Date: 24 September 2017

Details: Join a 2k, 5k or 10 k route.

Registration: £5 – £16 per person

**Event: Santa Dash**

Website: <http://www.santadash.co.uk/>

Date: December 2017 (various, depending on the location)

Details: If you're looking for something festive and fun for the family this Christmas.

Registration: £5 – £25 (various, depending on the location)

**Event: Parachute Jump**

Website: <http://www.skylineparachuting.co.uk/charity-parachuting.aspx>

Date: Anytime

Details: A Tandem skydive is the easiest and most popular of all skydives.

Registration: Raise £395 minimum sponsorship for a free jump

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## NATIONWIDE WALKING, HIKING AND CYCLING CHALLENGES

If you prefer a walking, hiking or cycling adventure in beautiful scenic areas, why not set yourself for a challenge over a longer day or a few days:

### Event: Yorkshire 3 Peaks Challenge (1 day)

Website: <https://www.threepeakschallenge.uk/yorkshire-three-peaks-challenge/>

Date: Various date available April 2017 to October 2017

Details: The Yorkshire Three Peaks route is 24-miles long, and includes 5,200ft (1,585m) of ascent.

Registration: £70 per person

### Event: Lake District 5 Peaks Challenge (1 day)

Website: <https://www.charitychallenge.com/challenge/116/Lake-District-5-Peaks-Challenge>

Date: 12 – 13 May, 21 – 22 July, 1 – 2 September 2017

Details: Prepare for an exhausting but energising journey through the rugged and dramatic landscape of the Lake District, as you venture across 14 miles and tackle five of England's most demanding peaks

Registration: £50 with minimum £275 raised in sponsorship per person

### Event: London to Paris Bike Ride (4 days)

Website: <http://www.londonparisbikeride.co.uk/>

Date: 10 – 14 May, 19 – 23 July, 13 – 17 September 2017

Details: The route takes us the 300 miles from Crystal Palace in southeast London to the Eiffel Tower in the heart of Paris.

Registration: £99 – £125 with minimum £1560 raised in sponsorship per person

### Event: Coast to Coast Cycle Challenge (3 days)

Website: <https://www.charitychallenge.com/expedition/2582/Coast-to-Coast-Cycle-Challenge>

Date: 8 – 10 September 2017

Details: Be inspired by some of the most dramatic scenery England has to offer on this classic bike ride from west to east. Departing from the coast of West Cumbria, this challenging itinerary stretches for 140 miles until reaching the North Sea.

Registration: £75 with minimum £825 raised in sponsorship per person

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## COLLECTING DONATIONS FOR YOUR SPONSORED EVENT OR CHALLENGE

There are a number of ways in which you can collect donations for your sponsored event or challenge. These are outlined below:

### JUST GIVING Online Sponsorship Page

We encourage all our supporters to use Just Giving, which is a free online donations page. You can create your own page, send the link to family, friends and colleagues, and then simply collect donations online. The best part is that donations will automatically be transferred to our bank account saving time and resources. Please follow the instructions below to set up your online sponsorship page:

1. Go to [www.justgiving.com/gmiau](http://www.justgiving.com/gmiau)
2. Click on the “Fundraise for us” button
3. If you already have an account, log in. If not, select “sign up” at the bottom of the page.
4. Click on “organised event” and then select Greater Manchester Immigration Aid Unit from the list of charities.
5. Find the event or create your own.
6. Personalize your page by adding your target, photo and write a message to tell everyone what you are doing and why they should sponsor you.
7. Be sure to write a thank you message. This will be sent to everyone who sponsors you.
8. Ensure that the “end date” of your page is set to be around 2 weeks after the event date.
9. Your fundraising page is now ready! Share the link with as many people as possible.
10. Ask supporters to Gift Aid their donation if they are a UK tax payers. This will make their donation worth 25% to our charity, at no cost to you or your sponsors!

### JUST GIVING Text Donations

You can set up a unique text donation code and then encourage your supporters to give via mobile. To make a text donation, sponsors can simply send your 6 digit code and the donation amount to 700700. What's great is that 100% of text donations will go directly to GMIAU. Please follows the instructions below to set up your text donations:

1. Log in to your Just Giving account
2. Click on “your pages”, and select the current event you're fundraising for.
3. Click on “get started with your unique text code”.
4. Scroll down the page and click “personalise your code”.
5. Choose 4 letters and 2 numbers and click the “save” button.
6. You are now ready to share these details with your family, friends and colleagues.

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## Paper Sponsorship Form

If you prefer to use a paper sponsorship form or a supplement to your online page, please find form attached at the pack of this pack. The form includes a gift aid option which donors can select of eligible. Once all sponsorship money has been raised, you can use different methods to pay in the money:

- 1. Post:** Cheques made payable to Greater Manchester Immigration Aid Unit can be sent to: *Greater Manchester Immigration Aid Unit, 1 Delaunays Road, Crumpsall, Manchester, M8 4QS.* Please ensure you include the sponsorship form with all the details and tell us about your amazing fundraising efforts.
- 2. Online:** You can gather cash sponsorship money and pay the total amount into your bank account. You can then go to <https://www.justgiving.com/gmiau> or directly to your Just Giving Online Sponsorship Page and make a donation with your debit/credit card.
- 3. In person:** If you would like to make a donation in person, you can come by our office to drop of money raised and your sponsorship form. Please email [sara@gmiau.org](mailto:sara@gmiau.org) to ensure we are in the office to meet you and thank you for your efforts. We would love to hear all about your event or challenge!

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## KEEPING IT LEGAL

Before starting your fundraising for Greater Manchester Immigration Aid Unit, please read our Terms and Conditions below.

In raising funds for Greater Manchester Immigration Aid Unit, I will...

1. Use my best endeavours to raise money for Greater Manchester Immigration Aid Unit and not do anything to bring Greater Manchester Immigration Aid Unit into disrepute.
2. Obtain and submit all money raised within two months of my fundraising activity to Greater Manchester Immigration Aid Unit.
3. Get approval in advance from Greater Manchester Immigration Aid Unit if using logo in print or digital materials.
4. Ensure that all materials include 'Greater Manchester Immigration Aid Unit, Registered Charity: 1123908'
5. Obtain prior approval from Greater Manchester Immigration Aid Unit before approaching any companies, press or celebrities to support my event.
6. Sign the relevant form for the use of collection tins if required.
7. Not carry out house-to-house collections.
8. Not collect in any public place without first obtaining a collector's licence from the appropriate local authority (usually the council).
9. Not collect on private property (including shops, pubs etc.) without first obtaining the permission of the owner.
10. Not hold a raffle over more than one day without obtaining a licence from my local authority.
11. I shall also pass 100% of all proceeds from any permitted activity of this type solely to Greater Manchester Immigration Aid Unit.
12. Not sell alcohol at any event without having the appropriate liquor license.
13. Make sure my event, and any third parties involved are fully insured and not take unnecessary personal risks.
14. Acknowledge that Greater Manchester Immigration Aid Unit cannot take responsibility for any losses made through my event or liability arising from my event.
15. Return any unused fundraising materials that I will not require in the future to Greater Manchester Immigration Aid Unit.
16. Inform Greater Manchester Immigration Aid Unit at the earliest possible opportunity if I have had to cancel my event due any circumstances.
17. I understand that Greater Manchester Immigration Aid Unit may terminate my right to raise funds at any time.
18. I understand that all funds raised from my event will support the work of Greater Manchester Immigration Aid Unit, registered charity number 1123908.
19. I agree any information provide by me in connection with Greater Manchester Immigration Aid Unit events may be recorded and used by Greater Manchester Immigration Aid Unit in accordance with the Data Protection Act 1998.

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## FUNDRAISING SUPPORT

We really appreciate your commitment to fundraise for our charity. Please let us know what you are planning on doing, as there are many ways in which we can help you:

- Help create promotional materials
- Promote your event to all of our supporters
- Offer ongoing support

We compiled some tips to help with your fundraising efforts prior to your sponsored event:

1. **Know GMIAU.** When people are asked to sponsor a charity event, they will want to know where the money is going. It is important that you know what Greater Manchester Immigration Aid does and how donations make a difference. We have a number of tools to help you share our story: case studies, quotations, annual reports and leaflets. Email us at [sara@gmiau.org](mailto:sara@gmiau.org) to request these items.
2. **Use your imagination.** Try to develop unique and attractive promotions as this will entice more people to support your event. Be creative in letting people know how they can sponsor you. Perhaps they can't donate, but they may offer to help in other ways.
3. **Be enthusiastic.** Be confident and enthusiastic about your sponsored event. Don't be afraid to ask for donations, but don't be discouraged if not everyone you ask sponsors you. Stay positive and don't give up.
4. **Social media.** Be sure to share your journey on your social media networks. In addition, remember to link to our social media outlets, as it is a quick and simple way to raise awareness and promote your event. Try using Twitter, Facebook and even YouTube to create a video diary to tell your story.
5. **Promote.** Tell your family, friends and colleagues about your sponsored event. You can even advertise it in your staff newsletter or community centres.
6. **Photos.** Take lots of pictures (and videos) as you prepare for the event, but also during. Share these images with us so that we can help you promote but also inspire others to participate.
7. **Thank everyone.** Always remember to thank people as they sponsor you. Keep them updated after the event and let them know how much you raised in total.

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## CONTACT US

Don't forget to send us information and photographs from the sponsored event. We would love to hear from you and share your story to inspire others.

If you need any further information or support, please get in touch.

Sara Naim

**Email** [sara@gmiau.org](mailto:sara@gmiau.org)

**Call** 0161 359 3013

**Web** [gmiau.org](http://gmiau.org)

**Facebook** [.com/Immigration.Aid.Unit](https://www.facebook.com/Immigration.Aid.Unit)

**Twitter** [@gmiau\\_northwest](https://twitter.com/gmiau_northwest)

**Wishing you all the best for the sponsored event – we look forward to hearing from you.**

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# GREATER MANCHESTER IMMIGRATION AID UNIT SPONSORSHIP FORM

Please make sure you fill in all of these details.

Title \_\_\_\_\_ First name \_\_\_\_\_ Surname \_\_\_\_\_  
 Address \_\_\_\_\_  
 Postcode \_\_\_\_\_ Telephone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Event Name \_\_\_\_\_  
 Event Location \_\_\_\_\_ Event Date \_\_\_\_\_

Please return completed sponsorship form to:  
 Greater Manchester Immigration Aid Unit, 1 Delaunays Road, Crumpsall, Manchester, M8 4QS

Title	Initial	Surname	House name or number	Postcode	Date Paid	Your Donation	Gift Aid (please tick)
Mrs	S	Smith	123	SS1 2SS	01 Jan 2017	£20.00	<input checked="" type="checkbox"/>
Please fill in your name and home address in your own writing – otherwise we can't claim Gift Aid							
Total Donations Collected:							
YOUR GIFT AID DECLARATION: By clicking the Gift Aid box, I confirm that I am a UK tax payer and I would like Greater Manchester Immigration Aid Unit to treat this donation as a Gift Aid donation. I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of gift aid claimed on all my donations in any tax year it is my responsibility to pay any difference. If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust our tax code.							

مَدَن شَد كَرَم

Thank you

شَد كَرَا

Je vous remercie

شَد كَرِيَه كَا اَب

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