



How you can support us



**THE OLD BAKEHOUSE
CHADLINGTON**

How you can support us

The Old Bakehouse, Chadlington is a registered charity providing supported living for older people.

A huge community effort saved the house from closing – and community and financial support remains incredibly important to continue the work of The Old Bakehouse.

Simply put, without your help we could not do the vital work we do. Here are the many ways in which you can support us.

Make a one-off donation today

Make an online donation by debit/credit card (link) or using this QR code



Donate by post

If you are sending us a cheque, please make it payable to ‘The Old Bakehouse, Chadlington and post to:
The Old Bakehouse

West End

Chadlington

Chipping Norton

Oxon

OX7 3NJ

Please don't forget to include your contact details (so that we can thank you), together with your reason for donating.

Also please remember to add Gift Aid if you can. Gift Aid is so important to us – for every £1 you give we can claim 25p from the Government. We can only collect Gift Aid if you have completed a declaration form. You can do this by clicking on the link below, which will cover all your online and offline donations. You can use the link below:

https://assets.publishing.service.gov.uk/media/5a74f93eed915d502d6cc7f4/Charity_GAD_Single_Donation.pdf

Donate in person

You can drop into the Old Bakehouse to leave your donation with the House Manager. Please make sure they know that it needs to come to the fundraising department and don't forget to include your contact details.

Donate in Memory

Remembering a loved one with a gift to The Old Bakehouse is a wonderful way to celebrate the life of someone special.

Becoming a Regular Giving Friend

With a donation of your choice, by direct debit on a monthly, quarterly, half yearly or yearly basis. Knowing we have support us in this way helps us to plan ahead and carefully manage our plans for the future.

Did you know that if you are a UK taxpayer your donation could be worth 25% more, at no cost to you? If everyone updated their status, that could be 25% more local people who we are able to help! And, once again, please remember to add Gift Aid if you can.

Make a Gift to The Old Bakehouse in your Will

Anyone can leave a gift to charity in their Will and no gift is too small to make a lasting difference. There are three ways you can include The Old Bakehouse in your Will;

- A pecuniary legacy allows you to leave a specific sum of money

- A residuary legacy allows you to leave a percentage of your estate
- Gift a specific item, such as jewellery, art, or property

It's easier than you think to make or update your Will. It's also worth knowing that gifts to UK registered charities are exempt from Inheritance Tax in the UK and can help you to manage your inheritance tax liability – we strongly recommend that you speak to a solicitor for advice on tax issues.

The business of making a Will is of course a private matter, and we respect this. However there is always sadness when a legacy is received if there has not been the opportunity to say thank you during the legator's lifetime.

If you have already included a gift The Old Bakehouse in your Will, or plan to make a bequest please do let us know so that we can thank you and recognise your support.

We offer optional recognition for all forms of donation on our website, and in the residents lounge, please let us know if you wish to be anonymous.

For any queries, please email us at xx or call xx.

Become a corporate supporter

We believe a partnership is a two-way process and a long-term commitment and that the best partnerships are formed when we work closely with corporate supporters over a number of years, helping both organisations to gain greater understanding and deeper links between individuals from the partnership.

As such, we try to work closely with our partner organisations to help them understand the breadth and depth of what The Old Bakehouse does, and how we work. Just as important as sharing what we do, is finding out about the company and understanding what they do, what they are trying to achieve and their challenges so that we can make a positive impact along that journey.

What makes a successful business relationship?

Our most successful and loyal corporate partners have embraced working with us and have engaged with us on a number of levels, including:

- sponsoring activities and events
- providing materials and/or services free of charge
- providing pro bono support and training from employees
- promoting support of the house to employees, customers and suppliers, leveraging additional support
- recruiting volunteers to help at our events

Sponsorship opportunities

From full event sponsorship, to sponsoring one of our rooms or activities at The Old Bakehouse, we have something for every business, big, small and for those in between.

By supporting the Old Bakehouse through sponsorship, your business will help cover the costs of our events and marketing, which means that more money raised through sales and fundraising goes directly back into the house, supporting people at a time when they need it most.

It also creates brand awareness of your business within the community and you will be associated with a much-loved charity, for example:

- room refurbishment
- weekly lunch club
- gardening club

Run your own ‘in aid of The Old Bakehouse’ event or activity

Please chat with us if you have an idea for fundraising for The Old Bakehouse - we have all the information you need to in our supporters fundraising kit, including:

- How to make the most of your event
- The information to promote the Charity
- Our marketing guidelines

Remember, fundraising is only fun when you keep it safe and legal. Follow our guidelines at the back of this document.

Join the Old Bakehouse Volunteer team

We have a wide variety of volunteering roles to support many different areas of the house. Check out this list and click on any of the links to find out more about those roles that particularly appeal to you. On the page for each role, you will find a role description, role profile, and an application form

Gardening

You will help provide general maintenance for the Old Bakehouse gardens, planting, pruning, trimming hedges, tending to the lawn and allotment, as well as gathering in the produce.

It is preferable that you have some gardening experience, but this is not essential and training will be given. You should enjoy working as a team, but also feel comfortable working independently.

House Companions

We want you to help contribute to the well-being of residents, offering companionship and/or support with activities to enhance residents quality of life.

You will work as part of a warm, friendly team working together to support our residents; helping organise or lead activities, helping to address sometimes baffling challenges of modern living, or just enjoy a cup of tea and a chat in the lounge.

We ask that you have enthusiasm and confidence to meet new people in their home and the skills and personal qualities to deliver 'active listening' without feeling a need to fix everything. However you can help, your support, time and commitment is invaluable to us.

Events

We organise a range of events to help raise awareness of our services and funds to support them. With a small Trustee team we rely heavily on the support of our Events Volunteers to organise, promote, set-up before and clear-up after events.

Would you be able to help us out at events? Tasks for this volunteering role include:

- Putting up posters and delivering flyers
- Setting up (and clearing-up) event-related equipment, such as gazebos, tables and signage
- Transporting equipment in your vehicle or another volunteer's vehicle from The Old Bakehouse to the event site.

Fundraising is only fun when you keep it safe and legal



Stay Legal !

1. Charity number

So that everyone knows where their money is going, please make sure any posters or information about your event includes:

- the Old Bakehouse 'in aid of' logo (downloadable from our logos page)
- our charity number: 'The Old Bakehouse, Chadlington registered in England and Wales Charity number 1211853'

2. Child protection

If you are under 18 years of age, you will need permission from a parent or guardian to raise money for The Old Bakehouse.

3. Data protection

If you're collecting information, only collect what you will need. Keep it safe, do not share it, only keep it as long as you need it and dispose of it securely afterward, by shredding if it's in a hard format. You can find information about how we protect and use personal data in our [privacy policy \(link\)](#).

4. First Aid

If you're holding an event with lots of people, make sure you have appropriate first aid support in place. You can get advice from St John Ambulance or the British Red Cross. As a basic guide, there should always be someone on hand to help at smaller events, but for larger events involving 500 or more people, there should be a minimum of two qualified first aiders on site.

5. Food

Although one-off events selling food don't usually require food safety approval or certificates, when preparing or handling food, there are guidelines you will need to follow to make sure it's safe for people to eat. All the information you will need is available at the Food Standards Agency.

6. Assess the risks

Stay safe by using your common sense, anticipating problems and taking sensible precautions.

Putting on a public event? You may need to submit a risk assessment beforehand to manage issues like keeping possessions or cash safe, carrying heavy items, food preparation, cold or hot weather risks or your gazebo blowing away! Here's a template to use: hse.gov.uk

7. Insurance

If your event involves the general public, it's important to have

Public Liability Insurance in place. Check first to see if your venue already has this. If you're holding an event at home on private property, check your insurance covers this too. The Old Bakehouse cannot be responsible for arranging insurance cover for your event.

8. Permissions

If you're holding an event in a public place, you must get permission first, either from the local authority or the property owner. Please make sure you get permission in writing for your records. You might also need a licence for any alcohol you sell or music you put on, for example a Charity event with alcohol included in the ticket price will need a licence from the District Council (unless the premises you are using already have a licence), a licence would also be required if there was any 'regulated entertainment'.

9. Photos

If you plan to take photos of other people at your fundraiser make attendees aware. If someone does not want to appear in photos, you must respect their wishes. It's especially important when photographing children to have consent from parents.

10. Public collections

If you are planning to hold a collection, please call us first as you may need a licence. We can give you advice on this, and you can

request buckets or tins. Please call us on xxx

11. Raffles

Raffles come under legislation for lotteries and fall under the Gambling Commission rules.

To keep a raffle legal and simple, you must only sell raffle tickets at the event/location, not before the event or offsite. The result can be declared at the event or after it has finished.

We can provide a Letter of Authority so that organisations and shops will know you're bona fide when you ask for a donation or a prize

12. Your Personal Safety matters to us

Fundraising away from home? Only do your activity somewhere you feel secure, comfortable and supported by people you trust. If you're going somewhere new, think about visiting ahead of time to get to know your surroundings. Charge up your phone and tell someone where to reach you if you're stepping out alone.

13. Cash handling

If you're collecting cash, get help to store it safely, count, transport and bank it as soon as possible. Consider the storage of cash in your event plan or risk assessment, if applicable, and if confronted by someone demanding the cash, hand it over and report to police as soon as possible.

Our Fundraising terms and conditions

Thank you for fundraising for us - you're an Old Bakehouse Hero! The Old Bakehouse accepts no liability for third-party events. Our advice here is not exhaustive but is simply a guide to help you plan safely, so please consider all potential risks, and seek further advice if necessary.

When fundraising for us you agree to these terms and conditions.

1. You agree to organise fundraising activities as an independent supporter of The Old Bakehouse therefore you should refer to raising money as 'in aid of' not on behalf of.
2. You agree to comply with any instructions, advice or guidance given by The Old Bakehouse relating to your fundraising activity.
3. You will be responsible for any costs, taxes, charges or expenses incurred or arising from any connection with your fundraising activity.
4. You accept that any risks related to your fundraising activity are your responsibility, including liability for any injury or loss which may occur to you or any other associated with your fundraising activity. You will therefore take all reasonable precautions to protect the health & safety of all of those associated with your fundraising activity
5. You will comply with all applicable laws and regulations associated with your fundraising activity, obtaining any necessary licensing, consents or permissions. E.g. If you are

holding a street collection, raffle or lottery or proposing to sell alcohol.

6. You acknowledge and accept that The Old Bakehouse's insurance policy will not cover any activity associated with your fundraising.

7. You will not do anything that threatens The Old Bakehouse's reputation, brand or name. If you do, The Old Bakehouse has the right to ask you to stop your fundraising activity immediately.

8. You agree to pay all of the proceeds from your fundraising activity as soon as possible after the event or collection of the monies (and in accordance to any agreed timescales) and in accordance to The Old Bakehouse's instructions. You may not deduct any costs unless agreed in writing with The Old Bakehouse.

9. You shall encourage donors and/or sponsors to make gift aid declarations where eligible and practical. This may enable us to recover basic tax on these donations. Further information about gift aid can be found at:

<https://www.gov.uk/donating-to-charity/gift-aid>

10. Unless The Old Bakehouse has provided you with branded materials as a result of your fundraising registration, you may only use The Old Bakehouse name, brand and logo with written permission from The Old Bakehouse and in line with charity's brand guidelines. To apply for permission, you will need to let The Old Bakehouse know how you plan to use the charity's name, brand or logo on your own materials and provide The Old

Bakehouse with samples or examples when requested.

11. If you provide photographs or video to The Old Bakehouse from your fundraising activity for the charity, you agree that these may be used by The Old Bakehouse for commercial and/or fundraising purposes. By sending photographs or video to The Old Bakehouse you are also confirming that anyone featuring prominently in the photograph or video is aged 16 or over and that they consent to their image being used in this way.

12. If you are under the age of 18, you confirm that you have shown these terms and conditions to your parent/guardian and they have agreed to accept responsibility for complying with these terms and conditions on your behalf.

13. You agree that The Old Bakehouse can use the details that you have provided to discuss your fundraising activity and follow up on your progress

The Old Bakehouse, Chadlington

Registered in England and Wales Charity number 1211853 Company number 15469613



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