



# forget me not children's hospice

## Q&A for Forget Me Not runners

### **Why should I run for Forget Me Not?**

It's an amazing personal challenge for a brilliant local cause - we'd love to have you as part of our #purpleposse! We'll help you along the way, providing you with all the information, support and fundraising tips we can to help you raise your fundraising pledge.

### **What will the monies I raise pay for?**

The money you raise will help Forget Me Not continue to care for children with life shortening conditions and their families across West Yorkshire, at the hospice or in their own homes.

### **What will I receive from Forget Me Not?**

A welcome pack with training and fundraising tips, along with a vest top to paint your run purple. Plus regular support from our events team.

### **What running challenges can I take part in for Forget Me Not?**

We have numerous charity places, take a look at our events page for the details <https://www.forgetmenotchild.co.uk/supporting-us/events>

### **I already have my own running place bought directly from the race organisers, can I still run for Forget Me Not?**

Yes, of course! We'd love to have your support! Just let us know what run you've signed up for and we'll support you to fundraise for us right up to the big day.

### **What are the registration fees?**

All the registration fees cover the cost charged by the race organisers and are different for each race. The registration fees can be found on our events page <https://www.forgetmenotchild.co.uk/supporting-us/events>

Entry fees must be paid on confirmation of being offered a place (we will let you know if you've been successful in obtaining a place once we've received your registration form).

### **Can I get a refund on my registration fee?**

Registration fees are non-refundable. If you're unable to take part, we'll endeavour to defer your place to the following year, but this is not guaranteed.

### **Why do you ask for a specific minimum sponsorship pledge to be raised on top of the entry fee?**

We need to make sure we cover the costs that come with supporting our runners – including purchasing charity places and supplying runners with vest tops etc. The entry fee and pledge ensures that not only will our costs be covered but that we maximise the funds that go directly to helping our children and families.

We invest in a limited number of charity places and each place is important to making sure we raise as much as possible. If you have any questions about this, please phone our events team on 01484 411040 or email [events@forgetmenotchild.co.uk](mailto:events@forgetmenotchild.co.uk)

## **What is gift aid?**

Gift aid increases the value of your donation by 25% at no cost to you. If your donors are UK taxpayers, please encourage them to complete the Gift Aid declaration online or on the sponsor form so we can reclaim it. It makes a huge difference to the amount that can be raised!

## **What is the best way to fundraise?**

The best way is to fundraise online! We recommend Just Giving ([www.justgiving.com](http://www.justgiving.com)) where you can create a unique page, linked to Forget Me Not, which you can share with your family and friends (on social media, by email etc). They'll easily be able to sponsor you using a debit or credit card. The money is automatically sent to Forget Me Not, making sponsor forms a thing of the past! However, we'll still send out a sponsor form in your welcome pack – just in case!

## **What happens if I don't think I will hit my sponsorship pledge?**

Not to worry, but please let us know as soon as possible so we can help and provide guidance. Call us on 01484 411040 or email [events@forgetmenotchild.co.uk](mailto:events@forgetmenotchild.co.uk) and we'll help you get there!

## **When do all the sponsorship monies need paying to Forget Me Not by?**

If you have raised funds via our recommended route of Just Giving (or via Virgin Money), this will be paid directly to us. And we can easily track who has raised the money (the fundraiser) and for what challenge. If monies are paid to us via Facebook, this is paid in a lump sum to Forget Me Not and we're not able to track it back to the fundraiser. If you have raised cash using our sponsor form, please send on the monies raised to us within 1 month of completing the run. Failure to do so is considered theft as per our t&cs.

## **How do I pay my sponsorship monies to Forget Me Not?**

If you've raised money from online fundraising pages, don't worry – we will get this through automatically! If you have any cheques, please send these and your sponsor form to Events Team, Forget Me Not Children's Hospice, Russell House, Fell Greave Road, Huddersfield, HD2 1NH. Please ensure you enclose a covering letter with your full details and the challenge you took part in. If you live locally and have cash, please arrange with the events team to call in with it via 01484 411040 or [events@forgetmenotchild.co.uk](mailto:events@forgetmenotchild.co.uk) or contact us to discuss other options.

## **What happens if I get injured before the event?**

If you have your own place in the run (obtained directly from the race organiser), please contact them directly and they will decide whether they can defer your place to the following year. Please let us know too so we can update our records and know not to expect you!

If you have one of our charity places, you must let us know as soon as possible if you're unable to take part. If we're told before the registration deadline, we have a chance of offering your place to someone else who can fundraise for Forget Me Not. We cannot automatically defer your place (see below) and all entry fees are non-refundable.

## **Can I defer my place till next year?**

If you are injured or unable to run due to unforeseen circumstances, we may be able to defer your place but we cannot guarantee this. These are considered on a case by case basis and may take into factors such as your commitment to fundraising.

### **Can I transfer my place to a different running challenge?**

If you are injured or unable to run your chosen challenge due to other commitments or unforeseen circumstances, we may be able to transfer your place but cannot guarantee this.

### **When will I receive my race pack including my race number?**

These are sent out by the race organisers and not by Forget Me Not. Please see the race organisers' website for more details, usually on their FAQ page.

### **Will Forget Me Not be at the running event/have a charity marquee?**

Unfortunately we are a very small team and can't make it to every event our supporters take part in – though ideally we'd love to! If we're planning on being there, then we'll let you know whereabouts approximately 2 weeks before the event.

### **What do I do if my vest top is the wrong size?**

Please contact us via [events@forgetmenotchild.co.uk](mailto:events@forgetmenotchild.co.uk) and we will send out another size for you as long as it is in stock. We'd really appreciate it if you could return the one that doesn't fit to:

Events Team, Forget Me Not Children's Hospice, Russell House, Fell Greave Road, Huddersfield, HD2 1NH

### **Any other questions?**

Get in touch via [events@forgetmenotchild.co.uk](mailto:events@forgetmenotchild.co.uk) or telephone our events team on 01484 411040.