

# *SLEEP for HOPE ?*

## **Organising a Sleep Event**

All you need to know !



*tackling homelessness, rebuilding lives*

# Introduction

The Northampton Hope Centre is a charity helping Homeless and Disadvantaged people in **your** local community. Established in 1974, and originally known as the Soup Kitchen, we have been providing basic services such as food, clothes and shower facilities for over 40 years.

Often our customers have no permanent homes, they are housed in hostels, maybe sofa surfing (ie staying temporarily with friends or family), squatting illegally in empty buildings or even sleeping rough on our town's streets. Homelessness is not a choice, it can happen to anyone and when it does, the impact is far reaching. Imagine not having your own bed to sleep in, or a kitchen to make food, or even a toilet! Whatever the reasons behind their situation, it is clear that we can, and we should try to help.

Our basic goals are to provide a **warm safe environment** for our customers, where they can sit down, chat with friends, have some **food** and a hot **drink**, have a **shower** maybe, and get some clean, dry **clothes**.

However, we also aim to provide a **hand-up** and not a hand-out, so we encourage our customers to join classes and workshops which will engage them in opportunities to improve their skills and knowledge, such as:

- ◇ Cookery, Art
- ◇ Numeracy & Literacy
- ◇ Help with CV writing
- ◇ We also run a number of more formal training sessions through our Pathways to Employment project, funded by the Big Lottery

## How Can You Help ?

You could make a real difference by taking part in a Sleep event. Money that you raise will help us to provide some comforts to people who are in desperate need of a helping hand. It's easy, and good fun, and this booklet has all the information that you need to put on your own event. Key points covered are:

- ◇ Choose a Date
- ◇ Book a Venue
- ◇ Get Parental Consent
- ◇ Make sure you Publicise the event
- ◇ Hand out Sponsor forms (after all it is all about raising money)
- ◇ Make sure Health and Safety is considered
- ◇ Plan Activities / Food for the night
- ◇ Pack your sleeping bags!



## Choose a Date

You can hold your event any time of the year that suits you and your organisation, however if you want to tie in with the event that the Hope Centre do, then it is always held on the last Friday in January, so we can all catch up on our sleep over the weekend!

This can be quite a good time, as it is after the Christmas break, and gives everyone a night out to look forward to! But it's up to you!



## Book a Venue

We sleep out during our event, at different venues each year across the town, but this is not something we would necessarily recommend for a school or youth group, especially if you are considering the winter months!

The school hall or gym are obvious choices for a school event. (For youth organisations, wherever you hold your weekly meetings would be ideal, e.g. scout hall, community hall or church.) Make sure the venue is free for the date you have chosen, and that it's OK for you to be there overnight.



## Get Parental Support

Make sure you get permission from parents for their child(ren) to take part. Most schools / organisations have standard permission forms, but just in case, we have enclosed a suggested form within this pack. You may want to consider asking some parents to stay and help with the event on the night itself, many hands make light work!

## Publicise the Event

Make sure people know that the event is happening. We can help with posters and flyers, and have provided an example for you within this pack.

Stick posters up within the school / local area; send flyers home to parents. Local press and radio are always interested in what's happening, send them the details to get your group some great publicity.



# Start Fundraising

Of course, the event is about having fun, but also about raising money for Northampton Hope Centre. There are a number of ways you can raise money on the night:

- ◇ **Charge for taking part**—even if this is just to cover the cost of the venue / food (see P4)
- ◇ **Sponsor Forms**—Try to get these out as early as possible to allow the maximum amount of time for collecting sponsors. Consider sending with it one of our information sheets detailing the work we do, so people can see exactly how the money will be used that they are giving. If you would like some of these, please contact us, or you can direct people to our website. [www.northamptonhopecentre.org.uk](http://www.northamptonhopecentre.org.uk)
- ◇ Don't forget to encourage everyone to get the money gift aided where possible, this will increase our revenue by around 25%. You could also set up a fundraising page on Just Giving, if you need help to do this, please contact us.
- ◇ **Sell Food / Tuck /Drinks**
- ◇ **Hold a Raffle**



## Health & Safety Advice



Make sure you have considered Health and Safety for the event. You'll need to make sure that the event is covered by your school / group insurance.—specifically that this is an **overnight** event.

You should carry out a written risk assessment, we can forward you a template to do this, with some idea of items that you will need to think about.

As this will be an overnight event, make sure you keep all the parental consent forms with you, with contact telephone numbers, and obviously make sure you have access

to a telephone.

You will also need to have a registered first aider on site at all times, and access to first aid equipment.

# The Big Night !!

## Food

Sleepovers can be hungry work! Think about what you're going to provide and whether you are going to charge for it.

Depending on what time you start, you may need to think about providing both an evening meal, and snacks and breakfast. Charging a small fee for taking part is often a good way to cover these costs.

Make sure you have enough volunteers to help prepare, serve and clean up.



## Activities

Think about what you are going to do on the night, be prepared that people probably won't settle down to sleep very early, so having planned activities will make it fun, and help the time pass!

Are you going to have a theme?

There are lots of ways you can make the evening fun, here are just some ideas!!

- ◇ Pyjama Party
- ◇ Disco
- ◇ Games / Quiz Night (we can supply you with a quiz sheet with questions about homelessness, which is a good way to make people think about why it is they are raising money for us)
- ◇ Movie Night
- ◇ Wii Competitions
- ◇ Karaoke



## Sleeping !

Why don't you get people to bring some large cardboard boxes with them, they can build their own 'bed' for the night! Often local supermarkets / shops will help with cardboard.

## Photos

Remember to take lots of photos, so that you can share these with the parents after the event. We'd love to see some pictures of your event, and with your permission, (please ensure you get specific consent for photos in your consent forms) publish them on our website—if this is OK, please email them to us—[tanya@northamptonhopecentre.org.uk](mailto:tanya@northamptonhopecentre.org.uk)

## After The Event

Once you have packed away and all caught up with your sleep (!! ) it's time to collect your sponsorship money, and see how much you've raised for Northampton Hope Centre.

It would be best for you to collect all the money into one amount, and send it to us as a single donation, along with the sponsor forms so that we can claim the gift aid. Cheques should be made payable to the Northampton Hope Centre please.

Alternatively, if you would like someone from the Hope Centre to come and accept the donation during an assembly / evening, then please contact us to arrange a suitable date.

We would love to send you a certificate for taking part in the sleep event, if you let us know the name(s) to put on the certificate, we can either post this to you, or bring it along when the monies are to be presented.



For any more information please contact:

Tanya Haji-Miller, Community Fundraiser : [tanya@northamptonhopecentre.org.uk](mailto:tanya@northamptonhopecentre.org.uk)

Or

Sue Wright, Senior Fundraiser : [sue@northamptonhopecentre.org.uk](mailto:sue@northamptonhopecentre.org.uk)

Tel : 0845 519 9371



## EXMAPLE - PARENTAL / GUARDIAN CONSENT FORM

Event: Sleep for Hope

Date & Time:

Venue:

I am happy for my child to take part in the above event.  please tick

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

### Emergency Contact Details

Name of Parent/Guardian: \_\_\_\_\_

Tel no: Day \_\_\_\_\_ Eve \_\_\_\_\_ Mobile \_\_\_\_\_

Contact Address: \_\_\_\_\_

### Photographs/Video

To comply with the Data Protection Act 1998, permission must be granted by the parent/carer before any images of your child/children are taken and used.

May we use your child's image in our charity magazine/website/displays and publicity for the event?

YES/NO

Signed: (parent/adult with parental responsibility) \_\_\_\_\_ Date: \_\_\_\_\_

*Sleep rough for just one night to help Northampton's homeless*

# Sleepout



Your logo here

12 hours with just your sleeping bag  
..... can you handle it?



DATE & TIME:

VENUE:

CONTACT:

*tackling homelessness, rebuilding lives*

Registered Charity Number 1015743