



Framework's Big Sleep Out 2019

Participants' Pack

Saturday 23rd November
The City Ground,
Access via Scarrington Road,
Nottingham NG2 5BR

w. www.frameworkha.org/bigsleepout
e. fundraising@frameworkha.org
t. 0115 970 9558

#BigSleepOut



Reg. Charity No. 1060941

Big Sleep Out 2019

Thank you for signing up to take part in Framework's Big Sleep Out.

By taking part you are making a significant contribution to funding Framework's work with rough sleepers in Nottingham and Nottinghamshire.

The money you raise will help tackle rough sleeping locally – getting people off the streets, supporting them into accommodation and empowering them to live stable and independent lives.

More people are sleeping rough in Nottingham than at any time since the late 1990s. More than 50 individuals were found during the most recent count, and there are many more across the county.

In this pack you'll find everything you need to prepare for your night sleeping out.

Please note that Framework's Big Sleep Out is a strictly non-alcohol event. Anybody found to be in possession of alcohol and/or drugs or under the influence, will be escorted from the premises by the security team.

Thank you for sleeping out so others don't have to. Please encourage your friends, family and/or work colleagues to join you – or support you with sponsorship. The more you raise the more Framework can do to get people off the streets.



The Big Night

Framework's Big Sleep Out is an opportunity to spend a unique night sleeping outside. You'll spend the night without your usual comforts, but you'll have fun and be able to enjoy some great entertainment whilst preparing for the night ahead.

- Please bring cardboard and plastic sheeting to create your shelter
- There will be prizes awarded for the most spectacular shelter
- There will be no indoor areas available to sleep in on the night, so bring warm clothes, bedding and waterproofing. Several thin layers of clothing are much better than one thick layer. A woolly hat, warm dry footwear and gloves are essential. It's better to bring too many layers and take some off than not have enough
- Many participants bring waterproof survival or bivvy bags, as sold in outdoor equipment shops
- Toilet facilities will be available throughout the night
- Hot and cold food and drinks will be available to purchase on the night. Please bring money to purchase food, hot and cold drinks and merchandise at the event
- A free breakfast roll will be available in the morning
- The use or possession of alcohol or recreational drugs will not be tolerated. People under the influence of alcohol or drugs will not be allowed to participate and will be asked to leave.

Get ready for the night

Checklist for the night

- | | |
|--|---|
| <input type="checkbox"/> E-ticket | <input type="checkbox"/> Several layers of clothing |
| <input type="checkbox"/> Sleeping bag/bivvy bag | <input type="checkbox"/> Waterproof clothing |
| <input type="checkbox"/> Cardboard | <input type="checkbox"/> Warm footwear |
| <input type="checkbox"/> Plastic sheeting | <input type="checkbox"/> Hat |
| <input type="checkbox"/> Sticky tape/parcel tape | <input type="checkbox"/> Gloves |
| <input type="checkbox"/> String | <input type="checkbox"/> Scarf |
| <input type="checkbox"/> Money for activities and food | <input type="checkbox"/> Camera |

Money and Sponsorship

Places are limited, so we ask each participant to raise at least £50 in sponsorship – but please don't stop there! The more you raise, the more we can do to tackle homelessness. Funds can be donated in several ways – see below.

Groups can be sponsored as a whole or as individuals – whichever you think might raise the most! Please note that we ask each group to raise the equivalent of **£50 per participant** as a minimum level of sponsorship.

Please collect and return your sponsorship money to us no later than **Monday 6th January 2020**.

The sooner we receive your sponsorship money, the sooner it can help local homeless and vulnerable people.

Top Fundraising Tips

- Encourage your close family, friends and those likely to give a generous donation to sponsor you first. Lots of people like to match the previous sponsorship amount that was added
- Ask your employer to match fund your sponsorship. Employers are often keen to support their staff and demonstrate social responsibility
- Remember to personalise your online fundraising page. Add a photo and a little bit of text about your reasons for taking part: use the information here to get started, visit www.frameworkha.org for more information, or link our page to yours
- You can edit your page at any time with updates and news to show how dedicated you are to achieving your target
- Promote your fundraising page in your email signature and on your **Facebook, Twitter** and **Instagram** page.



Remember to follow us online and use **#BigSleepOut**

Contact

For more information, email the Fundraising Team at fundraising@frameworkha.org or call **0115 970 9558**

Make your fundraising go further

giftaid it

Please ask sponsors who are UK taxpayers to tick a Gift Aid box or sign a Gift Aid form.

This enables us to claim an extra 25p for every £1.00 you raise at no extra cost to you. So a £10.00 donation is transformed into £12.50.

All you need is the person's name, postcode and a tick in the Gift Aid box.

How to send us the money you raise – the options:

Set up a Facebook fundraiser

This is the best way to fundraise online for Framework. Every penny comes straight through to us and Facebook doesn't charge any fees for hosting your fundraiser.

Click [here](#) to set a fundraiser page up, or follow these steps...

- 1) Go to our Facebook page – **Framework Official Site**
- 2) Scroll down to the 'Fundraisers' section (left menu bar)
- 3) Fill in the information requested (*we recommend you use the Big Sleep Out image as your cover photo, you can request this by contacting fundraising@frameworkha.org*)
- 4) Once everything is filled out and you are happy, press 'create'.

Alternative online sponsorship pages

Setting up your own online sponsorship page is a quick, easy and a rewarding way to get immediate support from family, friends and work colleagues:

- Create a page in a minute and your sponsors can donate just as quickly
- Sponsorship money donated via your fundraising page is sent directly to Framework – so you don't have the hassle of collecting the money pledged to you.

We suggest two options for setting up your own fundraising page:

JustGiving



Other methods of payment

Bank Transfer

Please make the payment to the following details:

Account name:

Framework

Account No: 84593342

Sort code: 60-80-09

Cheque

Cheques should be made payable to Framework and be sent to the Fundraising Team, Val Roberts House, 25 Gregory Boulevard, Nottingham NG7 6NX.

Sponsorship Form

Along with this pack there is a sponsorship form which you can complete and return to us.

Important Stuff

IMPORTANT NOTICE: The use or possession of alcohol or recreational drugs will not be tolerated. People under the influence of alcohol or drugs will not be allowed to participate in Framework's Big Sleep Out. If you have alcohol or drugs in your possession, you will be escorted from the premises by the security team.



- **Registration is from 6:30pm – 9:00pm.** For the security and safety of participants, people will not be allowed to enter the event without prior registration. Please remember to bring your e-ticket with you on the night
- **The gates to the Big Sleep Out will be locked at 9:30pm.** All participants must remain within the event area after this time. If you do choose to leave after this time, please note that you will not be able to re-enter the event. Under 16s will not be allowed to leave without a responsible adult.
- There will be an official **'lights out' at 10:30pm.** Please consider the needs of other participants and local residents and keep the noise level down
- **No under 5s allowed at this event**
- **Group Leaders should submit the names of all group members to Framework in advance.** NB each group member will have an individual, named e-ticket: group leaders should ensure these are distributed in advance
- **We strongly recommend that participants use public transport to get to and from the Big Sleep Out.** We discourage participants from driving as they are likely to be tired when leaving; please plan a lift, use public transport or get a taxi. The City Ground is easily accessible via bus: see **'How to get there'**
- Participants take part in the Big Sleep Out at their own risk. **Framework and Nottingham Forest cannot be held responsible for loss or damage** to personal effects, for personal accidents, or for injury or loss to third parties
- Please note that **photography and video will be taking place** for promotional purposes during the evening.

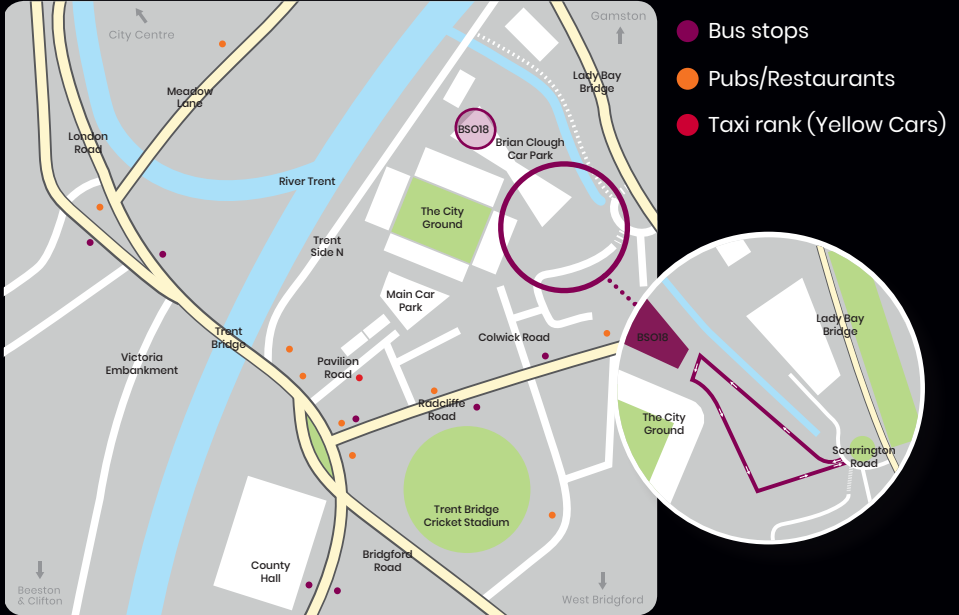
Postponement in the event of severe weather:

In the event of extremely severe weather it may be necessary to postpone the event. In this case we will telephone and text all participants. If you are part of a group we will notify the group leader.

We will also publish a prominent notice of the postponement on our website.

How to get there

Framework's Big Sleep Out is held at Nottingham Forest's City Ground in the car park at the rear of the Brian Clough stand. This can be accessed via Scarrington Road off Lady Bay Bridge.



Bus

The City Ground is easily accessible via public transport and the following buses pass nearby: NCT Green Line 5, 6, 7, 8, 9, 10 and 11. NCT Navy Line 1 and 3. Trent Barton Mainline, Rushcliffe Villager and Cotgrave routes.

Walking

The City Ground is only a 20 minute walk from the Nottingham Train Station.

Drop off zone

Drop off zone is available in the East car park accessed via Scarrington Road, off Lady Bay Bridge. The drop off zone is limited to the East car park so that the car park at the rear of the Brian Clough stand is for sole use of the participants.



A special thanks to **Nottingham Forest FC** for allowing the Big Sleep Out to take place at the City Ground.

Sponsorship Form

I, _____ will be _____
to raise money for Framework. The money raised will be used to support their work with people affected by homelessness, ill-health and social exclusion.

Title (please circle)	Mr	Mrs	Miss	Ms	Dr	Other (please state):
Forename						
Surname						
House number						
Post code						
Email address						
Mobile number						
Telephone number						
Signed						
Date						

Note: Please ensure that your name and address details are clearly stated above. Without this we cannot claim Gift Aid on your sponsor money!

Join Us: Become part of the movement and help us to build better futures. To keep you informed about the people we help, how you can support Framework's life-changing work, and our latest campaigns and appeals, we need to know how we may contact you:

Email		Text message		Post		Telephone	
Yes	No	Yes	No	Yes	No	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You can read our full data protection policy at www.frameworkha.org/privacy_policy

Sponsors!

If I have ticked the box headed 'Gift Aid? ✓', I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want the charity or Community Amateur Sports Club (CASC) named above to reclaim tax on the donation detailed below, given on the date shown. I understand that if I pay less Income Tax/or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand the charity will reclaim 25p of tax on every £1.00 that I have given.

Remember: You must provide your full name, address details, postcode and '✓' Gift Aid for the charity or CASC to claim tax back on your donation.

Please see sponsorship form overleaf.



Framework
For your future

Your name	Your address (inc Postcode)	Money Pledged	*Gift Aid	Date Paid
e.g. John Smith	1 Sun Road, Mapperley, Nottinghamshire NG7 7LS	£5.00	✓	13/06/18

Please return this form (and any additional sponsor forms used) along with your sponsor money via a cheque payable to “Framework”, to:

Framework, Val Roberts House, 25 Gregory Boulevard, Nottingham NG7 6NX

For office use only:

Date received: Total received:

