

Big Fun Walk 2024 FAQs

Please check our frequently asked questions list. If you cannot find what you are looking for, please contact us on us on 020 8446 2288 or email **bigfunwalk@northlondonhospice.co.uk**.

1. How do I register and get the forms I need

Online Registration can be done by visiting <u>https://register.enthuse.com/ps/event/BigFunWalk</u> or call the fundraising team on 020 8446 2288.

2. Is there a registration fee?

The early bird offer is from 2 January – 31 January 2024:

 $\begin{array}{l} \mbox{Adults}-\pounds 16.00 \\ \mbox{Under } 16s-\pounds 11.00 \\ \mbox{Under } 5s-Free \end{array}$

Standard price after 31 January 2024:

Adults – £20.00 Under 16s – £15.00 Under 5s – Free

Online registration closes on Friday 24 May 2024 for those who wish to receive their t-shirt in the post. After this you can sign up until noon on Thursday 30th May 2023 and collect your goody bag on the day of the event.

3. What does the registration fee pay for?

Your registration fee covers the cost of running the event and your goody bag including t-shirt, wristband and more – meaning that all your hard-earned sponsorship will go directly to supporting the hospice and patient care.

4. What items do you get for taking part in Big Fun Walk?

Wristband A Big Fun Walk drawstring bag T-shirt Free lunch A Big Fun Walk medal will be given on the day Instructions for event

5. I have registered – what happens next?

If you have registered online, you will receive a welcome email within 48 working hours confirming your registration and giving you more information about the event.



You will also receive your participant booklet via email, if the email address was provided when signing up.

Please note, if you are a team, all materials will only be sent to those who registers directly for tickets. If you wish to have them individually sent, we suggest all members of the team individually complete their registration, you can link to your team as part of the form.

6. I am raising sponsorship through an online giving page. Must I register separately for Big Fun Walk?

Yes, if you have a Big Fun Walk online fundraising page you still need to register separately as a participant with us to take part in the event.

As part of your registration, you'll set up an Enthuse fundraising page. If your preferred fundraising page is JustGiving you can set up your page though this link - <u>Big Fun Walk 2024 - JustGiving</u>

7. I have registered but now I'm unable to take part, what should I do?

Unfortunately, we cannot give refunds for individuals who register and then cannot make it. However, if you have a friend who may want to take your place, we can arrange for a Participant Information Booklet and pack to be sent to them instead.

Please let us know if you can no longer attend as it allows us to prepare for the correct number of participants. You can do so by calling 020 8446 2288 or by emailing us at **bigfunwalk@northlondonhospice.co.uk**

8. Can I walk without registering?

No. We require everyone taking part to register in advance. Please remember that this is a charity event and the money we raise will allow North London Hospice to continue to provide its vital services in the community. Also, you will need to bring your wristband or proof of purchase to the registration point at Cherry Tree Wood on the day of the event.

9. Can I bring my children or my dogs?

Please do bring your children on your walk! This is a magnificent event for the whole family to take part in together.

Well-behaved dogs on leads are welcome too. Some even register and have their own sponsorship forms and medals!

10. Is it okay for children under the age 16 to walk independently?

If your child is under sixteen, they must walk in the company of a responsible adult. Please be aware that everyone taking part in the Big Fun Walk does so at their own risk.

11. Can I run Big Fun Walk?

Big Fun Walk is not a run or a race, but you can run should you wish to.



12. I am a wheelchair/ buggy user. Can I take part?

We have an accessible route that runs alongside the main route on our maps. Most of the route is the same, but it deviates at times to make it more accessible and safer. Please let us know if you would like to take the accessible route on the event day.

13. I am visually impaired. Can I take part?

Everyone is welcome! We often have many visually disabled walkers with a guide dog and a companion taking part each year. Please take all the necessary precautions you would usually do when going for a walk.

14. Can I bring extra people on the day?

You can bring extra people, but please note if they haven't signed up in advance, the registration fee on the day is £27 per adult and £20 for Under 16s, Under 5's are free.

15. I can't take part this year, but I would like to know about next year's walk.

If you would like to continue to hear from North London Hospice please sign up to our newsletter <u>here</u>. Alternatively, you can call us on 020 8446 2288 or email <u>bigfunwalk@northlondonhospice.co.uk</u>.

16. Can I walk in a group?

You can use the group registration form online if you wish to register as a team and complete your walk together. Materials will be sent to the group leader.

17. I have lost my sponsorship form/participant booklet?

Please email <u>bigfunwalk@northlondonhospice.co.uk</u> and we will send these to you.

18. What is the minimum expected for fundraising for the walk?

The suggested minimum sponsorship amount is \pounds 30 per person. Teams should aim to raise a total equating to \pounds 30 per person – i.e., a team of ten is required to raise a minimum of \pounds 300.

This amount can be raised through a personal/team online fundraising page with all funds being sent to the hospice automatically or donated to the hospice by everyone in your team, or as the total of a team's fundraising.

We actively encourage you and your team to raise as much as possible and our friendly fundraising team is on hand to support you with fundraising ideas and advice.

19. What should I wear?



An official Big Fun Walk 2024 t-shirt will be sent to you in the post if you register before Friday 24 May 2024.

We also recommend checking the weather for the day and dressing appropriately. We recommend also wearing well-fitted, comfortable footwear such as trainers or flat shoes.

If you are in a team, we encourage fancy dress!

20. Will I need any money?

Yes we recommend this as we will have a raffle on the day with amazing prizes! We do accept cash but card is our preferred method of payment.

21. What if I feel ill or I am injured while taking part?

For an unforeseen accident or illness, please be sure to call the ambulance for our event, the number will be on your map. Or 999 in an emergency.

If you know or suspect that there is a possibility of being taken ill or incurring or aggravating an existing injury, we recommend you stay at home.

22. What is Gift Aid and how does it work?

Gift Aid is a terrific concept which means we could benefit from an extra 25p for every £1 you donate, at no extra cost to you!

This is how it works: if you donate or pledge sponsorship money to a registered charity and you are a UK taxpayer (i.e., you pay income tax or capital gains tax on your wages, savings and/or investments) you can add 'Gift Aid' to your donation.

For every £1 you give us, we can claim an extra 25p from HM Revenue and Customs. This extra bit comes out of what you have paid (or will pay) HMRC in that tax year. It doesn't cost you anything extra and you don't have to worry about complicated calculations or anyone knowing any of your private information.

We are encouraging as much sponsorship as possible to happen online through Enthuse or JustGiving since the Gift Aid payments are made automatically. This is far more efficient and cost-effective for the hospice.

If you use paper sponsorship forms, all you need to do is put your first and last name, your full home address (or at least your house name or number and full postcode) and tick the Gift Aid column.

Please note that for us to claim Gift Aid on any of your sponsor's donations, every element must be completed correctly and legibly. A donor who is not a UK taxpayer should not tick the Gift Aid column.

Donations and sponsorship paid by charity cheque or voucher or paid from a business cannot be Gift Aided. If you have any questions about Gift Aid, please do not hesitate to contact us by email <u>fundraising@northlondonhospice.co.uk</u> or call us_on 020 8446 2288



23. How and when should I send you my sponsor money?

If you use an online fundraising page, all the money and Gift Aid payments are transferred to the hospice automatically. We encourage everybody to have raised their sponsorship by the day of the walk but recognise that this is not always possible, so as soon as possible after the walk is still fine.

If you have used fundraising forms and have collected cash from your sponsors, please collect the money pledged by your sponsors and send a cheque made payable to 'North London Hospice' to Big Fun Walk, North London Hospice, 47 Woodside Avenue, London, N12 8TT.

We advise against sending cash in the post, and we welcome our supporters to drop off their donations to our Finchley site so a member of staff can safely receive and store it away. We understand that dropping off may be a preferred option, so if this is the case, please do call 0208 446 2288 or email <u>bigfunwalk@northlondonhospice.co.uk</u> to see if this can be arranged.

We actively encourage participants to set up an online fundraising page either through <u>Enthuse</u> or <u>JustGiving</u> send a cheque or do a bank transfer instead.

Please do not take or send any forms, money, or cheques to any of the hospice shops as it causes administration problems for both the hospice staff and shop staff and will result in significant delay in the funds reaching us.

24. Can you accept charity cheques and vouchers?

Yes, we are happy to accept cheques and vouchers from KKL, CAFOD and similar organisations. These should be made payable to 'North London Hospice' and sent to the same address as the rest of your sponsorship money. Please note that donations and sponsorship paid by charity cheque or voucher or paid from a business are not eligible for Gift-Aid.

25. What happens to my personal information after I register/send in my money?

Any personal information you consent to give us is securely stored on our charity's fundraising database. After we have received all the sponsor money due and completed the Gift Aid process we develop a secure mailing list, which we use to send out information about the following year's Big Fun Walk.

Physical copies of sponsor forms which bear Gift Aid donations are kept (this is an HMRC requirement). We securely destroy the physical registration forms, and sponsor forms without Gift Aid. The Gift Aided sponsor forms are also securely destroyed when they are no longer required. We do not and will not make your personal information available to any other organisation unless required to by law.

We will only contact you in the future based on how you consent to be contacted by North London Hospice. If you would like to be taken off our mailing list at any time, please let us know and we will remove you immediately.

26. I do not have my Big Fun Walk items yet and I registered before the cut off?

Please contact a member of the team on 020 8446 2288 or via email at <u>bigfunwalk@northlondonhospice.co.uk</u>. Please call during our office hours (9am – 5:30pm). If we do not pick up, you can leave a voicemail. We will call you back as soon as we are able.

