



The Civil Service Benevolent Fund

RUN FOR THE FUND

TRAINING AND FUNDRAISING GUIDE 2008



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We are part of the Benevolence Today coalition.
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The Civil Service Benevolent Fund is indebted to the Civil Service Insurance Society for its kind sponsorship of our running events.

Find out more about the CSiS at <http://www.csis.co.uk>, or call them on **0845 60 77 444**.



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ASSESSING FITNESS

Before you start your training programme you need to make an initial self-assessment of your fitness, to decide how ready you are to start running regularly, and at what level. Your **resting heart rate** will help determine this.

Your current level of fitness will determine how difficult starting to run will be. Factors, which affect fitness, are:

PREVIOUS EXERCISE HISTORY

The more you have done in the past, the easier it will be to get back to regular exercise.

AGE

A young beginner may make faster progress as their body is able to adapt to more quickly. However, that does not mean there is any age limit for taking up running - running is a sport enjoyed by young and old alike.

SMOKER OR NON-SMOKER?

Smokers will struggle at first with a regular exercise routine as the lungs adapt to the extra demands and overcome the effect of smoking. Anyone taking up running should seriously consider giving up smoking, otherwise the benefits of running will be significantly reduced. If you do smoke, once you have given up you will find that your lungs become accustomed to exercise much faster and you will not experience so many breathing difficulties.

OCCUPATION

A manual worker may initially adapt to exercise quicker than his less exercised office counterpart.

BODY SHAPE AND WEIGHT

Everyone varies in their genetic structure - some people are more suited to running than others. Ideally, a distance runner should be reasonably lean in body mass and have a high concentration of a particular type of muscle that is good at using oxygen for the production of energy, called '*slow twitch muscle*'.

Some people are born with a greater proportion of one specific muscle fibre over the other and this can influence the events they will perform better in. A competitive marathon runner should ideally have 80-90% slow twitch muscle fibre, but the average person is born with around 50%.

MEDICAL HISTORY

If you have a history of medical problems this could affect your running capabilities to begin with and you should consult a doctor before taking up the sport.

HEART RATE

A good indicator of how fit you are is your heart rate (or pulse) taken whilst you are at rest - called your resting heart rate. An experienced runner with a long background in the sport will usually have a resting heart rate of around 45-50 beats per minute, whilst a person without an exercise history will be nearer 85 to 95 beats per minute. Age will have some bearing on your resting heart rate but the values outlined below will give a good guide of your current level of fitness.

<u>Fitness Level</u>	<u>Heartbeats per Minute</u>
Unfit	80-100
Average	70-80
Fit	50-70
Very Fit	30-50

Your resting pulse should get lower as you progress through your training. This is because your heart has increased the volume of blood it is pumping each beat - called stroke volume - which means your heart does not have to beat so often.

It is important to get into the habit of taking your resting heart rate regularly as you embark on a training schedule because you can then easily monitor how you are progressing.

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ASSESSING FITNESS

TAKING YOUR RESTING HEART RATE

Your resting heart rate varies throughout the day - take it at the same time every day so there are similar conditions each time you take your pulse - a good time is first thing in the morning before eating. Make a note of your pulse for future reference in your running journal.

MAKING PROGRESS

Remember the importance of assessing your body and its fitness is to determine how far, how fast and how often you should begin running in order to establish a routine that will ease you slowly and safely into the sport. While being a realistic assessment of your starting point, it should in no way limit what you can achieve.

Once you are running comfortably it is then up to you to decide how much time, effort and commitment you are willing to dedicate to achieve your goals and make further progress. All progress is relative to the individual and no one should be disillusioned by comparisons with others.

Define your own level of achievement and simply enjoy your running.

SUMMARY

Your ability to run at first will depend on your genetic structure and initial level of fitness

You can tell how fit you are from your heart rate

You should not let the initial fitness assessment put a limit on your long-term goals

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TRAINING TIPS

Before you step out the door assess your fitness.

Then make the preparations below so that you make the most from each run.

PREPARE YOUR BODY

Simple planning will help prepare your body for the session:

- Eat at least two hours before running to allow your digestive system to work properly. Meals should be light to avoid stitch and stomach cramp when exercising.
- Fluid intake is very important. Drink small amounts regularly throughout the day to keep your body hydrated. Running causes excess perspiration and if you are not properly hydrated, your performance will be affected.
- Relax!
If possible, avoid rushing around in the hours preceding a training session - conserve energy to run at your best.

PREPARE YOUR ROUTE

Plan in advance where you are going to run.

- Establish some familiar routes in your area.
This will help you know what conditions you will face once you're out and how long your run should take.
- Check the weather and likely underfoot conditions and make sure you have appropriate kit.
Choosing the right amount of clothing, and correct running shoes, for the surface you will be running on will be the difference between a comfortable and an uncomfortable run.

SET YOUR GOALS

For each run; consider the goals and how they will contribute to your more important long-term objectives.

- For steady running, you should aim to run comfortably and avoid any over-exertion.
- Key sessions at higher intensity, such as speed work intervals or threshold runs, have more measurable goals of covering certain distances in a specified time.
These should be set at a realistic level that is challenging but not unobtainable.
- As your training programme progresses, you should notice a marked improvement in your running as you move nearer to attaining your long-term goals.

WARMING UP

It is crucial that you warm up properly before a training session so that the risk of injury is kept to a minimum.

Steady Running

Stretching is important, but never stretch cold muscles. Before you begin your stretching routine jog lightly to warm-up your muscles. Take it easy for the first 10-15 minutes - this will allow your body to warm up and prepare itself for a faster pace over the rest of the run.

- Run at a lower intensity for 5 minutes at the end of the run and stretch your muscles to avoid any stiffness or soreness the next day - this is as important as stretching before the run.

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TRAINING TIPS

Intense Sessions

For sessions which require intense, high quality effort (e.g. speed work such as sprinting and 'fartlek') carry out a thorough warm-up.

- Begin with a 15 minute jog to warm the muscles and increase the blood flow.
- Stretch the warmed muscles to give yourself greater mobility (spend at least 15 minutes stretching the major muscle groups).
- To conclude the warm-up, perform four 100m strides, concentrating on stride length and arm motion. This will raise your heart rate to the required intensity for the session ahead.
- Try to include a cool down period of low intensity running for at least 5 minutes.
- Again, stretch down after the session.

STRETCHING

Flexibility, is the most commonly left out aspect of preparation. Endurance, intensity and strength workouts are all built into training, but often flexibility training is left out.

Studies on "*flexibility training*" or "*stretching*" have provided mixed conclusions. Some studies prove no benefits to reducing the risk of injury, while others do show benefit. What has been proven is that the longer a muscle is, the larger the force production capacity over a greater range of motion. This is particularly beneficial for endurance athletes.

Another benefit to increasing one's flexibility is economy of effort. For example, our thigh muscles contain opposing muscle groups, the hamstrings, which flex (bend) the knee, and the quadriceps, which extend (straighten) the knee.

During our running gait, each muscle group works harder at some points in our cycle than others, depending on whether we want to flex or extend the knee. If we want to extend the knee, the quadriceps muscle group works against any resistance that the hamstrings provide. The tighter the hamstrings, the greater the resistance, so increasing their flexibility will decrease the effort necessary from the quadriceps muscle group.

What Is The Best Way To Stretch?

Stretching is best done on a "*warm*" muscle; as we start to use a muscle, its oxygen requirements go up, so the body sends more blood flow (containing oxygen) into the muscle. This causes the temperature inside the muscle to go up and it becomes warmer. When starting to warm up a muscle or group of muscles, start with a comfortable range of motion. A good approach is to do an 8 to 10 minute "*warm-up*" (slow jog, breast stroke, easy bike spin), then stretch for a few minutes. Pay particular attention to those muscle groups most stressed by the workout to follow.

Applying a stretch to a muscle group should be done slowly to a COMFORTABLE STRETCH! It should not hurt. The stretch should be held for 30 to 60 seconds do not bounce. Bouncing while stretching is not as safe and may stimulate a reflex loop in the muscle, causing it to become tighter. Following exercise, muscles should be stretched with sustained stretches repeated 3 to 5 times per muscle group.

For problem areas, it is recommend stretching one repetition; with a 30 to 60 second hold time, every 60 to 90 minutes throughout the day. This will keep the muscle loose throughout the day instead of letting it tighten up with prolonged sitting or standing while at work. Pay particular attention to the quadriceps group for "*runner's knee*" and the calves for "*plantar fasciitis*" sufferers.

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TRAINING TIPS

KEEP A RUNNING JOURNAL

The best way to know where you're going with your training is to see where you've been. Keeping a personal journal of your runs helps you track your progress, avoid past pitfalls and even inspire you to new accomplishments.

Your journal can be as simple as a few dashed notes of the distance and time you ran each day, or more detailed with lengthier entries about your route, the way you feel, and what you thought about on the run. Keep a note of your resting heart rate so that you can see your own improvements as you become fitter.

FUN WITH 'FARTLEK'

A *fartlek* workout is an informal interval session and a great way to incorporate speedwork into your routine. "Fartlek" is Swedish for "speed play" and consists of bursts of speed in the middle of a training run. After warming up, run at an easy training pace, throwing in bursts of speed for various distances throughout the run. Vary the speed and times of the speed sections, from as short as 15 seconds to as long as two or three minutes. Between these bursts, allow yourself enough recovery time to match roughly 2/3 of the effort time.

ON THE SURFACE

Treat your feet by avoiding rock-hard surfaces like concrete sidewalks; aim instead for grass or dirt trails. Find surfaces where the ground will absorb more shock, instead of passing it along to your legs, but try to be consistent. A sudden change to a new running surface can itself be a cause of injury.

RICE IS THE KEY INGREDIENT

Most running injuries respond well to the "RICE" treatment.

Ice the trouble spot for ten minutes on, then ten minutes off, repeating as necessary. You should ice as soon as possible after you have been injured. Combined with compression (with a cold pack, for example) and elevation, icing goes far to reduce pain and swelling. Heat should only be applied to an injury after the inflammation has gone, probably after about 72 hours.

R	REST
I	ICE
C	COMPRESSION
E	ELEVATION

THE RUNNER'S RECOVERY

Returning to running after a brief layoff? A general rule of thumb is that it takes about two weeks of "retraining" to come back from every week in which you do no exercise.

Go easy on yourself during this period. Don't let your ego convince you that you should immediately be able to run as you did before. If you've been off the roads for only a week or two, start at about half the distance you were running before. You should be able to build back to your former level in **two to four weeks**.

DITCH THE STITCH

Every runner has experienced the dreaded side stitch, a sudden sharp pain in the side of the upper abdomen at the base of the ribs. The pain is caused by a spasm of the *diaphragm*, the muscle that controls your breathing. A stitch will usually go away quickly after slowing down or stopping, but even on the run, you can often make it go away by bringing your breathing into careful control.

Concentrate on belly breathing, pushing your belly out when you breathe in and relaxing it as you breathe out. Take deep breaths on the intake, and exhale suddenly, even noisily.

To get the diaphragm to contract in rhythm with your steps, try to inhale and exhale as you land on your left foot.

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TRAINING TIPS

NIGHT-TIME RUNNING

When running at night always wear reflective clothing. You should also run facing traffic so that you can react if a motorist comes close. Try to stay off of busy streets and never assume that the motorist can see you.

BORING IS GOOD

Get into a routine. Like anything else, a running program is easier if it becomes routine. Set aside a certain time each day that is designated as your running time.

EXPECT SOME SORENESS

You may experience some soreness. This is normal. However, if you experience sharp pain it is best to stop and see a coach or doctor before continuing your training program.

HILLS ARE YOUR FRIENDS

Incorporating hill work into your weekly training will help strengthen your legs and ankles. If you live in an area without hills, consider using a treadmill or stadium stairs to simulate uphill running.

DON'T BREAK THE SPEED LIMIT

Weekly speed work should be between **5 and 10%** of your weekly mileage. For example if you are running 25 miles per week, you should not exceed 2.5 miles of speed work. When using this formula, factor in all high intensity runs for the week as speed work.

DON'T DO TOO MUCH, TOO SOON

Don't over do it! This is the classic mistake made by most new runners. Stick to a progressive schedule, even if it seems a bit easy at first.

RUN WITH COMPANY

Find a running partner. Running is easier when done with a friend.

EAT AND DRINK AFTER TRAINING

It is important that you replenish the body's depleted energy stores on completion of a run. The best time to do this is within the first hour of exercise:

- Eat food that is high in carbohydrates.
- Drink plenty of fluids to replace those that have been lost through perspiration.
- If possible, use the first hour after exercise to relax and give your body a chance to recover.

SMART RECOVERY

Use your days off wisely. These days are meant for recovery, therefore it is important to spread them out. If your schedule calls for two off days, don't take them on consecutive days - spread them out.

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RACE DAY PREPARATION

Just as it's important to plan your training, it's also important to prepare for a race.

Forward planning will help eliminate minor problems that, if they were to arise on race day, would seem like major issues. It will also help control your anxiety and nerves before the race.

TRAVEL

Travelling to the race can be a major headache if you have not planned it beforehand.

If you are travelling on the day of the race, make sure you have planned your route to the start line.

Always when estimating time of departure allow yourself 1.5 - 2 hours relaxation and warm up time before the start of the race. This will give you time to pick up your number (if not sent in the post), familiarise yourself with the course and surroundings and make last minute preparation to your kit.

If you are flying to the competition and arriving the day before, check hotels have been booked, rooms are away from noisy front streets, kitchen and lounge and check availability of appropriate foods. Most importantly finalise travel details from the hotel to the start of the race.

KIT

Assemble all of your running gear the night before the race - plan for every eventuality!

Some people prefer not to pack their kit into a holdall the night before, but to lay everything out in preparation, as they find waking in the morning to the sight of race kit helps motivate them.

You will have received two race numbers, one large and one small, CSBF running vest, and kit bag. Pin the larger number to the front of your vest and attach the small number to your kit bag, so you don't forget it.

As well as the gear you will run in, plan what kit to take for the journey home - something warm and dry will aid recovery and will allow you to focus on your achievement post race rather than the damp feeling next to your body!

EATING

Eat wisely the night before the race, stick to your usual (high carbohydrate) diet. Avoid foods that may cause stomach problems, such as hot and spicy foods and dairy produce.

Running causes the most resilient of bowels to become shaken so every precaution needs to be taken to avoid it spoiling your race.

PSYCHOLOGICAL PREPARATION

If you want to do any visualisation of the race on the day before, around the time of your evening meal is possibly the latest time to do this. Don't leave it until you go to bed - this may psyche you up just as your body is trying to relax and affect your sleep.

REST

The night before the race make sure you get adequate rest. It is best to go to bed at the usual time as your body will be conditioned to this and will sleep easily. If your journey permits wake up at your usual time as it is important to stop feelings of lethargy on the start line.

As you try to get to sleep avoid dwelling on the race. This may cause anxiety and reduce your ability to sleep.

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RACE DAY PREPARATION

RACE DAY

Having already planned your travel you will have arrived at the competition site with plenty of time to relax. Before the race get off your feet for half an hour and reflect on the hard training you have done. Try some self-positive talk on how fit and ready to race you are and consider doing a last bit of visualisation.

Put any worries out of your mind - it's time to look forward to the race!

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FUNDRAISING FOR THE 21ST CENTURY

Are you put off by the hassle of old-style fundraising? Think again.

A personal fundraising page is the most efficient way to raise money and it's fun too. Build your page in a few minutes then email your friends - they donate by credit or debit card, you watch the total grow and the money is sent straight to your chosen charity.

GETTING SPONSORS AND COLLECTING THE MONEY

Everyone is familiar with being chased by people waving dog-eared sponsorship forms. You also have to think about getting that cash back in the weeks after the race. A simple trick is to ask for the cash up front, but at the end of the day you'll still have coins, cheques and promises, which you need to reconcile.

What then? Do you pay cash into your own bank account and then pay the charity one cheque or get the charities bank details, make a trip to the bank and hand in your bags of money?

Nonetheless, for some people, the traditional sponsor form will still be the best way of securing the support of their friends and family. A sponsor form is attached to this fundraising pack, which contains details of how to get the money back to us.

GIFT AID — INCREASE YOUR FUNDS BY ALMOST A THIRD

A few years ago, then Chancellor Gordon Brown started giving away free money to charities. The tax-back '*Gift Aid*' system turns £10 sponsorship from a UK taxpayer into £12.60. If you can get all your sponsors to give their name and Home address (House number and postcode is sufficient), sign a tax declaration or tick a box on your sponsorship form confirming their tax-payer status, then your charity receives an extra 26%!

Our sponsor form is set up to make it as easy as possible to get your supporters to Gift Aid their sponsorship.

DON'T FUNDRAISE ALONE

Training and running alone is harder than having the support of a team, club or running partner. So is fundraising. Get your family, friends and work colleagues to share the load. If you have a fundraising target, divide it between your friends. Ten people collecting £100 each is much easier than one person collecting £1,000.

IT'S NOT ALL TIN-RATTLING

Don't feel that you have to raise money through sponsorship alone. Think laterally, car boot sales, raffles, prize draws and pub quizzes are fun ways to fundraise. Your network of friends can also help source prizes and clear out their attics for your fundraising drive.

THE INTERNET MAKES ALL OF THIS VERY EASY

Get yourself a free sponsorship web page to handle everything.

With JustGiving.com you get a personalised secure webpage. It's available 24 hours a day, reclaims Gift Aid and sends all the money into your charity's bank account, without any paperwork on your part. See our separate sheet on how to use JustGiving.com effectively. In a few minutes you can ask everyone in your email address book to sponsor you. The internet really widens the amount of people you might immediately think of asking for sponsorship (e.g. people living in parts of the UK that you rarely see, or friends and family abroad).

Your JustGiving page has options for people to donate upfront or to pay on completion of the event. Amazingly, 90% of people choose to make a donation upfront because they like to know when the cash is coming out of their account. That's money in the bank, which your charity can put to good use before you've taken your first step.

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FUNDRAISING FOR THE 21ST CENTURY

YOUR ORGANISATION MIGHT BE ABLE TO HELP

If you have a fundraising web-page, ask your organisation if they would add a link to it on their website or company intranet. Many organisations like to promote the charitable and public-spirited efforts of their staff and you could get a lot of extra donations from this.

Some organisations may even offer a '*match giving*' scheme where they offer to match any amounts you have raised.

THEY THINK IT'S ALL OVER

You collapse across the finishing line with a great time and have your photo taken. Put the news and photo up on your web page and ask everyone just one last time for a donation.

Take advantage of technology and tax laws and you'll be surprised at how easy fundraising can be.

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CREATING A FUNDRAISING PAGE ON JUSTGIVING.COM

The good news is that creating a fundraising page using our service (provided by JustGiving.com), is quick and easy.

An online fundraising page is the easiest and most efficient way to collect donations. Friends and family can sponsor you by credit or debit card from anywhere in the UK or the world.

It's simply a case of following the instructions provided from the main CSBF fundraising page.

GO TO:

<http://www.justgiving.com/csb/raisemoney>

This is how it works:

1. To create a page, you need to fill in a few details about yourself, and choose a password for your just giving account. Your name, address and email address are passed on to the CSBF, so that it can receive automatic updates on how much you are raising.
2. You then choose a web address, a title, a message, a photograph, a fundraising target (optional) and a thank-you message for your donors. You can also choose to receive an email alert each time someone donates to your page. Once you are happy with the way your page looks, you email it to all your friends and contacts and watch the money start rolling in.
3. Your fundraising page may offer your sponsors the option to 'pay on completion' - in other words, make a pledge. If they choose to pledge, their credit or debit card will be debited a few days after your event, allowing you to rest on your laurels rather than chase your friends for money. If they choose to donate, their gift will be processed and sent to the Fund immediately.
4. All donors receive the automatic thank-you email that you wrote when you created your page. If they have any questions, or would prefer to pay over the telephone, they can contact the helpdesk at any time from 9am to 6pm, Monday to Friday, on 0845 021 2110 (local rate) or email help@justgiving.net.
5. JustGiving sends donations to charity every week. In addition, JustGiving automatically reclaims 28% in Gift Aid on UK donations, helping you raise more at no extra cost.

We hope you enjoy using your JustGiving fundraising page. If you have any further questions please contact memberservices@justgiving.com.

And if you're one of those people that likes to keep in contact with your friends via *Facebook*, or *MySpace*, JustGiving has thought of this too.

You can acquire a fundraising widget which you can place proudly on your profile, and tell the world of your fundraising achievements. It can also be placed on your friends and colleagues' profiles as well, so you can get them to spread the word as well!

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SPONSORING YOU ON JUSTGIVING.COM

Sponsoring someone online is quick, easy and safe.

It is also more cost-effective for the charity than other methods of fundraising.

- Sponsors log on to www.justgiving.com/csb/raisemoney and type in your name to access your fundraising page in the 'Sponsor a friend' box. They can then click a button to sponsor straight away, or to promise an amount that will be paid when the event is completed.
- Choose how much they want to donate.
- Give a few details so they can process the donation and the job's done!
- They can also add a personal message that will appear on your page.
- The money is sent directly to the Fund via their secure servers. Donating this way is safer than giving your credit card details to an unknown person over the phone.
- JustGiving automatically reclaim Gift Aid and add it to the donation, saving the Fund time and money spent on paperwork.
- After donating they can choose whether they would like to have an account on JustGiving, to make future charity donations even simpler.

The screenshot shows the JustGiving website interface. At the top, there are navigation links: About us, Your Account, Help, and Home. The main content area is titled 'Start fundraising for Civil Service Benevolent Fund'. It features a list of 'Top fundraisers' with names like Jacqueline Fraser, Brian Bender, Bill Jeffrey, Lesley Torun, and Mamta Brain. The central text provides step-by-step instructions for creating a fundraising page, including choosing an event, registering for an account, writing a message, and adding a photo. A 'Sponsor a friend' section includes a search box and a 'SEARCH' button. At the bottom of the main content area is a prominent orange button that says 'CREATE YOUR PAGE >'. Below the main content, there is a small footer text: 'Civil Service Benevolent Fund— Charity fundraising online with Justgiving'.

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The Civil Service Benevolent Fund

DETAILS (use BLOCK CAPITALS) **Name** _____

Address _____ **Tel. No.** _____

Postcode _____

Event _____



providing quality support to the Fund's diverse community



GIFT AID YOUR SPONSORSHIP!

Tick the Gift Aid box below and allow the Fund to claim tax back at the current rate without it costing you a penny.

Just make sure we can read your **full name, home address, and postcode***



Full Name	House No.	Street	Town/County	Postcode	Amount	Gift Aid	Paid
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
£20 buys special crockery and cutlery for children with arthritis.							
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
£25 provides help toward a week's child care fees for a family faced with sudden misfortune.							
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
£50 provides special lightweight bedlinen for the elderly and the infirm.							
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	

Full Name	House No.	Street	Town/County	Postcode	Amount	Gift Aid	Paid
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
£150 can help towards a special armchair with electric controls for someone with multiple sclerosis.							
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
£1,000 buys a computer for a visually impaired person living alone, to let them communicate with the outside world.							
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
Every hour of every day, the CSBF give £445 to help people like you get through a crisis.							
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	
					£ .	<input type="checkbox"/>	

HOW TO GET THE MONEY TO US

1. Collect all the sponsorship money you've been promised — you earned it!
2. Don't forget to persuade your sponsors to Gift Aid their donations
3. Send the completed sponsor form(s) to us at:
**Donor Care Section, The Civil Service Benevolent Fund, Fund House,
5 Anne Boleyn's Walk, Cheam, Sutton, SM3 8DY
Thank You!!**

VITAL INFORMATION

The Civil Service Benevolent Fund is a Registered Benevolent Society, No. 26 BEN.

Visit the Fund's website — www.csbf.org.uk

* - In order to reclaim Gift Aid on your donation, you must have paid an amount in income, or capital gains tax, at least equal to the tax that we claim from your donation in the tax year that you make a donation.

Total Amount Raised:

£ .

Total Gift Aid:

£ .