

Contents

P2 About us

P3 Fundraising

P5 The Safety Bit

P6 Useful Info

P7 Sponsor Form

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menieres.org.uk

**The Rookery, Surrey
Hills Business Park,
Wotton, Dorking,
Surrey RH5 6QT**

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**Reg Charity No.
297246**



Ménière's Society Fundraising Pack

Whatever you choose to do you'll be raising the profile of vestibular disorders and the work of the Ménière's Society; helping us to defeat dizziness.



Ménière's Society
for dizziness and balance disorders

Balance Awareness Week

Each September we hold an awareness week to focus on raising even more awareness of balance disorders. We coordinate Balance Awareness Week with other vestibular organisations around the world to raise awareness globally. Please see our website for more information and ways to get involved.



Some examples of vestibular conditions

Benign paroxysmal positional vertigo
Endolymphatic hydrops
Labyrinthitis
Mal de Debarquement Syndrome
Ménière's disease
Migraine associated vertigo
Perilymph fistula
Superior semicircular canal dehiscence
Vestibular neuritis

The Ménière's Society

Support • Research • Awareness

The Ménière's Society is the only UK registered charity dedicated solely to supporting people with dizziness and balance disorders of vestibular origin.

The Society provides information to patients and those who care for them, health professionals and the general public.

We also encourage and fund vital research into vestibular disorders.

Vestibular Disorders

Vestibular is to do with a structure that is a vestibule (entrance), so, in this case, it refers to the vestibule of the inner ear. The vestibular system (balance organ) in the ear is responsible for maintaining balance, posture, and the body's orientation in space. It is made up of three semicircular canals and two structures called otoliths. The organ of hearing (cochlea) is also in your inner ear.

The body's balance system works by coordinating information in the brain for the three senses used for balance: the eyes, the balance organ in the inner ear and the body's internal sense of balance. If there is vertigo (dizziness) it means the brain has not been able to coordinate information from the balance senses properly.

In vestibular conditions the balance organ in the ear is affected. As the balance organ is faulty the brain becomes more dependent on information coming from the eyes and sensors in the body.

For more details please visit
www.menieres.org.uk



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How would you like to help us?

Check out the different ways you can help us continue our vital work...

#1 Organise your own fundraiser

We have heaps of ideas in our A-Z Fundraising Booklet. You can download a copy via the fundraising section of our website or think up your own ideas...

Top 10 Tips for organising your own event in aid of the Ménière's Society

- #1 **Enjoy:** choose something fun and enjoyable to organise
- #2 **Know your stuff:** stick to something you know or have experience with
- #3 **Organise yourself:** set a date, time, venue and fundraising goal
- #4 **Ask around:** do you have contacts and resources you can call upon, if so ask!
- #5 **Shout about it:** spread the word using posters, friends, social media, press etc
- #6 **Tell us:** we can offer guidance, support and promotional tools to help you
- #7 **Stay safe:** ensure you seek relevant permissions & licences to run your event (p4)
- #8 **Remember:** remind yourself why you are doing it and who you'll be helping
- #9 **Take snaps:** we'd love to see photos to inspire others and celebrate your achievement
- #10 **A pat on the back:** raising money & awareness for us is something to be proud of!

#2 Join a Ménière's Society event

Whether running 10K or taking part in Balance Awareness Week; we have an event for everyone! Or, if you want to support us in other ways, we run an annual 200+ Club, sell charity Christmas cards and have a cash-prize winter draw. Keep an eye on our website for more ways to get involved.



Did you know...

It is estimated that 1 in 10 working-age adults suffer some degree of disability due to dizziness.



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#3 Take part in a third party event in aid of the Society

There are thousands of service providers offering various fundraising activities. We'd love you to consider supporting us with any challenges you sign up to.

For more information please get in touch with us on 01306 876 883 or info@menieres.org.uk.



#4 Through your work place: Does your place of work have a charity of the year programme? Why not nominate the Society to benefit from your fundraising activities. How about organising a cake sale or dress down day for us? Check out our fundraising A-Z for more ideas.

#5 Regular Giving: This is an incredibly valuable source of income for the Society as it means we have regular and guaranteed funds being put to good use. Whether its £5 or £50 a month, it will make a positive difference to our work.

#6 eBay for Charity: Do you sell items on eBay? If so, we'd love you to choose our charity to benefit from a percentage of your sales or receive donations from your buyers.

Anything you choose to do will be hugely appreciated!

Did you know?

One in eight Ménière's sufferers show signs of full post-traumatic stress syndrome compared to just one in 60 non-sufferers?



The Safety & Legal Bit

There are a number of laws and regulations governing how people can collect or fundraise for a charity. Different rules apply depending on where and how you decide to raise funds. They are designed to protect you from fraud and to ensure best practice. When fundraising for the Ménière's Society we ask you to comply with our fundraising rules and the relevant laws and regulations. It is essential that any fundraising activity/event is run legally and safely.

Note: The event's organiser is responsible for ensuring compliance with legal, health and safety standards. If your event involves the general public, it's a good idea to have Public Liability Insurance. Check first to see if your venue already has this.

The Ménière's Society logo may only be used with our specific permission. If you are fundraising for the Ménière's Society, please use our charity registration number (297246) on all publicity materials and include the disclaimer: "This event is raising funds in aid of the Ménière's Society (RCN: 297246). The Ménière's Society really appreciates your support, but is not liable for this event."

Any donations collected in one of our collection boxes are intended solely for the use of the Ménière's Society. Please return any monies raised to us as soon as possible after your event so that we can say thank you and send you your fundraiser's certificate.

Raising money or selling goods for charity in streets or public places usually requires a permit or licence from the appropriate local authority. House-to-house collections also require a licence. To collect money on private property you need permission of the owner/landlord.

Sending money to the Ménière's Society

Please ensure any money collected for the Society is sent to us as soon as possible after the event. If cheques have been made payable to you or you have been given cash, don't worry, just pay them into your bank account and then send us a cheque for the total amount. Alternatively, you can pay direct into our bank account via our website <http://www.menieres.org.uk/support-us/make-a-donation>.



Cheques should be made payable to the Ménière's Society and sent with details of how the money was raised to Ménière's Society, The Rookery, Surrey Hills Business Park, Wotton, Surrey RH5 6QT. Please include your name, address and details of your event with your cheque so that we can say 'thank you'.

Copyright

All materials produced by the Society are copyright of the Ménière's Society and should not be reproduced or distributed either physically or electronically without the Society's express permission in writing. Thank you for your co-operation.

Disclaimer

If you suffer with any medical conditions it is recommended you always consult your GP, consultant or therapist for professional guidance before you take part in any fundraising event or activity which could potentially affect your symptoms.



Useful Information & Resources



Amazon donates 0.5% of the net purchase price (excluding VAT, returns and shipping fees) of eligible purchases to the charitable organisation of your choice. AmazonSmile is the same Amazon you know. Same products, same prices, same service. Support your charitable organisation by starting your shopping at smile.amazon.co.uk and search for 'The Mènière's Society'.



If you are a UK tax payer, the Mènière's Society can claim Gift Aid from HM Revenue & Customs on your subscriptions and donations, helping us make your gift go even further at no extra cost to you. All you need to do is complete a Gift Aid Declaration form www.menieres.org.uk/support-us/gift-aid or call us on 01306 876 883 to make your declaration over the phone. A Gift Aid declaration does not commit you to making donations to the Mènière's Society in the future, but will enable us to claim 25p for every £1 donation that you do make.



Give as you Live®

Give as you Live is an easy way to raise money for the Mènière's Society without parting with extra cash! When you search the web, shop online from your favourite retailers via our Give as you Live page: <https://www.giveasyoulive.com/join/menieres-society>



Shop online and raise money using Easyfundraising. Sign up for free and use the links on the site to take you to a retailer webpage: www.easyfundraising.org.uk/causes/menieres



Contact us for further information and copies of our leaflets and publications:

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Sponsorship Form in aid of the Ménière's Society

for dizziness and balance disorders

Full Name: _____

Address: _____

Email: _____

Event/Activity: _____ Event Date: _____

Registered Charity No. 297246

Full Name (required for Gift Aid)	Address and Postcode (required for Gift Aid only – you will not be contacted by the Ménière's Society)	Amount Pledged	*Gift Aid ✓	Date Paid
Mr Joe Example	123 House, Example Street, Example Town, EX43 PLE	£25	✓	May 8th

Make your donation go further with Gift Aid (it doesn't cost you a penny extra!)

Boost your donation by 25p of Gift Aid for every £1 you donate. Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer. Please tick the Gift Aid box next to your donation if you pay UK Income or Capital Gains tax and wish the Ménière's Society to reclaim tax on your donation.

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* If I have ticked the box headed 'Gift Aid': I want to Gift Aid my recent donation and any donations I make in the future or have made in the past 4 years to The Ménière's Society. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

Please notify the charity if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

Did you know you can also collect sponsorship money online? Simply search 'Ménière's Society' on the Justgiving or Virgin Money Giving website for more details.



Ménière's Society Sponsorship Form...continued

[illegible]

*Please see reverse for information on making a Gift Aid declaration. Thank you for your support.

