Elf Challenge Pack





Eden Valley Hospice

JIGSAW

Cumbria's Children's Hospice

Registered with FUNDRAISING REGULATOR

Registered Charity Number: 1008796

Welcome to your Elf Day Challenge Pack!



Meet Wain Wright, Cumbria's Area Manager of Elf Operations!

He will be supporting you and your team throughout the challenge, keeping you on track, setting your tasks and helping you climb the ranks of the Cumbrian Elf Workforce

Thank you for considering supporting Eden Valley Hospice and Jigsaw Cumbria's Children's Hospice this Christmas. Your fundraising efforts will bring comfort, care and dignity when it matters most for those with life-limiting conditions and their loved ones.

This festive fundraising challenge is designed to bring colleagues together, spread Christmas cheer, and have some fun in the workplace, all while raising vital funds for your local hospice. Throughout the challenge, teams can take part in a series of elf-themed activities, games and mini fundraisers, competing with colleagues and embracing the festivities!





Thank you for choosing to make a difference this year!

The difference your support makes...

"Care is personal to each patient, whether that means helping someone write their Christmas cards or making a special wish happen. It could be waking someone on Christmas morning to the sound of carols, or simply making sure they can enjoy a glass of sherry, if they are well enough.



Thank YOU for choosing to fundraise to support local patients and families. When time together is everything, it's often the little things that mean the world. Thanks to you, your hospice can make special wishes happen every day."

Suzanne Garbarino
Director of Clinical Services

The funding we receive from the government would only allow our doors to open for 3 months. It is your kindness and generosity that provide care for the rest of the year.



How does it work?

1. Pick your December dates

Choose any day in December that works for your workplace and get it in the diary. You can make it a one-day event, or keep the challenges going throughout December.

2. Appoint your Chief Elf

Every good team of elves needs someone in charge! Nominate a Chief Elf to rally the team, organise your challenges, collect donations and keep the festive competition on track.

3. Round up your elves

Invite your colleagues to join the Cumbrian Elf Workforce, with a suggested donation of £5 per elf. Getting involved can be as simple, or as spectacular, as you like. Wear elf ears, pop on an elf hat, add a festive prop, decorate your workspace or go all out in a full elf costume!

4. Take on the Elf Challenges

Use your Elf Challenge Pack to choose from Wain's challenges or invent some of your own. You set your own fundraising target and decide how big of a challenge you wish to set your team.

5. Add a little friendly competition

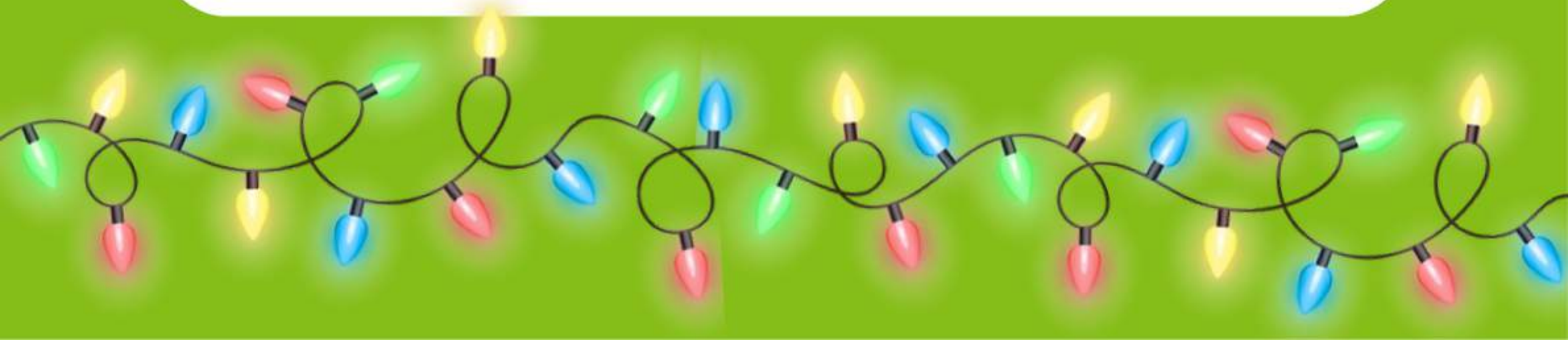
You can take it one step further and compete against other departments in your organisation, or even other organisations across Cumbria! We'll give you an elf thermometer so you can keep track of the funds raise, whichever team raises the most will be crowned 'Wain's Merriest Marras Workshop' the highest Cumbrian Elf award!

6. Share your Elf Challenge

Don't keep the elf antics to yourselves! Take plenty of photos, share your challenges and celebrate how much you've raised. We'd love to see the Cumbrian Elf Workforce in action.

7. Have fun!

Every elf ear worn, challenge completed and pound raised will help Eden Valley Hospice and Jigsaw, Cumbria's Children's Hospice provide care, compassion and support to local adults, children and families.



Your Elf Checklist

Use this checklist to help your team make the most of the challenge and maximise your fundraising impact.

- [ ] Register your team - scan the code!
- [ ] Appoint a Chief Elf
- [ ] Decide how long you'll run the challenge for (e.g. one day, two weeks, or throughout December)
- [ ] Set a fundraising target
- [ ] Create your fundraising page or collection point - we can support you with this!
- [ ] Tell colleagues, friends and family you're taking part and get their support
- [ ] Display information about your challenge and your fundraising materials around your workplace
- [ ] Take a s-elf-ie! Share your photo on LinkedIn, Facebook or Instagram and tag us so we can see your festive efforts! If you have an online fundraising page, don't forget to share that too! We will award prizes for:

  - Most Festive Team
  - Funniest Selfie
  - Best Use of Office Decorations
  - Best Client and Team Photo



Putting your elves to work...

How we will support your festive fundraising:

Your dedicated Hospice Chief Elf, Emma, will be on hand with fundraising tips, festive inspiration and support to help your team make the most of the challenge. Her contact details are on the back of this pack!

We can also provide everything you need to get fundraising, including collection tins and buckets, posters, banners, sponsorship forms and event support where possible.

We'll help spread the festive cheer, share the difference your fundraising makes and celebrate your elf-tastic efforts with certificates and shout-outs. Every hardworking elf deserves a place on the nice list!

Think your elves have what it takes to reach the top?

Challenge another department, office or site within your organisation, or go head-to-head with another organisation across Cumbria.

Use your Elfometer to track your fundraising and work your way through the Cumbrian Elf ranks as your total grows.

The team that raises the most will be crowned:

Wain's Merriest Marras Workshop!

The highest honour in the Cumbrian Elf Workforce!



Elfometer

Help deliver a nurse to provide comfort and care!

Over £1000 - Merry Marras

You've gone above and beyond! Your fundraising will provide quality care, comfort and support for local families when it matters most.

£698.40 - Festive Elites

You're expert-level now!
You've funded a nurse for 24 hours.

£349.20 - Star Elf Workshop

Your workshop is shining brightly!
You've funded a nurse for 12 hours.

£174.60 - Workshop Whizzes

Your elves are on a roll!
You've funded a nurse for 6 hours.

£87.30 - Official Elf Workshop

It's official! Your team has funded a nurse for 3 hours.

£29.10 - Elf Recruits

You're clocked in!
You've funded a nurse for 1 hour.





Wain's Merriest Marras Workshop!

Awarded to the elf team that raises the most overall!

*The above figures are just examples of what your fundraising could provide, they're based on what it costs the hospice to fund one hour of a nurse's time.

Registered Charity Number: 1008796

Eden Valley Hospice
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Cumbria's Children's Hospice

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Wain's Elf Challenges

Easy Festive Fun

Quick, simple and easy to organise. Perfect for getting your festivities started!

Elf Toss

Suggested donation: £1

Think you've got better aim than an elf?
Take on the Elf Toss for a Cause challenge by tossing your £1 coin into the Elf Bucket. Land it inside and you'll earn an entry into a festive prize draw.

It's quick, simple and a great way to bring a little friendly competition to the workplace while supporting local families cared for by the hospice this Christmas.



How to Play:

1. Get your £1 coin
2. Stand behind the designated line
3. Toss your coin into the Elf Bucket
4. Land it in the bucket to win a prize draw entry

Elf Lucky Coins

Every coin counts!

It's time for a festive clear-out. Challenge colleagues, customers and visitors to search their pockets, desk drawers, handbags and car cup holders for forgotten loose change.

Pop it all into your Elf Challenge collection and see how quickly those coins add up.

Make it competitive: Split into departments or teams and see who can collect the biggest pile of coins.

Wain's Elf Challenges

Easy Festive Fun

Quick, simple and easy to organise. Perfect for getting your festivities started!

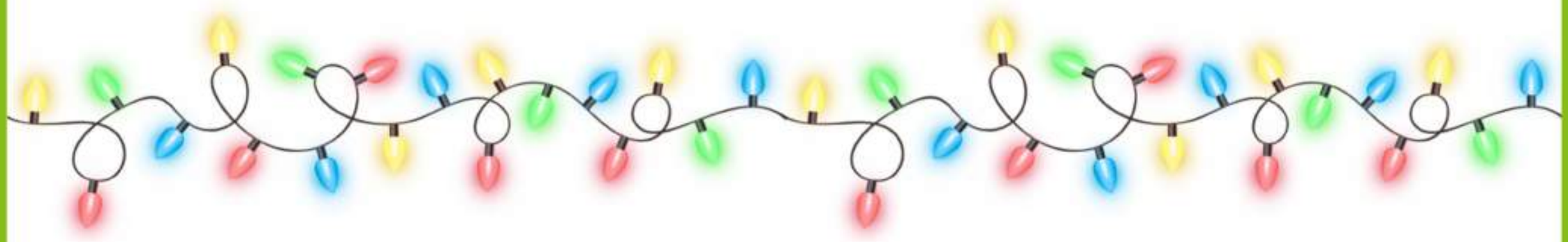
Guess the Number of Baubles

Suggested donation: £1 per guess

Fill a clear jar with Christmas baubles and challenge everyone to guess how many are hiding inside.

Get colleagues, customers, visitors, clients and suppliers involved throughout December. The closest guess wins a festive prize!

Make it trickier: Mix different sizes of baubles together to keep everyone guessing.



Santa's Magic Key

Suggested donation: £2 per go

Will you pick Santa's Magic Key?
Fill a festive box or chest with a prize and gather a selection of keys. Participants donate £2 to choose a key and try to unlock the prize.

Prize ideas could include:

- Chocolates
- Gift vouchers
- Festive treats
- A Christmas hamper
- Mystery prizes

But choose wisely... only one Magic Key unlocks the prize!

Make it bigger: Ask a local supplier, client or business partner to donate the prize.

Wain's Elf Challenges

Moderate Merry Missions

Time to step it up! A little more planning, teamwork and festive spirit required.

Festive Treat Day

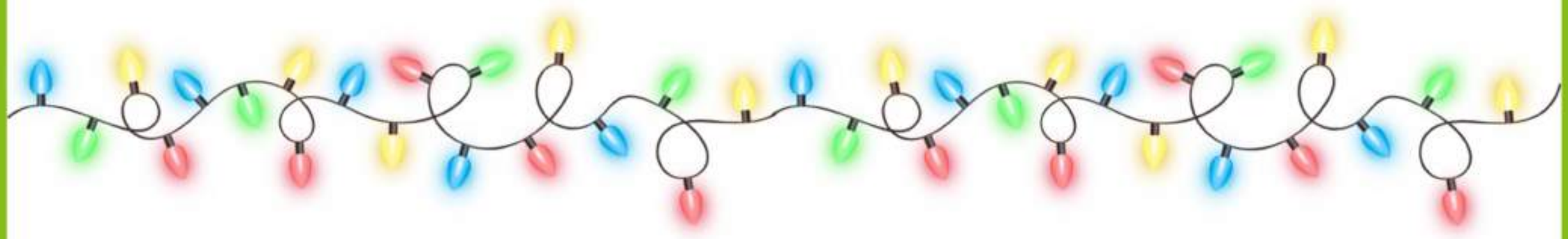
Suggested donation: £2 per treat

Bring a little Christmas cheer to the workplace with a Festive Treat Day.
Ask colleagues to bring in their favourite festive bakes and treats, then invite staff, customers, clients and suppliers to enjoy them in return for a donation.

Think:

- Mince pies
- Christmas cake
- Shortbread
- Festive traybakes
- Gingerbread

Every festive treat enjoyed helps support local hospice care.



Elf FM: Christmas Playlist Takeover

How much are your colleagues willing to pay to control the office playlist?

Hand over the Christmas tunes for the day and let donations decide what gets played:

- £1 – Choose a song
- £2 – Skip a song
- £3 – Dedicate a song to a colleague
- £5 – Make the big boss sing along!

Turn up the volume, get everyone involved and let the festive musical mayhem begin.

Warning: Your colleagues may not share your taste in Christmas music!

Wain's Elf Challenges

Moderate Merry Missions

Time to step it up! A little more planning, teamwork and festive spirit required.

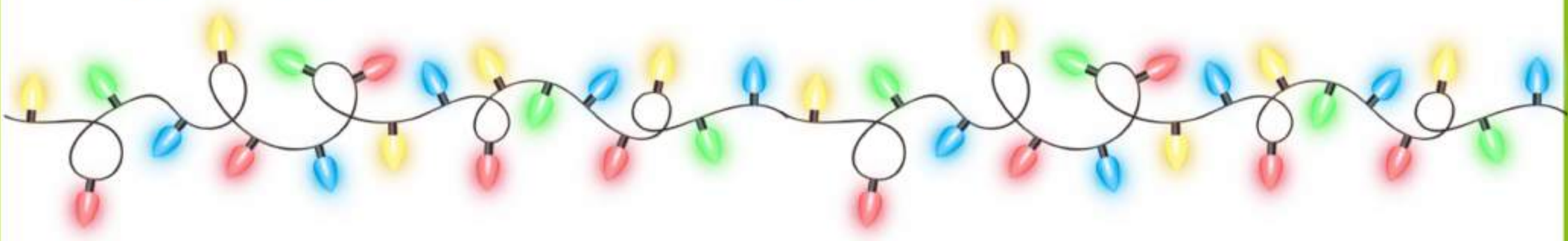
Where's Wain?

Suggested donation: £1 per guess

Uh-oh... Wain's gone wandering! Intelligence suggests our mischievous Area Manager Elf is hiding somewhere in Cumbria. But the big question is...
Can you work out where he is?

Make a £1 donation, submit your guess and you could win a festive prize.
Every correct answer will be entered into the prize draw, and every guess helps raise vital funds for local hospice care.

Keep your eyes peeled. Wain could turn up anywhere!



The Elf Tax

Elf Tax: 50p per forbidden word

Wain has introduced a new workplace policy, and certain words are now taxable! Display your Elf Tax poster somewhere everyone can see it and choose your banned words for the day. Anyone caught saying one has to pay 50p Elf Tax.

For example:

- Christmas
- Elf
- Santa
- Holiday
- Coffee
- Tired



Want to make it even harder?

Let your team nominate additional words, names or office phrases to add to Wain's taxable list. Then try to make your colleagues say them!

Wain's Elf Challenges

Festive Showstoppers

Ready to go all out? Turn your festive fun into serious fundraising!

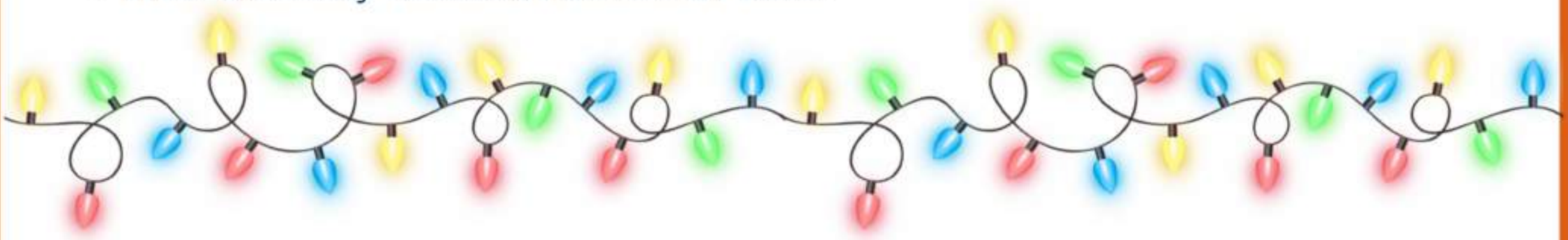
Bail Out the Boss

The elves have taken over, and the boss has been captured!
Set a fundraising target for their release and challenge colleagues, customers, clients and suppliers to help raise the bail.

Hit the target and the boss walks free! But if you fall short... they must face a festive forfeit chosen by the team.

Festive forfeit ideas:

- Wear an elf costume for the day
- Sing a Christmas song to the team
- Serve the office teas and coffees
- Take part in a festive dance
- Wear a suitably ridiculous Christmas outfit



Decorate an Elf

Suggested donation: £2 per accessory

Nominate one brave colleague to become your team's official Christmas elf.
Throughout the day, colleagues can donate £2 to add festive accessories to your elf.

Think:

- Tinsel
- Elf ears
- Christmas hats
- Baubles
- Face paint
- Festive props

The aim? Create the most fabulously festive and funniest elf possible!
Don't forget the team photo and tag us in your finished creation!



Wain's Elf Challenges

Festive Showstoppers

Ready to go all out? Turn your festive fun into serious fundraising!

Wain's Festive Prize Draw

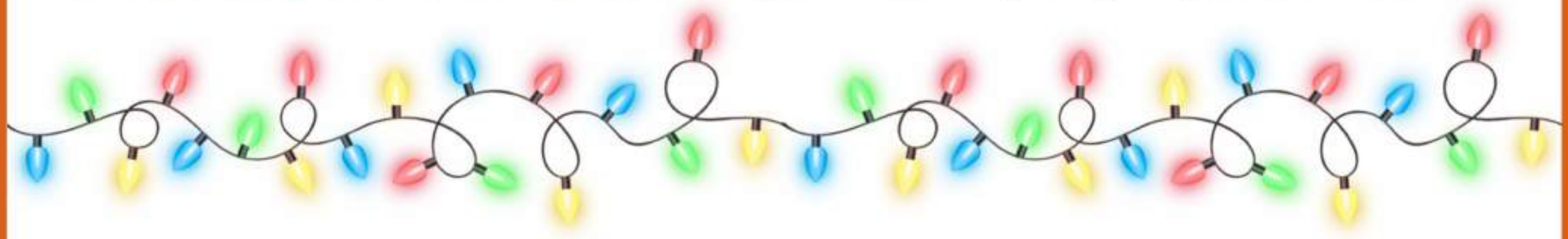
Suggested £5 per entry

It's time for Wain to give one lucky winner a seriously good workplace perk! Choose an exclusive prize your colleagues will actually want to win, then sell entries for £5 each.

Your prize could be:

- An early finish
- VIP parking for a week
- An extra-long lunch break
- A gift voucher
- A team treat
- The boss's chair or office for the day!

£5 = one entry. One winner. One brilliant prize. And every entry helps raise funds!



Naughty or Nice - Elf Fines

Behave yourselves. Wain's watching!

Nominate your Chief Elf and give them the power to issue festive fines throughout the day.

For example, Elf office fines could include:

- £1 Late to a meeting
- £1 Left the kitchen untidy
- 50p Said a naughty word
- £2 Phone rings during a meeting
- £1 Didn't join the team photo
- £2 Forgot their Christmas jumper

Make it your own: Add the office habits, sayings and little misdemeanours that your team is famous for. Just keep it light-hearted, voluntary and fun.

How to keep it safe and legal

Insurance & risk

Make sure your event is safe and covered - we'll guide you if you need advice, risk assessments or help with food allergen info.

We follow the Code of Fundraising Practice and so should you - it's all about being open, honest, legal, and respectful. If you need more details, check the Fundraising Regulator's website: www.fundraisingpreference.org.uk

Set up a just giving page

The easiest way to fundraise and collect donations is through a JustGiving page. Simply ask your colleagues, customers, friends and family to support your fundraising by donating online. Every donation made through your page is sent directly to Eden Valley Hospice, making it a simple and hassle-free way to raise money. Vistit https://www.justgiving.com/charity/edenvalley to set up your justgiving page now.

Cash handling

Keep all cash donations secure. If you've got sealed collection buckets from us, please don't open them yourself. If you must, do so with another unrelated adult present for transparency.



The use of our logos

Using our official, up-to-date 'In Aid Of' logo ensures your fundraising materials are consistent, trustworthy and easily recognised.

We recommend using this logo whenever you're raising money for Eden Valley Hospice and Jigsaw unless the hospice informs you otherwise.

Using the correct logo protects reputation, avoids confusion, and helps supporters feel confident that your fundraising truly supports local patients and families.

In aid of Eden Valley Hospice

In aid of JIGSAW Cumbria's Children's Hospice

In aid of Eden Valley Hospice JIGSAW Cumbria's Children's Hospice

Wrapping things up...

Well done and thank you! You've completed your Elf Challenge!
Now here are the final steps to take to complete your elf duties...

☐ Thank your helpers!

Let everyone who backed your challenge know what you achieved together and thank them for their efforts!

☐ Return borrowed items

Please return any buckets, banners, collection tins or other equipment you borrowed from the Hospice so we can use them for future fundraisers.

☐ Check your online fundraising pages

Have a quick look at your JustGiving or Enthuse page for any last-minute donations or Gift Aid info.

☐ Close your online fundraising page

When you're certain no more donations are heading your way, please close your page. When you do, we automatically receive your fundraising.

Handing in your donations...

Online

Visit our website and click 'donate', please reference ' The Elf Challenge'.

Phone

Call our team on 01228 817649 to donate with a credit or debit card.

In person

You can drop off your donation at the hospice by visiting our Fundraising Hub found beside the main reception.

Post

Make your cheque payable to 'Eden Valley Hospice' and post to:

Freepost Plus RTLY-KCCK-SZKX
Eden Valley Hospice and Jigsaw
Durdar Road
Carlisle
CA2 4SD

Need a hand?

Please get in touch if you have any questions about this process.



Thank You

We know fundraising takes time, dedication and a little bit of elf magic!

From all of us, a huge thank you for taking on the Elf Challenge and doing something truly wonderful this Christmas. Every challenge completed, every pound raised and every festive moment shared helps us continue providing specialist hospice care, compassion and support for local people and their families when they need us most.
Your elf-tastic efforts really do make an incredible difference.

Thank you for being part of it!

Eden Valley Hospice & Jigsaw, Durdar Road, Carlisle, CA2 4SD

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Sign up today!