



PWA | THE PRINCE
WILLIAM AWARD
BIG Breakfast
Giving people the best start

THE PRINCE WILLIAM AWARD **BIG BREAKFAST**

RESOURCE PACK



PWA | THE PRINCE
WILLIAM AWARD

SkillForce
Heroes in Schools Transforming Lives

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SkillForce was established in 2004 to help young people build their character, resilience and confidence so that they are better equipped to achieve their full potential. We empower them to “*dare to be their best selves*”, to access the full curricular and extra curricula experience at school and in so doing, help them achieve and exceed.

The people who turn these young lives around are our brilliant instructors, the majority of whom have served their country in the British Armed Forces. These ‘heroes in schools’ embody the Service values and understand the importance of teamwork, resilience and self-discipline. They are the complementary role models that many children need working alongside their teachers.



The Prince William Award is a pioneering character and resilience programme that draws on the expertise and skills of predominantly ex-Service personnel to help children from the age of six to *dare to be their best selves*.

The Award is being delivered in partnership with schools across the UK and the impact has been profound. The majority of Prince William Award students demonstrate real, tangible progress in the essential elements of character, for example, resilience and self-confidence. Independent evidence also demonstrates improvements in attendance, behaviour, engagement with school, social skills and attainment.

The Prince William Award is delivered exclusively by SkillForce.

Your support allows us to deliver transformational opportunities to young people, helping them develop the skills they need to succeed in education, work and life. In doing so, we are able to offer training and transition support to ex-Services personnel, giving those who have served their country an opportunity to serve their community.

WITH A BIG BREAKFAST YOU CAN BRING TOGETHER A GROUP OF LIKE-MINDED PEOPLE FROM YOUR NETWORKS TO SHARE NEWS AND IDEAS IN A RELAXED ATMOSPHERE BEFORE THE MAIN BUSINESS OF THE DAY BEGINS.

WHY NOT:

- Invite a guest speaker to update you on new legislation in your sector?
 - Invite a local MP or Mayor to talk through some of the pressing issues facing the business community in your area?
 - Bring together business and education leaders to work out ways of advancing the potential of the workforce of the future?
 - Invite an inspirational speaker along to give you some fresh insights and ideas?
 - Introduce a new activity that could enhance the wellbeing of your workforce?
- Welcome new members of your team to your clients and suppliers?
 - Use the opportunity to offer a thank you for people who have helped you achieve a particular goal or ambition or celebrate a milestone in your company's history?
 - Demonstrate your commitment to encouraging children and young people to *dare to be their best selves*.

A Big Breakfast is simple to organise – all you need is a date, a venue, a time, some food and guests. In this resource pack you should find plenty of materials to help you get started, advertise your event, manage your fundraising, and thank everyone who supported you. There is also some handy guidance regarding the necessities of health and safety in relation to such an event.

SO, IN HUNGRY ANTICIPATION OF THOSE BACON SANDWICHES, LET'S GET STARTED



GETTING STARTED

- What is the focus of your Big Breakfast? We're happy for it just to be us, but you could really use this to your advantage, too
 - Choose a date and time. Most people prefer an early start before the working day really kicks in.
 - Choose a location. Easy to find? Easy to park? Easy to reach in morning traffic?
 - Agree the catering - Hot or cold? See our Health & Safety tips on pages 13 & 14
 - Who is doing what?
 - Who is on the guest list?
 - How will you manage your fundraising (See page 6)
 - How will you publicise your event? Send us the date, time and location of your PWA BIG Breakfast and we'll share your event on social media. (See page 7)
 - Send us photos so that we can let our networks know how hard you have worked to support us.
- Make sure you have read and understood our terms and conditions.
- Read through the health and safety and legal information carefully.

MANAGING YOUR FUNDRAISING

Perhaps the easiest way to fundraise for SkillForce is by directing your guests to an on-line giving page. Many people already have these accounts set up on phones and other devices and can make a donation quickly and safely without you needing to handle cash. SkillForce has both Just Giving and Virgin Money Giving options for you to use. However, you might want to set up a raffle, a cash donation bucket or other means of raising funds and send the money on to us in the form of a cheque. Please make cheques payable to SkillForce Development. In case you do decide to fundraise this way, please note our words of caution regarding handling cash on page 14.



Go to www.JustGiving.com and search for SkillForce.

Scroll down to Campaigns and select PWA BIG Breakfast 2018.

On the PWA BIG Breakfast 2018 page, click on Start fundraising. At this point, you will need to either login or create an account if you are a new user.

Choose **Organised event** and then scroll to the bottom of the page and click **Add your own**.

To create your own fundraising page start to enter the details about your PWA BIG Breakfast event. You can also personalise your fundraising web page address, for example www.justgiving.co.uk/pwabigbreakfastatCaroline's and Click **Create your page**.

Personalise your page by clicking at the top of the page on Edit your page, setting your target and sharing your story. You can also edit your thank you message.

Share your JustGiving page with families, friends, colleagues, companies and all contacts.

There is a section to add offline donations if you wish to collect sponsorship and donations offline. You can send these donations via cheque or BACS to SkillForce.



Go to uk.virginmoneygiving.com giving and under **Donate to a friend or charity** search for **SkillForce**.

Under Events – PWA BIG Breakfast click on Start fundraising

At this point, you will need to either login or create an account if you are a new user.

This takes you to **What is your fundraising challenge?** Click on PWA BIG Breakfast.

Click **No** to 'Have any of your selected charities contributed to the cost of your event?'

Answer the **Keeping in touch** request and click on **Create my page**.

Your fundraising page is now live!

Now you can upload a profile photo, set a target and tell your story.

You can also personalise your fundraising web page address in account settings, for example uk.virginmoneygiving.com/pwabigbreakfast_chez_Caroline

There is a section to add offline donations if you wish to collect sponsorship and donations offline. You can send these donations via cheque or BACS to **SkillForce**.

SHARING YOUR BIG BREAKFAST ON SOCIAL MEDIA

Talk about your event on social media so everyone knows what you are doing. This will help you gain visibility and maybe even some donations! – Be sure to tag us, too, so that we can talk about your event on our Facebook and Twitter pages, too.

Example tweet: **BEFORE**



Leona Chapman
@LChapman

SkillForce-England @SkillforceEng Looking forward to seeing everyone at the #PWABIGBreakfast tomorrow!

❤️ 16 💬 12

Example tweet: **DURING**



Leona Chapman
@LChapman

Having a great time during #PWABIGBreakfast



❤️ 45 💬 8

Example tweet: **AFTER**



Leona Chapman
@LChapman

Thank you to everyone who came to our #PWABIGBreakfast today! We had a great time together and raised an amazing £XXXX to support young people.

❤️ 19 💬 3

in support of **SkillForce**
Heroes in Schools Transforming Lives

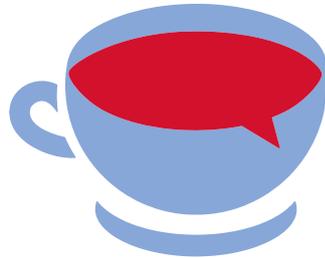
Would like to invite you to join us for a



working in partnership with SkillForce, will help
to dare young people to be their best selves!

www.skillforce.org

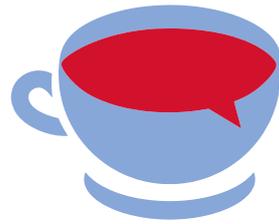
BREAKFAST IS SERVED!



in support of **SkillForce** www.skillforce.org
Heroes in Schools Transforming Lives

All proceeds to go towards supporting SkillForce to enable children and young people to *dare to be their best selves!*

PLEASE COME ALONG AND JOIN US

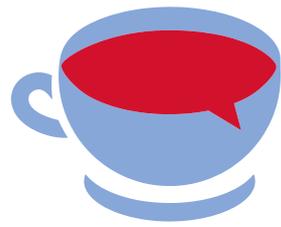


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THANK YOU!

Together, we raised

for **SkillForce** Heroes in Schools Transforming Lives to dare children
and young people to
be their best selves!



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WE DID IT!

dare young people to be their best selves!

We hope you enjoyed the event and thank you for supporting the children and young people in your community.

If you'd like to hold a  **PWA** | THE PRINCE WILLIAM AWARD **BIG Breakfast** Giving people the best start yourself or would like to find out more about this very worthy cause go to www.skillforce.org They would love to hear from you.

SKILLFORCE TERMS AND CONDITIONS

Please read the below carefully, as it is legally binding.
Please note that your use of this Website means you accept these
Terms and Conditions from the date that you first use this Website.
SkillForce Development (A company limited by guarantee).

Registered Office: BHP, Chartered Accountants,
2 Rutland Park, Sheffield, S10 2PD.
Company Registration Number 4991442.
UK Registered Charity Number 1105022.
Scotland Registered Charity Number SC036035.

1. You must be over 18 to organize a Prince William Award BIG Breakfast.
2. You reside in the UK.
3. You confirm to SkillForce that you will not do anything that could be reasonably considered to be, illegal, misleading, libellous, dangerous or likely to cause distress or harm to yourself or others (including to animals) or to cause damage to the reputation of SkillForce, and will not involve the destruction of any other person's property without their consent.
4. You are solely responsible for any loss, damage, illness, injury or death to person or loss or damage to property related in any way to the Prince William Award BIG Breakfast or your own actions in connection with the Prince William Award BIG Breakfast.
5. You acknowledge that it is solely your decision to hold a PWA BIG Breakfast, and that you will make your own assessment as to the safety and legality of the activity described.
6. You understand that any expenses you incur in carrying out your PWA BIG Breakfast are your own and you cannot seek reimbursement of these expenses from SkillForce.
7. You release SkillForce, the Charity and their respective directors, officers, shareholders, employees, agents, contractors and their successors and assigns from all liability for any loss, damage, injury, expense, demand, or cause of action that you may suffer with respect to personal injury, death, damage to or destruction of property, theft, or otherwise that may arise as a result of your participation in the PWA BIG Breakfast except where their negligence has caused death or personal injury.

HEALTH & SAFETY AND LEGAL INFORMATION

FIRST AID



You may need to have first aid provision at your event. This will depend on how many people are involved, the type of activity they are doing and what first aid facilities are already available at the venue.

If you think you might need first aid support, check with an organisation such as St John's Ambulance or the Red Cross. They will be able to advise you further and may also provide first aid support for your event.

FOOD HYGIENE



This is vitally important. Please take great care when handling food and work to basic rules for safe preparation, storage, display and cooking.

The Food Standards Agency provides guidelines for preparing, handling and cooking food. This section of their website is useful for people organising charity and community events involving food. If you are using a caterer, you will need to ensure that they have a food hygiene certificate and public liability insurance. Further information can be found on the NHS Choices website and from your local authority.

SAFEGUARDING



If there are children at your event, you should ensure that they have permission to take part and have someone to look after them. Adults looking after children should have carried out appropriate checks. See the Government's Disclosure and Barring Service(DBS) information for more guidance.

HEALTH AND SAFETY AND RISK ASSESSMENT



Follow the professional advice of equipment manufacturers and staff supervising any facilities. Events need to be adequately risk-assessed to find, reduce and control the risk to all those taking part and members of the public who may be attending. It is best practice to complete a risk assessment form to show that you have considered and mitigated any potential risks around your event, but it is not a legal requirement unless the organiser is an employer.

SkillForce cannot accept liability for any loss, damage or injury suffered by yourself or anyone else as a result of taking part in a fundraising event organised in aid of the Prince William Award.

Help for how to complete a risk assessment can be found at the Health and Safety Executive.

CASH HANDLING



When handling cash, ensure that you have plans in place to stay safe. When collecting / taking payments, make sure that the cash is secure by using a cash box with a lock or a sealed collection bucket.

Wherever possible, have two people available to count or transport cash, and get it to the bank as soon as possible after the event. Choose busy and well-lit routes if you need to transport the cash and try to conceal it. If you are ever confronted by someone demanding the cash, just hand over the money and do not put up a fight. This should then be reported to the police as soon as possible.

PUBLICITY MATERIALS



Please ensure that all materials promoting your event specify that it is 'in aid of The Prince William Award'.

The easiest way to do this is to use posters and invitations suggested by SkillForce from the SkillForce website. All materials on this site carry our logo and include our charity numbers.