

ORGANISE YOUR OWN

roundabout
YOUR LOCAL YOUTH HOUSING CHARITY

SLEEP OUT



Your handy guide for setting up your own Sleep Out to help give homeless young people a brighter future

About Roundabout

Roundabout is Sheffield's youth homeless charity. We support over 180 young people aged 16-25 in Sheffield every day who are homeless or at risk of becoming homeless, by providing shelter, support and life skills to help them live independently when home is no longer an option.



Keisha's Story

Keisha became homeless when relationships broke down at home and she got kicked out. After staying on the streets and friend's houses, her teacher brought her to Roundabout's Homeless Prevention Service where she was helped to move into safe accommodation.

Whilst living in Roundabout's hostel, Keisha gradually gained independence and started to volunteer for Roundabout as a Peer Educator, where she goes into secondary schools to hold lessons on homeless education.

Keisha is attending college and studying for her A Levels. In the future, she wants to go to University to study midwifery. Here she is speaking to the participants at Roundabout's Sleep Out 2018.

What is a Sleep Out?

Sleep Out is an event designed to help raise funds and awareness of youth homelessness - it gives a small insight into the challenges faced by many vulnerable young people at risk of homelessness.

Supporters get sponsored to brave the cold night by swapping their warm beds for a sleeping bag and a hard floor. We're asking you to join us and help end youth homelessness by hosting your own Sleep Out event!



Roundabout holds a Sleep Out in November!

To find out more, visit www.roundaboutsleeput.co.uk

Organise Your Own

To make your Sleep Out a success, you will need to focus on:

The Venue

The Event

Getting Participants

Fundraising

Here are our top tips!

The Venue



At Work - encourage your colleagues to stay late at work whilst taking on the Sleep Out challenge. You could take over the warehouse, shop floor, office or meeting room and make the event your own! Remember, you'll need to comply with the Health and Safety at Work Act so ensure manual handling procedures, first aid and fire arrangements in place.

At School - We encourage homeless education in schools to help prevent young people becoming homeless in the future. What better way to teach children about how to help within your community than running your own Sleep Out event in the school hall?



In your community - Rally everyone together to raise awareness about a vital cause in your community. Whether it's Scouts, Guides, a sports club or religious club, host your own Sleep Out in a church hall or local centre.

At Home - why not invite your friends and family to have a Sleep Out in your front room, or even your garden?



Outside - we know that some people would like a more extreme challenge, however we do suggest that you have an indoor venue with facilities or an outdoor covered location to make sure people are safe. The Sleep Out event is not intended to replicate being homeless but to raise awareness of the challenges that some young people face.

KEY TIP:

Make sure you have permission from the venue/land owner before you start advertising your event!

The Event

Organising Committee - Ask your friends, teachers or leaders to help you organise your very own Sleep Out event. You can share tasks such as entertainment, food, health and safety and social media to make sure all of the work isn't on one person's shoulders.

Register your Sleep Out - Remember to register your Sleep Out with us and we will provide you with an Event Pack including posters, sponsor forms, sign-up sheet and a homelessness quiz.

Entertainment – It is your Sleep Out and you can make your event what you want, whether you ban technology (except for video diaries) and just have cards and games, or you can run a quiz, talent show or other activities to help your fundraisers get through the night. Set a bed time to make sure everyone can settle down before lights out.



Atmosphere – Whilst a Sleep Out is supposed to be about reflecting and learning about homelessness, don't forget that it is okay to have fun by creating a memorable event.

Food – If your Sleep Out event starts in the early evening you may want to think about providing food for your attendees such as dinner, snacks and breakfast for when they wake up.

Ticket price - Set a price and a fundraising target per person. Remember you will need to cover your costs so make sure your ticket price reflects this! When setting your fundraising target, consider the people you are expecting to attend and if the level is right for them - or you can keep it simple and ask everyone to bring their own food and snacks so it is free to take part.

Health & Safety - As the organiser of the event, you must ensure the safety of everyone who takes part in your Sleep Out. Even if you know the venue well, you need to think about possible risks, accidents or legal issues and complete a risk assessment and have suitable public liability insurance in place.

First Aid & Security - You will need a trained First Aider and a First Aid Kit at your event. Make sure all participants will be safe and secure throughout the event, with only participants being able to enter the venue. Someone or a small team of people should stay awake (you could take it in turns) to ensure everyone is safe during the night. You may also want to think about if you will need insurance. Roundabout does not take any responsibility for safety and legal issues at third party fundraising events.

Weather – If you are planning any activities or sleeping outside, make sure you have suitable indoor space in case of bad weather.

Setting up and packing down - Ensure that people follow safe moving and handling procedures so no one gets hurt.

Children - If you have children taking part in your event, make sure that you have permission from a guardian. DBS and background checks should also be considered.

DISCLAIMER:

Roundabout does not take any responsibility for safety and legal issues at third party events. If you have any questions, please get in touch with Roundabout's fundraising team on 0114 253 6753 or fundraising@roundaboutltd.org.



Getting Participants

Now you've got your venue and event plans sorted, you need to get participants signed up!

Organising Committee – Get your committee to spread the word amongst their friends, family and colleagues to get participants signed up.

Why a Sleep Out for Roundabout? – Explain what has inspired you to organise a Sleep Out for Roundabout. What do you want to accomplish with this event?

Social Media - Whether you are on Facebook, Twitter, LinkedIn or Instagram, ensure you share what you are doing! This will encourage more sign ups, help with your fundraising targets and spread the word about the issue. You can also set up a Facebook event to connect everyone involved with your Sleep Out!



Communication - Make sure that your attendees know what is happening. Once they sign up, keep in touch with them to see how their fundraising is going, check if they have any concerns, let them know what items they will need etc. This will encourage your participants to share what they are doing and raise awareness.

Fundraising

There are so many different ways that you can fundraise for Roundabout in the lead up to your Sleep Out event.

Our top tips are:

- Tell your friends why you are organising a Sleep Out for Roundabout
- Set up a JustGiving page
- Print off sponsor forms for people who prefer to donate cash and ask your most generous sponsors first!
- Shout about your Sleep Out on Social Media and keep sharing your fundraising page and event news
- Share your success after the event and more donations will come in
- We want to hear all about your Sleep Out! Tag us when you share content on social media so we can share what you're doing. Don't forget to use #EndYouthHomelessness too!

Remember to register your Sleep Out with us so we can send you your Event Pack.

Good luck with your Sleep Out and thank you from everyone at Roundabout!

For any advice about fundraising, street collections, raffles or lotteries to support your Sleep Out, please just get in touch on **0114 253 6753** or fundraising@roundaboutltd.org

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