

# doorway

Moving on from Homelessness in North Wiltshire

Dear Doorway Supporter,

Thank you very much for requesting the enclosed SleepOut Pack, including guidelines and general information regarding the event, registration and sponsorship.

The SleepOut will take place from 7pm until 7am on Saturday 23<sup>rd</sup> January 2016 at St Andrew's Churchyard, Market Place, Chippenham.

The event has been organised to coincide with Homeless Sunday, a national event, in order to increase awareness of homelessness in North Wiltshire and to raise much needed funds for the Doorway drop-in centre.

Please would you photocopy and prominently display the enclosed flyer and poster, or pass it on to someone who can publicise the event.

We are very grateful for the interest that you are showing and hope that you will join us for the event.

Pre-registration is compulsory, so that we know how many people will be attending for catering purposes and to enable us to manage the event safely and efficiently.

To pre-register please email [info@doorwayproject.org.uk](mailto:info@doorwayproject.org.uk) or telephone 01249 445385 and either post the completed registration form to us or bring it with you on the night.

If you have any questions or require further information then please do not hesitate to contact me.

Kind regards,



Lisa Lewis,  
Chief Executive

**Doorway**  
**Station Hill House**  
**Station Hill**  
**Chippenham**  
**Wiltshire**  
**SN15 1EQ**

**Shortlisted for the Wiltshire Council Public Health Award for Outstanding Contribution 2014**  
**Wiltshire Council Public Health Award for action to reduce drug and alcohol misuse 2014**

**Tel: 01249 445385**  
**[www.doorwayproject.org.uk](http://www.doorwayproject.org.uk)**  
**[info@doorwayproject.org.uk](mailto:info@doorwayproject.org.uk)**

Doorway is currently funded by:-

The Community Foundation for Wiltshire & Swindon, J P Getty Jnr Charitable Trust, High Sheriff Fund, Chippenham Borough Lands Charity, Zurich Community Trust, HPH, ICIC Foundation, Lloyds Bank Community Fund, Sainsbury's Chippenham, Santander Foundation, Chippenham & District Chamber of Commerce, Calne Welfare Charities, Sovereign Housing, The Rotary Club of Chippenham & The Rotary Club of Chippenham Wiltshire Vale, Lion's Club of Chippenham, Chippenham & District Round Table, Chippenham Half Marathon, Kathleen Hannay Memorial Charity, Teal- Barnett Trust, David Fogwill Charitable Trust, Houghton Dunn Charitable Trust, Leonard Laity Stoate Charitable Trust, MOD Corsham, and donations from individuals, Churches and other Organisations.



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## SleepOut 2016 Information

This information sheet is designed to give you an idea of what Doorway's SleepOut is about and what to expect if you choose to participate in the event.

### SleepOut for Doorway

The SleepOut has been organised to coincide with Homeless Sunday on the 24<sup>th</sup> January, in order to increase awareness of homelessness in North Wiltshire and to raise much needed funds for the drop-in centre.

The event will take place in the churchyard of St Andrew's Church, Chippenham and will involve sleeping rough with only minimal protection from the winter weather. It is your responsibility to provide warm clothing, sleeping bag etc for you and any children under 18 for whom you are responsible – see check list overleaf

### Date and time

The SleepOut starts at **7pm on Saturday 23<sup>rd</sup> January 2016** and carries on through the night until **7am** the following morning. You may leave the site at any time but we would appreciate it if you could try and stay on the site all night. Please notify the person in charge if you intend to leave the venue. Remember that there will be no public transport available. Ensure that you have made suitable arrangements to get home in the morning, bearing in mind you may be cold and tired.

**The Church service (optional) will start at 8.00pm. The bedtime story will be read by Marc Allum at 11pm.**

### Children

We welcome children to participate, however for health and safety reasons, all participants under 18 years old must ensure that they are accompanied by a responsible adult who is at least 18 years old. Minimum age is 10 years old.

Please ensure that a separate registration form is filled in for each child with the relevant information giving consent etc. Doorway Wiltshire Ltd will not be held responsible for the safety of participants since we will be holding the event in a public place.

### Facilities

Toilet facilities will be provided in the Church Hall throughout the night.

Hot drinks will be provided between the hours of 6pm and 11pm; and between 6am and 7am.

### Registration

**You must ensure that you have registered before the event with the official registration form.** On the night you must bring with you the completed forms for yourself and for each child under 18 for whom you are taking responsibility.

The registration point will be open from **6pm until 10pm.**

On arrival at the site please sign in at the registration desk inside St Andrew's Church Hall to ensure that we are aware that you are on site. You will then receive a proof of your attendance.

### Money and sponsorship

There is no charge to participate in the SleepOut but we do ask that you raise money for Doorway by getting sponsored to sleep rough for the night.

Doorway is a charity and therefore relies on donations to continue to make a difference to the lives of many homeless people by providing them with a hope for the future.

We would prefer that you collected sponsorship money through our account with VirginMoneyGiving since this reduces the amount of office admin work. Gift aid will automatically be claimed on our behalf. Further details will be available in your pack.

If you are unable to donate online then there will be a sponsor form in your pack. Please make cheques payable to 'Doorway Wiltshire' and post to the address below.

It is also possible to text donations via your mobile phone: Text DOOR16 £10 to 70070

## **Before the night**

Please remember that we will be sleeping outside during the night in January and that the weather will be very cold, so ensure that you are prepared physically and mentally. Use the check list below as a guide to what you will need to bring with you in order to protect you from the worst of our winter weather.

Your clothing should be warm and waterproof – several thin layers of clothing are better than one thick layer. A woolly hat, warm footwear and gloves and a sleeping bag will be essential.

It is highly recommended that you bring a large cardboard box as protection from the wind, preferably large enough to actually sleep inside.

## **Check list for the night** - (optional but recommended!)

- Sleeping bag
- Plastic groundsheet
- Thick newspaper or insulated mat
- Cardboard box
- Blanket
- Medication
- Black bin bag for rubbish
- Warm clothes
- Hat
- Gloves
- Torch

## **Important notes**

**Participants take part in the SleepOut at their own risk:-** Doorway will not be held responsible for loss or damage to personal effects, for personal accidents, for injury or loss to third parties.

**No non-prescription or illegal drugs are allowed on the site:-** If you are caught then you will be asked to leave and the police will be informed.

**The churchyard is part of the town alcohol-free zone therefore we request no alcohol to be brought onto the site.**

**The site must be vacated at 7am. Please ensure that you remove all belongings and rubbish including cardboard boxes.**

Thank you for supporting Doorway and please spread the word.

Whilst we will not be able to replicate the realities of sleeping rough we can increase awareness within our local community.

**Remember that although we are giving up a warm bed for the night,  
we still have one to go back home to in the morning...**

Please contact Doorway for more information:-

website :- [www.doorwayproject.org.uk](http://www.doorwayproject.org.uk)

tel :- 01249 445385

email :- [info@doorwayproject.org.uk](mailto:info@doorwayproject.org.uk)

address:- Doorway, Station Hill House, Station Hill, Chippenham, Wiltshire SN15 1EQ

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## Doorway SleepOut 2016 Registration Form

Please complete one form per participant in Block Capitals and return to the office or bring on night.

Please register me to take part in the Doorway SleepOut 2016 on Saturday 23rd January 7pm - 7am at St Andrew's Churchyard, Chippenham

NAME :

D.O.B :

AGE :

ADDRESS :

EMAIL :

TEL :

Are you representing a church, company, or other organisation?

**IMPORTANT INFORMATION** - this section **MUST** be completed by the parent/guardian if the participant is aged under 18 years old. Forms without it will not be accepted.

For health and safety reasons all participants under the age of 18 yrs must be granted parental/guardian consent to take part in this event and **must be accompanied by a responsible adult who is aged at least 18 years. Minimum age is 10 years old.** Proof of age may be required.

1) I the parent/guardian of the child named above, give consent for them to take part in the Doorway SleepOut:

Signed:

Name:

Address:

Phone:

2) Will you (as the parent/guardian) be accompanying your child to the SleepOut?

YES / NO\*

\*If you answered 'No' to 2) please give the details of the responsible adult who will accompany your child on the night of the Doorway SleepOut :

Name:

Phone:

Address:

**EMERGENCY CONTACT DETAILS** - As a precautionary measure, please fill in the following sections as accurately as possible

NAME :

RELATIONSHIP:

ADDRESS :

PHONE NUMBER:

**MEDICAL INFORMATION** - It is important that Doorway is aware of any medical condition which may require treatment and/or may affect participation in the event.

If you are not in good health please do not participate - remember this is January and it will be bitterly cold!

NAME OF GP:

SURGERY NAME:

ADDRESS:

PHONE:

Information regarding any medical conditions you would like us to be aware of:

Information regarding any medication you are taking that you would like us to be aware of in case of an emergency at the event:

**DECLARATION** this section **MUST** be signed by all participants in order for their registration to be accepted.

**Participants take part in the SleepOut at their own risk**

Doorway Wiltshire Ltd cannot be held responsible for loss or damage to personal effects, for personal accidents, for injury or loss to third parties.

No alcohol, non-prescription or illegal drugs are allowed on the site - if you are caught then the police will be informed and you will be asked to leave.

We are hoping that there will be publicity at the event and therefore we expect photographs and or video footage to be taken. If you do not want to be included in these pictures, please indicate on the registration form and also inform staff at the event.

SIGNED:

DATE:

Please return completed form to: Doorway, Station Hill House, Station Hill, Chippenham, Wiltshire, SN15 1EQ Tel: 01249 445385 Email: [info@doorwayproject.org.uk](mailto:info@doorwayproject.org.uk)







## SleepOut – Sponsorship & Registering with Virginmoneygiving

[www.virginmoneygiving.com](http://www.virginmoneygiving.com)

Top middle of the homepage look for the 'Start Fundraising' box and click on 'Create your own page'

On the left hand side click on 'Organised Event'

In the 'Event Name' box type "Doorway SleepOut" & click on 'Find Event'

Highlight the Doorway Wiltshire Ltd entry and click on 'Next'

### My Charity Page

On the next page the 'Event' and the 'Charity' boxes will already be filled in.

Complete the 'How much are you planning to raise' box with an expected amount eg. 500

Highlight the 'No' option for the 'Has your charity contributed to the cost of your event' question

Decide how long after the event you wish to carry on collecting sponsor money and choose from the drop-down menu

Decided whether you want to fundraise on your own or as part of a team. If you are taking part by yourself then click on 'Just me' ; if you are intending to take part with other friends then you can set up a team page and therefore click on 'With others'

Click on the 'Next' button

If you are already registered then click on the 'Sign in' button

If you aren't already registered then click on the 'Register' to create an account.

Enter all your necessary personal details into the boxes in order to register.

Under the 'Event Fee' section, tick the box that says 'I've already paid my event fee...' button.

Then create your page!

Advice is available through their guides in the 'Help' section. Fundraising resources are also available including posters, flyers and cards that can be downloaded and printed.



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## Doorway Sponsored SleepOut

**Saturday 23rd January 2016  
7pm - 7am**

at

**St Andrew's Church Chippenham**

**Raising funds for the Doorway drop-in centre for  
those who are homeless or vulnerably housed**

**Pre-registration is essential**

**For more details call: 01249 445385**

**Email: [info@doorwayproject.org.uk](mailto:info@doorwayproject.org.uk)**

**[www.doorwayproject.org.uk](http://www.doorwayproject.org.uk)**

**Annual Homeless Church Service  
at 8.00pm—All welcome (optional)**

**The bedtime story will be read by Marc Allum**

Doorway Wiltshire Limited, trading as Doorway.  
Charitable Company Ltd by Guarantee registered in England and Wales No. 07232063  
Charity No. 1137757



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