



National 'Elf Service Week

15th - 21st December

Your guide to bringing festive magic
to your local hospital this Christmas

 **NHS**
Grampian
Charity
Enhancing healthcare together

Hello Honorary Elf!

Thanks for joining National 'Elf Service Week' - your chance to sprinkle a little festive cheer across NHS Grampian this Christmas.

Christmas is such a special time for people to spend with their loved ones, having fun and enjoying the festive cheer. Unfortunately, not everyone is able to spend Christmas at home or with those closest to them, and many people will wake up in hospital on Christmas morning surrounded by health and care colleagues instead of at home with their family and friends.

With your support, we can bring some Christmas magic to patients, visitors and staff in hospitals across Grampian.

Between December 15th and 21st, schools, business, families, friend groups, sports teams and hospital colleagues across the North-east will be coming together to help make Christmas special for patients and their families. The money you raise will help enhance care and wellbeing across Aberdeen, Aberdeenshire and Moray, funding those special extras that go above and beyond core NHS Grampian services.

Every pound raised, every mince pie eaten, and every elf hat worn, help bring joy and comfort to someone spending the festive season in hospital. Thank you for being part of our community of supporters, and for making a difference for your local hospital, at Christmas and beyond.

If you need any help planning your fundraiser, our team of Charity Elves are here to support you, just email gram.charities@nhs.scot

Wishing you a very merry Christmas, and a happy and healthy new year!

Lisa

NHS Grampian Charity Chief Elf



Enhancing Healthcare Across Grampian



NHS Grampian Charity is the official charity partner of NHS Grampian. Thanks to the kindness and generosity of supporters like you, we fund projects that go above and beyond core NHS Grampian services, helping to make hospitals brighter for patients, families, and staff across the North-east.

From creating relaxing spaces and providing specialist equipment and comfort items, to supporting advanced staff training opportunities and cutting-edge medical research, every donation helps improve the care and wellbeing of people in hospitals and communities across Aberdeen, Aberdeenshire and Moray.

Together, we can make a real difference.

Learn more at www.nhsgcharities.com



How to Take Part

Taking part in National 'Elf Service Week couldn't be easier, whether you have 15 minutes or a full day to celebrate.



1. Pick Your Date

National 'Elf Service Week runs from 15th to 21st December, but you can hold your event any day that suits you.



2. Choose Your Activity

There are lots of different ways to fundraise - you could host a bake sale, a festive quiz, a Christmas jumper day, or even sell mince pies during your tea break. You'll find lots of easy, fun ideas later in this pack.



3. Get Your Fundraising Tools

You can set up a JustGiving page to collect donations online by visiting justgiving.com/campaign/nationalelfserviceweek2025



4. Share Your Plans

Use the poster templates in this pack to tell your family, friends and colleagues about your fundraiser and invite them to join the fun. Don't forget to share your fundraising link in case they can't attend but would like to donate.



5. Enjoy Your Event

Make sure you take lots of photos and tag NHS Grampian Charity on social media. You can also use #NationalElfServiceWeek Most importantly, don't forget to have fun!



6. Pay in Your Fundraising

Once your event is over, you can pay in your fundraising to your JustGiving page or by contacting gram.charities@nhs.scot

Fundraising Ideas & Inspiration

Whether you're planning something big and bold or small and simple, there's an elf-tastic way for everyone to join in! You can hold your fundraiser any time between 15th and 21st December or choose another date that works best for you.

At Work

These ideas are perfect for teams, departments and businesses to bring people together and lift spirits during the festive season.



Dress as an Elf Day

Encourage colleagues to swap uniforms or office wear for something festive - hats, elf ears, tinsel, glitter, or even full elf or Santa outfits. You could ask everyone for a small donation to take part, and give a prize like a box of chocolates for your best dressed colleague.



Christmas Quiz

Add some friendly competition to your lunch break or staff gathering with a festive quiz. Ask colleagues for a donation to take part, and award the winner with a small prize and bragging rights. We've put together a quiz template later in this pack to get you started.



Festive Bake Sale

Bake sales are always popular. Ask your colleagues to bring in festive and seasonal treats to sell and donate the money raised to the charity.



Mince Pie & a Pound

This is an easy (and tasty) tea break fundraiser. Bake or buy mince pies and ask your colleagues for a £1 donation in return for a yummy festive treat.



In School

Get pupils, parents and teachers involved with easy, fun activities that spread joy and kindness.



Elf Art Competition

Invite pupils to design an elf-themed poster, card or decoration, and put the winning artwork on display.



Festive talent show

This is a great way to showcase creativity and raise funds through ticket sales or a collection.



Christmas Dress Up Day

Ask everyone to wear something festive for a small donation.

At Home

Fun ideas for families, friends, neighbours, and local groups.



Raffle or Lucky Squares

This is a simple way to raise money and give participants the chance to win a prize. Find a template later in this pack to help you get started.



Christmas Coffee Morning

Invite friends round for a festive catch-up and cake, with donations going to the charity.



Festive Film Night

Screen a Christmas classic, serve popcorn and hot chocolate, and ask for a donation to attend.

Quick Fundraisers for Busy Elves

Short on time? No problem! These ideas take 15 minutes or less to plan and set up, and you'll find templates later in the pack to help you get started.



Guess the Number of Sweets in Santa's Jar

This easy game is always a hit. Ask for a small donation to take part, and the closest guess takes home the jar of sweets.



Guess the Weight of the Present

Wrap a mystery gift and invite guesses for a small donation.



Elf Name Generator

Use the elf name generator in this pack to find your elf name, and ask for a small donation to give family, friends, colleagues and classmates their elf name.

Donate

If December is just too hectic to take part, you can still donate online and share the campaign with your family, friends and colleagues:

justgiving.com/campaign/nationalelfserviceweek2025

Remember, every pound raised helps enhance the health and wellbeing of people right here in Grampian.



Making the Most of Your Fundraiser

Whatever you are planning for National 'Elf Service Week, these simple tips can help you raise more and spread the festive cheer even further.



Tell Your Story

People love knowing *why* you're fundraising. Share a few words about what inspired you to take part - maybe you or someone close to you has experienced great care at your local hospital, or maybe you just want to give something back this Christmas. Personal stories help people connect with you and inspire generosity.



Set a Target

Setting a fundraising target gives your supporters something to aim for, and fundraisers who set a target raise up to 46% more than those who don't set one. You can start small and adjust your target if you meet it and, remember, every pound counts.



Use Photos & Videos

Fundraising pages with pictures or videos raise 14% more on average, so snap a team photo, record a short message, or show off your elf look.



Share Before, During & After

Regular updates help keep your fundraiser at the top of people's minds. Announce your event and invite donations before it takes place, share lots of photos on the day, and don't forget to post your fundraising total afterwards because 20% of donations come after an event ends.



Spread the Word

You can spread the word about your fundraising by putting up posters, sharing on social media, adding it to your email signature, or asking your work to put it on the company intranet. Encourage family, friends and colleagues to share your JustGiving link too.



Say Thank You

Always thank your supporters and show your appreciation. Post a thank you message, share photos, or tag them on social media.



Enjoy Yourself

The most important thing is to have fun! Your enthusiasm will shine through, and inspire others to get involved.

Paying In Your Funds

You've raised your money, now it's time to send it to the charity to make the magic happen. There are several easy ways to send in your fundraising.

Donate Through JustGiving

The easiest way to pay in your total is via our National 'Elf Service Week' campaign page: justgiving.com/campaign/nationalelfserviceweek2025

If you set up your own JustGiving page, your donations will automatically come to us so you don't have to do anything. If you haven't set up a page, just click the 'donate' button on the link above and fill out your details.

Pay in Cash or Offline Donations

If you collected cash from raffles, lucky squares or other activities, you can:

- Deposit the funds into your own account and make a one-off donation through JustGiving at justgiving.com/campaign/nationalelfserviceweek2025
- Or contact us at gram.charities@nhs.scot to arrange an alternative payment method.

Send a Cheque

Cheques can be made payable to NHS Grampian Charity, and posted to Summerfield House, 2 Eday Road, Aberdeen, AB15 6RE.

Sharing Your Story

Your festive fundraising makes a huge difference, and we'd love to celebrate it with you. Sharing your photos and stories helps inspire others to get involved, and helps spread even more festive cheer across Grampian.

Here's how you can share:

@ Tag us on social media - we're on Facebook, Instagram, LinkedIn and X

Use #NationalElfServiceWeek so we can find and share your posts

✉ Send your photos and fundraising story to gram.charities@nhs.scot

Frequently Asked Questions

Q. Do I need permission to hold a fundraising event in my workplace/school?

A. If you're hosting your event in a workplace, shop, school or public place, please make sure you have permission from the venue or manager.

Q. How do I collect donations?

A. You can collect donations online using a JustGiving page - visit our [step-by-step guide](#) to see how to set one up.

If you would like to collect donations in person, make sure you keep them safe by using a collection can or a cash box. Contact us on gram.charities@nhs.scot if you would like a charity collection can.

Q. Can I run a raffle?

A. Yes - small raffles at private one-day events, such as a school or office fundraiser, are usually fine. If you are planning a public raffle or selling tickets in advance, then there are Gambling Commission rules that you need to be aware of. Please email gram.charities@nhs.scot before you get started and our team can help you with this.

Q. Can I use your logo to make my own poster?

A. Absolutely - you'll find a link to download our logo on the [Templates & Resources](#) page.

Q. Is there a minimum amount I need to raise?

A. No, every penny helps bring comfort and joy to hospitals across Grampian. Whether you can raise £5 or £500, your support matters.

Q. What if someone can't attend my event but wants to help?

A. There are lots of ways someone can show their support. They could donate directly to your JustGiving page, they could share your fundraiser on social media, or they could help spread the word about National 'Elf Service Week!

Got a question we haven't covered? Email us at gram.charities@nhs.scot and one of our team will be happy to help.

Staying Safe & Legal

We want everyone to have a safe, happy and stress-free event, so here are a few things to remember:

Cash Handling

- Don't leave donations unattended.
- Always have two people present when counting cash.
- Pay in donations promptly after your event.

Food Hygiene

If you're holding a bake sale or food-based event:

- Label any allergens (e.g. gluten, dairy, nuts, etc.) clearly.
- Keep perishable foods chilled until serving.
- Follow basic hand-washing and clean preparation practices.

Safeguarding

If children are attending or taking part in your fundraiser:

- Ensure a parent, guardian or responsible adult is present.
- Don't take any photos or videos without consent.

Photography

If you're taking photos at your fundraiser:

- Ask before taking someone's picture.
- Avoid including members of the public in pictures without their permission.
- Only share photos publicly if those pictured have given their consent.

Remember, we're here to help. If you have any questions or concerns about your fundraiser, just reach out to us on gram.charities@nhs.scot

Templates & Resources

Make your festive fundraising event simple and fun with these easy-to-use resources. Click the links below to view them, and you can print them at home or at work, or fill them in digitally if you prefer.



[Guess How Many Sweets Are In Santa's Jar](#)



[Guess the Weight of the Present](#)



[12 Questions of Christmas Quiz](#)



[Lucky Squares](#)



[Elf Name Generator](#)



[Elfie Selfie](#)



[Posters - To Print](#)

[Posters - Editable](#)



[Certificate - To Print](#)

[Certificate - Editable](#)



[JustGiving Guide](#)

Thank You

We want to say a huge festive THANK YOU for joining National 'Elf Service Week.

Thanks to your support, NHS Grampian Charity can continue to enhance the health and wellbeing of people in our hospitals and communities by funding projects that go above and beyond core NHS services.

Your fundraising helps:

- Create welcoming, comfortable hospital spaces for patients and families
- Purchase advanced medical equipment to make treatment easier, faster and more comfortable
- Provide activities like arts and crafts to help patients pass the time while they are in hospital
- Fund advanced staff training opportunities
- Support cutting-edge research into the medical conditions affecting our communities
- Bring festive joy to hospitals, wards and departments across Aberdeen, Aberdeenshire and Moray.

Together, we're enhancing healthcare.

Keep in Touch

If you'd like to stay updated on the difference your donations make, follow us on social media or email us on gram.charities@nhs.scot to sign up to our newsletter.



[NHS Grampian Charity](https://www.facebook.com/NHSGrampianCharity)



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