

## Fundraising Agreement

Thank you for offering to fundraise in aid of Sue Lambert Trust. We're really grateful that you would like to help us in supporting people impacted by sexual abuse and domestic violence.

We want to make your fundraising as easy and simple as possible. If you are planning to raise money from the general public there are a number of legal requirements and guidelines issued by the Fundraising Regulator that you need to be aware of. Please refer to the guidelines below to help you plan your fundraising, and contact us on [info@suelamberttrust.org](mailto:info@suelamberttrust.org) if you need any more information or support.

### 1. General

I understand that:

- In all of my fundraising I should make it clear that I am fundraising **in aid of** Sue Lambert Trust but that I do not represent the charity. I will never say that I am fundraising 'on behalf of' the charity, instead I will say 'in aid of' or 'in support of'.
- Sue Lambert Trust is unable to provide insurance to fundraisers. Therefore, I understand that I must always consider if appropriate insurance cover is required for my fundraising activity.
- Sue Lambert Trust does not accept responsibility or any liability for any loss or damage, or any death or personal injury, arising from this fundraising activity.

### 2. Collections

I understand that it is illegal to collect funds on the street, in a public place or by going from house to house without a licence from the local authority, and will obtain the relevant license if undertaking any such collection.

### 3. Raffles and Lotteries

I understand that there are strict laws relating to raffles and lotteries and that I should consult with Sue Lambert Trust (as below) before organising a raffle or lottery.

### 4. Events

I understand that I need to ensure that my event is organised efficiently and safely and that Sue Lambert Trust cannot accept any responsibility for my event nor for anyone who participates in it.

I understand that I need to carry out a risk assessment to ensure I have proper plans for the safety of participants for any event. I will seek guidance from the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) as required.

I will ensure that participants are fully briefed about the event, including (where relevant) any risks, fitness requirements, special equipment or clothing required and standards of behaviour expected.

I will check whether I need any special licence (e.g. public entertainment licence or a licence to sell alcohol).

I will ensure that my event is properly and adequately supervised. Where children (under 16 years) are involved I will ensure that I:

- Provide proper adult supervision;

- Check that the child's parent/guardian have given their permission for their child to take part;
- Carry out appropriate background checks if adults are to have unsupervised access to children.

If I am taking part in a sponsored event I will set up a fundraising page on JustGiving. If I choose to use hard copy sponsorship forms I will only use the form provided by Sue Lambert Trust.

### **5. Publicity and Promotion**

I understand that all materials should make it clear that I am fundraising in aid of Sue Lambert Trust, but that I do not represent the charity. All materials should include the charity's logo and registered charity number (1120957).

I will contact Sue Lambert Trust to request the logo and for advice on producing materials.

All materials need to make it clear the amount that will be donated to Sue Lambert Trust (e.g. '50p from the sale of this item goes to Sue Lambert Trust' or 'All profits from this event will be donated to Sue Lambert Trust').

### **6. Gift Aid**

I will ask donors to sign a Gift Aid declaration for donations where appropriate, enabling Sue Lambert Trust to claim from the government 25p from each £1 donated, at no cost to the donor. I understand that Gift Aid cannot be claimed on certain types of donation, e.g. an entrance fee to an event. I will ask for further guidance on this as required.

### **7. Transfer of Funds Raised**

I understand that all funds collected/raised should be sent to Sue Lambert Trust within 4 weeks of the event/collection. If for any reason this is not possible, this will be agreed in advance with Sue Lambert Trust.

If expenses (aside from costs of the event) are to be deducted from the sums collected I must have this approved by Sue Lambert Trust, keep appropriate records and all promotional materials must make this clear.

All donations should be returned by cheque made payable to Sue Lambert Trust. If you would prefer to transfer funds by BACS, please contact Sue Lambert Trust.

If you have any questions about the guidance above, or about fundraising for Sue Lambert Trust generally, please contact us on [info@suelambertrust.org](mailto:info@suelambertrust.org).

If you would like further information and guidance in relation to fundraising you can also contact the Fundraising Regulator <mailto:https://www.fundraisingregulator.org.uk/>.

Once you have read and understood this fundraising agreement, please sign, date and return to [info@suelambertrust.org](mailto:info@suelambertrust.org)). Please ensure you keep a copy for your own records.

Print Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_