

'I agree to act in accordance with The Connection's Fundraising Agreement'

Fundraising Agreement

Thank you for choosing to fundraise in aid of The Connection at St Martin's as an 'in aid of' fundraiser. We're really grateful that you would like to help us in supporting those who are rough sleeping.

The safety and wellbeing of volunteers and supporters when undertaking fundraising activities is our main priority. The guidelines below will also help to make sure that we are fulfilling our obligations as a registered charity so that we can continue to raise and collect money in this way in the future.

Please refer to the guidelines below to help you plan your fundraising, and contact us on events@cstm.org.uk or **020 7766 5555** if you need any more information or support.

Volunteer Fundraising

An in aid of fundraiser as defined in the Institution of Fundraising code of practice:

'A volunteer acting "in aid of" an organisation should have no authority to act in its name, and it should be clear that the volunteer is simply raising funds for the organisation but acting in his or her own capacity. An organisation will not then generally be responsible for the volunteer's acts.'

We have pulled together some tips and guidance on how to make sure your event is safe and legal - so you can concentrate on the fun part!

How we can support you

We will provide you with a dedicated Connection contact who will be on hand to answer your questions and support you.

We will send a range of fundraising materials including posters and collection boxes to help make your event stand out.

Using The Connection logo/brand

We can provide you with our bespoke 'in aid of' logo to help support your fundraising.

All of your fundraising should make it clear that you are fundraising 'in aid of The Connection' but that you do not represent the charity i.e you are not an employee nor have you entered into a legally binding contract.

Please ensure you use our charity number on any fundraising materials created: *1078201*

Organising your event

If you are **under 18** please show this page to your parent or guardian, and ask them to register on your behalf.

Please don't carry out any activity that could bring The Connection into disrepute. If you do, we may need to withdraw our support.

Remember to keep any fundraising non-political and get in touch with The Connection before approaching any celebrities, press, or companies to support the event.

The Connection cannot be held responsible for any costs, taxes, or expenses incurred or arising in connection with your fundraising activity, and so we would recommend including creating budgets as part of your event planning activity.

Want to make the donations go even further with Gift Aid? Print a [sponsorship form](#) from our website for donors to fill out.

Keeping it safe and legal

Please ensure you check what fundraising or special licenses you need to obtain in advance of your event, for instance:

- Carrying out a collection is a great way to boost your fundraising. But please obtain the correct permissions and/or licences before carrying out any public collections (usually from the local council or land-owner). You can review [The Fundraising Regulator's guidelines](#) for more information. Please do not undertake door-to-door fundraising as you need a license for this in particular.
- Everyone loves a raffle or lottery, but please bear in mind they are subject to gambling legislation. If you are planning to sell tickets over several days, you may need a licence. Check in with the [Fundraising Regulator](#) to make sure you are keeping within the rules.
- Check with the venue or your local authority if you need to obtain any licenses permitting you to sell alcohol or hosting any public entertainment.

Please ensure you have the correct insurance before the event takes place, as The Connection's insurance will not cover you. The Connection is not liable for any loss or damage, death or personal injury arising from this fundraising activity.

- Please take all reasonable precautions to ensure the wellbeing of your guests, including complying with health and safety, food or drink regulations.
- Please ensure you undertake a risk assessment to ensure you have proper plans for the safety of participants for any event. Seek guidance from the Health and Safety Executive at www.hse.gov.uk as required.
- Please make sure 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.
- Any events should be adequately supervised. Where children (under 16 years) are involved, there should be 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.

What to do with the money you have collected

After you have finished your event, you'll need to get the funds through to us safely. The safety and wellbeing of our volunteers is important to us, for this reason please ensure you comply with our Cash Handling Policy when dealing with offline donations.