

**As a fundraiser for George House Trust, you will:**

only use lawful means to fundraise for the charity.

seek permission from any venue owners before fundraising on their property.

not do anything that harms or is likely to harm the charity's reputation – particularly on social media communications, or if contacted by the media.

encourage and motivate people to support our work, but also respect their right to not make a donation. You will not conduct fundraising in a way that can be seen as being intrusive.

ensure that any funds raised for the charity are paid within 30 days of the fundraising activity.

be responsible for any fundraising materials borrowed and return them when no longer required. George House Trust reserves the right to invoice for the neglectful loss or damage of any of our fundraising materials, including banners, tins and buckets.

agree to use official George House Trust buckets for your fundraising (unless otherwise arranged). Any fundraising that does not include the use of George House Trust buckets should clearly display our charity number – 1143138

as an independent supporter (someone who isn't an employee), you should refer to your fundraising as being 'in aid of George House Trust'. This makes it clear that you are not an official representative of the organisation.

in law, be the trustee of the funds that you have raised. You must make sure that all donations and sponsor money from your fundraising is paid to George House Trust. You must inform potential donors if any amount or percentage of the funds you raise will not be paid to the charity and this must be declared to us before your fundraising event.

obtain your own licenses where necessary for your activity or event e.g. a licence from the local authority to collect funds on the street, in a public place or by going from house to house; a licence under the Gambling Act for a raffle or lottery; or a licence for the sale of alcohol / entertainment.

encourage eligible donors/sponsors to make gift aid declarations. That way you can maximise your fundraising efforts.

understand that any costs or risks from fundraising activities are not the responsibility of George House Trust.

use George House Trust's in aid of logo on any publicity – which you can obtain from the fundraising team, as opposed to George House Trust's main logo.

George House Trust will:

provide buckets and tins for any fundraising activities – providing there is 5 working days notice.

promote your event via social media, if appropriate.

count any fundraising money collected and let you know the total within 10 working days of receipt and will ensure you are properly thanked for your efforts, once all money is donated.

Valid from 1<sup>st</sup> April 2016