

Fundraising Agreement

Thank you for committing to fundraise 'in aid of' WAY Widowed and Young . We rely 100% on voluntary donations, member fees and fundraising activities such as yours.

'in aid' of fundraising agreement

An 'in aid of' volunteer as defined in the Fundraising Regulator's Code of Practice:

- [the volunteer] must use the expression 'in aid of' WAY Widowed and Young when fundraising, to distinguish their fundraising from the charity, WAY Widowed and Young and
- [the volunteer is] responsible for organising all aspects of their fundraising and WAY Widowed and Young will not accept any liability relating to their fundraising.

See below some helpful 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 WAY Widowed and Young contact who'll 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 WAY Widowed and Young logo/brand

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

We will provide you with our bespoke 'in aid of' logo to help support your fundraising, which is to be used on all advertising and materials.

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 puts WAY Widowed and Young's reputation or name at risk. If you do, we may need to withdraw our support.

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

Before the event, please plan a budget, as WAY Widowed and Young cannot be held responsible for any costs, taxes, or expenses incurred or arising in connection with your fundraising 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

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 [Chartered Institute of Fundraising's guidelines](#) for more information. Please also ensure you comply with [our collector conduct policy](#).

Please take all reasonable precautions to ensure the wellbeing of your guests, including complying with regulations for health and safety, and food or drink.

Please ensure you have the correct insurance before the event takes place, as WAY Widowed and Young's insurance will not cover you.

Everyone loves a raffle, 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 [Gambling Commission](#) to make sure you are keeping within the rules.

What to do with the funds

If you are handling [online charity](#) collections, you must;

1. Have controls in place to ensure funds are secure.
2. Account for all money collected "in aid" of WAY Widowed and Young - where funds are collected into a non-charity bank account, you must reconcile the transaction history with income in your bank account.
3. Follow legal and best practices for online payment processing. This includes using secure payment gateways, keeping accurate records of all donations, complying with data security standards, and being transparent about fundraising costs.

If you are handling [offline sponsorship](#) money or collections, please ensure you comply with [our Cash Handling Policy](#) by:

4. ensuring two trusted persons are present when accessing funds and counting
5. provide records of any planned expense deductions prior to doing so
6. advising the team once funds are deposited by emailing enquiries@widowedandyoung.org.uk
7. ensuring that all funds collected are deposited to WAY Widowed and Young's bank account within four weeks of receiving them, using the reference 'WAY', plus your name

Making your payment

After you have collected money, you can empty the tins/buckets and deposit cash and cheques directly into the WAY Widowed and Young's [CAF Bank account](#) at any Post Office branch, as well as over the counter at HSBC or RBS branches using the details and reference as below;

Account name: WAY Widowed and Young
Sorting Code: 40-52-40
Account Number: 00030007

Please quote your reference: WAY, plus your name, so the team know it's you.

Please note; [Guidance from the Fundraising Regulator and the Charity Commission](#), advises that the banking charitable funds into a personal account is not considered best practice due to risks regarding transparency, accountability, and tax.

Have you got spare fundraising materials? Great! Please send them back so they can be used for the next amazing event in aid of us.

Fundraising Terms and Conditions

Please be aware of the following terms and conditions that we ask you to agree to before fundraising:

1. I understand that WAY Widowed and Young will in no way be liable for any claim which may arise from this event.
2. I acknowledge that WAY Widowed and Young shall not be liable for any injury or loss that might occur as a result of this event.
3. I accept full responsibility and liability for the secure safekeeping of all funds raised or donations received as a result of the activity “in aid of” WAY Widowed and Young.
4. I agree to pay all proceeds of the event to WAY Widowed and Young within 4 weeks of the event finishing.
5. I agree to keep financial records of all donations collected when fundraising “in aid” of WAY Widowed and Young and make them available to the charity on request and provide all documents and records within 4 weeks of being asked.
6. I will contact WAY Widowed and Young before approaching a celebrity so that we can co-ordinate all contacts and have a record of who has been approached and by whom.
7. I will contact WAY Widowed and Young before approaching national companies to avoid duplication of contact.
8. Before approaching the press, I will contact WAY Widowed and Young to approve the content.
9. As an independent fundraiser, I will refer to my fundraising as being ‘in aid of WAY Widowed and Young .
10. I will be clear and honest with my donors and sponsors about my fundraising and will not bring WAY Widowed and Young into disrepute.
11. I will contact WAY Widowed and Young for guidance and use of WAY Widowed and Young’s logo and branding of any promotional materials I wish to produce.
12. I will accept that it is my responsibility to obtain all necessary and appropriate permits, licences, approvals and consents prior to starting my fundraising activity. I will abide by all by-laws and regulations relevant to fundraising pursuant to the Charities Act 2006.

Thank you for your wonderful support that makes our work possible. For any further support or queries please contact us at enquiries@widowedandyoung.org.uk

NAME.....

SIGNED.....DATE.....