

Fundraising Terms & Conditions

We are incredibly grateful that you have chosen to raise funds for Penny Brohn UK as we could not continue our work without your support. Please read these terms and conditions carefully, as they apply to all voluntary fundraising activity and you are therefore required to comply with them.

In raising funds for Penny Brohn UK I agree to:

1. Use my best endeavours to raise money for Penny Brohn UK.
2. Not do anything to bring Penny Brohn UK into disrepute.
3. By law, I will be a trustee of any funds raised and must ensure that all donations and sponsorship money from my event is paid to Penny Brohn UK. I will inform potential donors if, in order to cover my costs, any amount or percentage of the funds I raise will not be paid to the charity.
4. Obtain and pay to Penny Brohn UK all money raised within one month of my fundraising activity.
5. Show the charity any material bearing the Penny Brohn UK name or logo, or that promotes the work of the organisation, prior to printing and distribution.
6. Ensure that all materials include the text 'Registered Charity Number 284881'.
5. Obtain prior approval from Penny Brohn UK before approaching any companies, press or celebrities to support my event/fundraising endeavours.
6. Not carry out house-to-house collections without the relevant and required permits from the appropriate local authority (usually the council).
7. Not collect in any public place without first obtaining a collector's licence from the appropriate local authority (usually the council).
8. Not collect on private property, (including shops, pubs etc), without first obtaining the permission of the owner.
9. I will comply with any applicable laws and regulations relating to my fundraising activity, including obtaining any necessary licenses for selling / providing food or selling alcohol.
10. Not hold a raffle over more than one day without obtaining a licence from the appropriate local authority.
11. I understand that by law, any monies placed in Penny Brohn UK tins or buckets or through activities advertised as being in support of Penny Brohn UK, must go solely to Penny Brohn UK and no other beneficiary.
12. Not resell or offer for auction any Penny Brohn UK merchandise without Penny Brohn UK's permission. I shall also pass 100% of all proceeds from any permitted activity of this type solely to Penny Brohn UK.
13. Make sure any event I hold, and any third parties involved are fully insured and not take unnecessary personal risks.
14. Acknowledge that Penny Brohn UK cannot take responsibility for any losses made through my event or liability arising from my event.
15. As an independent supporter, (as opposed to an employee of Penny Brohn UK), I shall refer to my fundraising as being 'in aid of', (and not 'on behalf of'), Penny Brohn UK. This means I do not represent the charity.
16. Return any unused fundraising materials that I will not require in the future to Penny Brohn UK within 2 months of the end of my event or activity.
17. Inform Penny Brohn UK at the earliest possible opportunity if I have had to withdraw from or cancel my event due to injury or other circumstances.
18. I understand that Penny Brohn UK may terminate my rights to raise funds at any time.
19. I understand that I may need to carry out a health & safety risk assessment for my event (a template can be obtained from the fundraising team) and to ensure that all participants are fully briefed and adequately supervised.
20. I understand that if I chose to split money that I raise between two or more charities, I must inform Penny Brohn UK as early as possible as well as the donor.
21. If I provide photographs or videos taken during my fundraising activity to Penny Brohn UK, I agree that these may be used by Penny Brohn UK for commercial and/or fundraising purposes. By sending these to

us, I am also confirming that anyone featuring prominently in the photograph or video is aged 16 or over, and that they have consented to their image being used in this way.

22. If you are collecting personal information from donors, remember that there are requirements under the Data Protection Act 1998 relating to how you deal with that information.
23. Encourage eligible donors/sponsors to make gift aid declarations. This will make the most of my fundraising efforts by enabling Penny Brohn UK to recover basic rate tax on donations.
24. If I are under 18, my parent/guardian takes responsibility for me and all funds raised under these T&C's and will sign on my behalf below, (please also ensure they are happy about with you've chosen to do).

If participating in a Penny Brohn UK event or event place, I agree:

1. To submit a non-refundable deposit and agree to raise the minimum fundraising target (excluding Gift Aid).
2. That 6 weeks before the event, I understand I will be required to submit a percentage of the fundraising target (amount depending on event) and the remainder within one month after the event
3. That any registration fees paid to Penny Brohn UK or tickets purchased to a Penny Brohn UK event will be non-refundable and non-transferrable.
4. If I am injured or ill prior to the event and are not able to take part, I agree to notify Penny Brohn UK immediately. (It may be that we can re-allocate your place to someone on our waiting list and offer you a place the following year).
4. If I do not raise the required amount of sponsorship prior to the event, Penny Brohn UK reserve the right to withdraw my name from the event
5. If I wish to withdraw from the event for any reason, I agree notify Penny Brohn UK at the earliest opportunity

Name: _____

Signature: _____

Date: _____