



# CHILDREN'S HEART SURGERY FUND

## 'In Aid of' Fundraising Policy

Date Approved		Date for review	
Version control	V1		
Sign on behalf of Board of Trustees			

## **'In Aid of' Fundraising Policy**

### **1. Introduction**

- 1.1 Children's Heart Surgery Fund (CHSF) supports children and adults affected by congenital heart disease, and their families.
- 1.2 To support our work CHSF seeks to involve individuals to:
  - Raise funds in aid of the organisation
  - Increase our contact with the local community we serve.
- 1.3 For the purposes of this policy a fundraiser is someone who volunteers, without payment or other material benefit, to raise money, or engage in a fundraising activity in aid of CHSF.
- 1.4 An individual acting in aid of CHSF raises funds by acting independently of CHSF. CHSF accepts no legal responsibility or liability for any kind of fundraising activities carried out by those acting in aid of CHSF.

### **2. Purpose**

- 2.1 This policy is relevant to all staff, individuals and Trustees, who engage in fundraising activities, and/or seek to engage individuals in such activities for CHSF. The purpose of this policy is to outline the way in which CHSF will work with in aid of fundraisers.

### **3. Principles**

This policy is underpinned by the following principles:

- 3.1 CHSF will make guidance about fundraising in aid of available through our website when an activity is registered. In doing so we place all responsibility and liability for all fundraising activities carried out in aid of CHSF with those registering the activity.
- 3.2 Any personal contact information about individuals will be stored securely in line with Data Protection Act 2018.
- 3.3 CHSF will not discriminate on the grounds of race, sex, sexual orientation, religion or belief, age, disability, pregnancy or maternity, or gender reassignment when working with in aid of fundraising volunteers, unless there are sound ethical reasons for doing so.

## **4. Roles and Responsibilities of individuals**

### **4.1 General**

- 4.2 Individuals act as an independent supporter of CHSF. All fundraising activities should be referred to as raising money "in aid of" CHSF, not indicating or implying a role in representing CHSF or that the activity is run by CHSF.
- 4.3 Individuals will be responsible for any costs, taxes or expenses incurred or arising in connection with their fundraising activity.
- 4.5 Individuals shall only use the sponsorship forms, posters, banners, leaflets, badges or other materials provided by CHSF (whether in hard copy or electronic form) in connection with the specific activities which have been registered with CHSF. CHSF materials must not be used in connection with any other activities without first obtaining CHSF's written approval.
- 4.6 Any printed material must contain CHSF's registered charity number.
- 4.6 CHSF's name or logo, or any images provided by CHSF must not be used on materials created without CHSF's prior approval.
- 4.7 Uphold the organisations values, which are; trust, compassion, openness, respect, dedication.

## **5. Organising an event**

- 5.1 Responsibility for any fundraising event put on in aid of CHSF sits with the individual. CHSF accepts no responsibility or liability for these activities.
- 5.2 Individuals shall be responsible for the safe conduct of the activity and take all steps necessary to protect the health and safety of all participants, spectators, and those involved in the activity; including carrying out risk assessments and providing all the necessary safety equipment, where applicable.

## **6. Public Collections**

- 6.1 The individual is responsible for obtaining a licence to collect from the relevant local authority.
- 6.2 The collection box/tin must be counted and recorded by two individuals, unrelated, where possible

## **7. Liability**

- 7.1 The individual accepts that any risks arising out of the fundraising activity are their responsibility, including liability for any injury or loss which may occur to them, their helpers or guests. The individual must therefore take all reasonable precautions to protect the health and safety of all those involved in the activity in any way.
- 7.2 The individual must comply with any applicable laws and regulations relating to their fundraising activity, including obtaining any necessary licenses, consents or permissions e.g. if they are holding a raffle or lottery, or are proposing to sell alcohol.

- 7.3 The individual acknowledges and accepts that CHSF's insurance policy will not cover their fundraising activities.
- 7.4 The individual shall stop fundraising, when asked; if it becomes apparent that they are doing something that threatens or damages the reputation of CHSF.
- 7.5 The individual shall comply with the most up to date Fund Raising Regulators Code of Fundraising Practice ([www.fundraisingregulator.org.uk](http://www.fundraisingregulator.org.uk)) (Section 1.0, 3.0, 5.0, 13.0, 15.0, 16.0, 17.0, 19.0, 20.0) and Institute of Fundraising guidance ([www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk)).

## **8. Sponsorship Money and Donations**

- 8.1 All money raised from the activity will be donated to CHSF through one of our agreed donation methods. In law, the individual will be the trustee of any money raised and must ensure all money is donated to CHSF. The individual must inform the participants if any of the money raised will not be paid to CHSF.
- 8.2 The individual shall, where possible, encourage donors and/or sponsors to make gift aid declarations where eligible, which may enable us to recover basic rate tax on such donations.

## **9. Use of Personal Data and Consent**

- 9.1 The individual shall obtain consent from participants for any photos or videos taken of the event which is intended to publish by the individual or CHSF.
- 9.2 The individual shall follow the requirements under the Data Protection Act 2018 if collecting personal data from participants/supporters. A copy of CHSF Data Protection Policy can be provided on request, or please visit the Information Commissioners website to find out more [www.ico.org.uk](http://www.ico.org.uk).

## **10. Roles and Responsibilities of CHSF**

All fundraisers can expect the following from CHSF:

- 10.1 Support and guidance when requested, including information about CHSF to support the activity.
- 10.2 Promotion of the activity on our social media platforms where possible/appropriate.
- 10.3 Recognition from CHSF of the amount raised, with information about how CHSF might use your donation to support our clients
- 10.4 All personal data held by us will be handled in accordance with applicable privacy laws and CHSF privacy statement which can be found at <https://chsf.org.uk/privacy-policy/>
- 10.5 CHSF will supply any written letter required to apply for a licence/permit for a street collection.

## **11. Ethical Practice**

- 11.1 Any fundraising carried out in aid of CHSF should be done so in an ethical manner and comply with the this policy and the standards as set out in section 11
- 11.2 Reasonable steps will be taken to treat all donors fairly, enabling them to make informed choices about their donation
- 11.3 Donations will not be accepted from donors who are known to, or there are reasonable grounds to believe they, lack the mental capacity to choose to donate
- 11.4 Donations should be returned in their entirety if there is evidence that the donor lacked capacity at the time of making the donation, or if there are reasonable grounds to believe that a donation was received through methods which do not comply with either the UK Charity Commission, law or the Children's Heart Surgery Fund fundraising policy
- 11.5 No fundraising activity should be unreasonably persistent or intrusive putting pressure on anyone to donate
- 11.6 Language used in relation to CHSF should be appropriate and accurate. For information or advice about terminology around congenital heart disease please contact a member of the CHSF team.
- 11.7 CHSF will ensure that donations are used to support the charity in accordance with the conditions attached to the donation. These may arise from a donor's stipulations or representations made by CHSF as to the use of the funds
- 11.8 Any fundraising activity carried out in aid of CHSF should be appropriate and not bring the charity into disrepute.

Ends.