

Fundraising in aid of Mosaic – Supporting Bereaved Children Fundraising Agreement

We are extremely grateful to those who wish to fundraise in aid of Mosaic – Supporting Bereaved Children (Mosaic). However, as you will be collecting money from the public in support of Mosaic, we are required by law to have a written agreement with you.

The Fundraiser

- Make clear that I am raising funds in aid of Mosaic and will not indicate or imply that I represent Mosaic or that my activity is run by Mosaic.
- Obtain a licence from my local authority in order to collect funds on the street or in public place. It is illegal to collect funds in this way without a licence.
 - I will follow Mosaic agreed rules regarding collection buckets.
- Inform Mosaic of all activities I will undertake in aid of the charity, in advance of completing them.
- In the event of my activities being a raffle or lottery, I will seek advice from Mosaic to ensure I conform to the laws governing these activities.
- When using Mosaic branding and logo only use the official resources, available from Mosaic or seek approval from an agreed representative of Mosaic for the production of my own resources.
- Wherever possible I will provide contact details for my sponsors or donors on the sponsorship form so that Mosaic can claim Gift Aid where applicable.
- Ensure that my event is organised efficiently and safely. Mosaic cannot accept any responsibility for an event organized in aid of the charity nor for anyone who participates in it.
 - Conduct a risk assessment to ensure that I have proper plans for the safety of participants.
- Ensure 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
 - Ensure that my event is properly and adequately supervised.
- Take appropriate steps to make sure that 100% of all monies raised are recorded and kept securely until transferred to Mosaic, which should be within four weeks of my fundraising activity/event.
 - Only seek support from organisations that fit within Mosaic core values.
- Understand that the spending of any monies raised by my fundraising activities and events will be decided upon by the Management Team at Mosaic and ratified by those legally responsible for Mosaic.
- Understand that Mosaic may terminate my rights to raise funds in aid of the charity at any time.

Mosaic - Supporting Bereaved Children Role

Mosaic will provide a dedicated Community Fundraising team member to assist with your fundraising activity.
Their role will involve the following:

- Providing assistance with events and activities where appropriate and possible, responding to requests for materials and support efficiently.
 - Give guidelines on the use of logos and straplines.
- Give guidance and templates on acquiring press coverage for your event, although Mosaic cannot guarantee any such coverage.
 - Administer the funds into Mosaic and provide timely acknowledgement to the fundraiser.
 - Provide recognition where appropriate of my status as an official fundraiser of fundraising group.
- Provide responses to emails, phone calls and all other communications in a timely and efficient manner, usually within 48 hours.

I understand and agree to the above fundraising conditions. Please note if you are under 18 years of age, this agreement must be read and signed by your parent or guardian.

Signed.....

Date.....

Print Name.....

For further help and advice fundraising in aid of Mosaic, please do not hesitate to contact The Community Fundraising Team at the details below.

Please return this form to:

Mosaic - Supporting Bereaved Children
3 Barnes Croft
Coles Lane
Milborne St Andrew
Blandford Forum
Dorset
DT11 0LG

Tel no. (01258) 837071

e-mail: info@mosaicfamilysupport.org



Supporting bereaved children



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