



Fundraising Agreement

Porchlight
Changing attitudes • Changing lives

Thank you for fundraising in aid of Porchlight.

If you are planning to raise money from **the general public** in support of Porchlight, we need to have a written agreement from you. This agreement is required by the Charities Act 1992 (as amended) and the Charitable Institutions (Fundraising) Regulations 1994. It reflects the commitment of Porchlight to fundraise in line with the Institute of Fundraising Codes of Best Practice, which provide useful information and guidance for all fundraisers [www.institute-of-fundraising.org.uk/Codes and regulation/Codes](http://www.institute-of-fundraising.org.uk/Codes_and_regulation/Codes). Please refer to these Codes of Practice to help you plan your fundraising.

Please read this agreement and then sign and return it to Porchlight before your fundraising event/activity.

1. General

I understand that in all of my fundraising I should make it clear that I am fundraising in aid of Porchlight but that I do not represent the charity.

Porchlight is unable to provide insurance to those fundraising. Therefore, I understand that I must always consider if appropriate insurance cover is required for my fundraising activity.

Porchlight does not accept responsibility or any liability for any loss or damage, or any death or personal injury, arising from this fundraising activity.

I understand that I need to carry out a risk assessment to ensure I have proper plans for the safety of participants. The Health and Safety Executive has further information and guidance at www.hse.gov.uk.

2. Collections

I understand that I need a licence from the local authority to collect funds on the street, in a public place or by going from house to house.

3. Raffles and Lotteries

I understand that there are strict laws relating to raffles and lotteries and that I should consult with the Community Fundraiser at Porchlight before organising a raffle or lottery. The Gambling Commission provides useful guidance at www.gamblingcommission.gov.uk.

4. Events

I understand that I need to ensure that my event is organised efficiently and safely and that Porchlight cannot accept any responsibility for my event nor for anyone who participates in it.

I will 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.

I will check whether I need any special licence (e.g. public entertainment licence or a licence to sell alcohol).

I will ensure that my event is properly and adequately supervised. Where children (under 16 years) are involved I will ensure that I:

- Provide proper adult supervision;
- Check that the child's parent/guardian have given their permission for their child to take part;
- Carry out appropriate background checks if adults are to have unsupervised access to children.

5. Publicity and Promotion

I understand that to make it clear that I am fundraising in aid of Porchlight I should use the following phrase **"In support of Porchlight, registered charity 267116"**.

All materials need to make it clear the amount that will be donated to Porchlight (e.g. "50p from the sale of this item goes to Porchlight" or "All profits from this event will be donated to Porchlight").

If you would like to use the Porchlight logo on your materials please get in touch and we will email you a copy with guidance on how to use it.

6. Transfer of Funds Raised

I understand that all funds collected/raised should be sent to Porchlight within 4 weeks of the event/collection. If you are not able to do this, then you must inform Porchlight.

If expenses are to be deducted from the sums collected I must have this approved by Porchlight, keep appropriate records and all promotional materials must make this clear.

All donations should be returned by cheque made payable to Porchlight. For alternative ways to transfer funds e.g. BACS, please contact Porchlight.

If you would like to discuss your fundraising plans or have any questions about fundraising for Porchlight, please contact Rachel van Hoven, Community Fundraiser on: T: 01227 813199 or E: getinvolved@porchlight.org.uk.

If you would like further information and guidance in relation to fundraising you can also contact the Institute of Fundraising on www.institute-of-fundraising.org.uk or T: 020 7840 1000.

Once you have read and understood this fundraising agreement, please sign and date both copies and return one copy to Porchlight.

Print Full Name: _____

Signed: _____ Date: _____

Return this form to: Porchlight
2nd Floor Watling Chambers
18-19 Watling Street
Canterbury
Kent CT1 2UA