



Guidance for 'In Aid Of' Volunteers

This document is an example of information that might be included in a letter to a volunteer 'In Aid Of' Fundraiser.

Organisations may use this document in full or may adapt it to suit the requirements of their organisation. Please also refer to the Volunteer Fundraising Code of Fundraising Practice at: www.institute-of-fundraising.org.uk.

Dear Volunteer,

Thank you for telling us about your plan to fundraise in aid of our charity.

We have set out some basic guidance on the following page to help you fundraise safely and lawfully, which we hope you will find helpful.

Model Guidance

Collecting Funds

You need a licence from your local authority to collect funds on the street or in a public place or by going from house to house. It is illegal to collect funds in this way without a licence. There are special rules about collection buckets.

Raffles & Lotteries

There are strict and complex laws relating to raffles and lotteries and you should consult one of our [fundraising managers] before organising a raffle or lottery.

Events

- Ensure that your event is organised efficiently and safely. We cannot accept any responsibility for your event nor for anyone who participates in it.

The Institute of Fundraising is a charity registered in England and Wales (No 1079573) and Scotland (No SC038971), and a company limited by guarantee (No 3870883). VAT registration number 547 8930 96.

- You should conduct a risk assessment to ensure that you have proper plans for the safety of participants. The Health and Safety Executive has further information (www.hse.gov.uk).
- 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 your event is properly and adequately supervised. Where children are included, this includes:
 - Providing proper adult supervision
 - Checking that the child's parents/guardians have given their permission for their child to take part
 - Carrying out appropriate background checks if adults are to have unsupervised access to children.
- Consider what insurance cover you need for your event.
- Check whether you need any special licence; e.g. a public entertainment licence or licence to sell alcohol.

Gift Aid

Please ask donors/sponsors to sign a gift aid declaration. This enables us (and higher rate tax payers) to claim tax back from the Government and increases the overall benefit to the charity. We can provide you with [model] forms.

Fundraising materials and publicity

All of your fundraising should make it clear that you are fundraising in our aid but that you do not represent the charity. We enclose style guidelines to help people become familiar with our fundraising material and to help generate interest in fundraising activity/event.

Transfer of Funds

All funds collected should be sent to the charity within [number] weeks of collection. Expenses must not be deducted from the sums collected unless you have approved this with us and provided us with a receipt.

For further help and advice about fundraising in aid of [name of charity] please do not hesitate to contact:

[Contact Details:]

[Name of Charity:] A registered charity: (Number:[XXXXX])

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