

Peace Partners: Fundraising Guidelines for Individual Events

First of all, thank you for choosing to fundraise for Peace Partners, without people like you to support us, we couldn't carry on our charitable work. To help you in what you are doing for Peace Partners, please read through the guide we have prepared before you carry out your activity, that way we can make sure you are safe and secure in what you do to help us.

1. Firstly, if you are under 18, your parent or guardian will have to take responsibility for your fundraising once they have read through these guidelines too, do please make sure they read these and are happy with them;
2. Remember that your safety and anyone else involved is the most important thing to us at Peace Partners and to you. Before you carry out your event, think about whether you should carry out a health and safety risk assessment, which might mean that you need to prepare a briefing or supervision for those involved;
3. Think about first aid and fire safety too. You could contact your local St John Ambulance or your local fire station for advice if necessary. If you think your event may obstruct traffic, then let your local police force know the details;
4. If you're carrying money you should always consider your own personal security – make sure you use safe routes, stick to well-lit areas and ideally, try to avoid walking on your own, or carry a personal alarm;
5. When you are collecting funds or promoting your event for Peace Partners, you should make sure you display our registered charity number (No. 1166456) in an easy to find place;
6. Remember as an independent supporter of Peace Partners, your fundraising should be '*in aid of*' Peace Partners. It would be misleading to your sponsors to state '*on behalf of*' so it's good to make sure this is obvious too;

7. You must make sure that all the funds you raise from sponsorship and income generated are paid to Peace Partners. Strictly speaking, you are a trustee of the funds so you are responsible for what happens to them. If some of the funds won't be paid to Peace Partners, you must tell any potential sponsors that this is the case;
8. Depending on your event, consider whether taking out insurance for any risks is a sensible idea. This may avoid any financial burden if something goes wrong, remember that because your fundraising is in aid of Peace Partners, we do not have any control and want you to be protected as much as you can for any potential liabilities;
9. Based on the weird and wonderful ideas that fundraisers come up with, do think about if you will need a licence for your activity or event e.g. a licence from the local authority to collect funds on the street, in a public place or by going from house to house, or a licence under the Gambling Act for a raffle or lottery (generally speaking, a raffle charges a standard price for each ticket and the winner is drawn the same evening as the sale, a lottery runs over a longer period of time), or a licence for the sale of alcohol or entertainment. Remember that applying for a licence can take some time so may need to be done well in advance. If you are collecting on private property such as a pub remember to get permission from the owner or manager;
10. We are sure that whatever you do for Peace Partners, it will be done with good intentions which is why we are grateful. Unfortunately, if something happens that threatens or damages Peace Partners' name or reputation, we will have to ask you to stop fundraising immediately;
11. Again, depending on your event and how you raise funds, remember to check if you need to account to HMRC for VAT or income tax;
12. You can make your support go even further if you can encourage your donors and sponsors to make gift aid declarations as this allows us to recover a basic rate tax sum for each donation that uses it;

13. Please be careful with any personal information you collect from donors. The Data Protection Act 1998 sets out requirements you will have to follow when handling this type of information;
14. Make sure that you only use fundraising materials you have the rights to; don't use things that are protected under copyright. We will do our best to help you with any materials from Peace Partners that you might want, just let us know;
15. If you take photographs, we'd love to see them. If you are happy to share them, please do send them to us and we will use them to promote our work. Also please feel free to mention us in any tweets of your event, and we shall do our best to promote them if appropriate;
16. For more information, we suggest that you visit the Institute of Fundraising website.

Thank you once again for choosing to fundraise for Peace Partners. We hope you have an enjoyable, inspiring and rewarding event.