

Dear Fundraiser,

Thank you for choosing BulliesOut as the beneficiary of your fundraising initiative. BulliesOut relies on the support of hundreds of people across the UK every year. Through this we are able to help continue our vital support and services to those affected by bullying.

We want to ensure you are receiving the best possible support from the charity and make clear what is expected of you as a BulliesOut fundraiser. To do this, we have enclosed our 'Fundraisers Agreement'.

The agreement outlines the relationship between a fundraiser and the charity and how we can create the best possible outcome for your fundraising activities. Please read over the attached document, sign and return it to the address shown. If you have any queries please contact our Community Fundraising Officer, who will be happy to help.

Thank you for your support



Linda James MBE

CEO  
BulliesOut



## Community Fundraising Agreement

We are extremely grateful to those who wish to fundraise in aid of BulliesOut.

As you will be collecting money from the public in support of BulliesOut, we are required by law to have a written agreement with you.

Name:

Address:

Tel. No:

Email:

Fundraising Activity:

Date of Activity:

I ..... agree that I will:

- ❖ Make clear that I am raising funds in aid of BulliesOut and will not indicate or imply that I represent BulliesOut or that my activity is run by BulliesOut
- ❖ Obtain a licence (if relevant) from my local authority in order to collect funds on the street or in a public place. It is illegal to collect funds in this way without a licence. I will follow BulliesOut agreed rules regarding collection buckets.
- ❖ Inform BulliesOut of all activities I will undertake in advance in aid of the charity
- ❖ In the event of my activities being a raffle or lottery, I will seek advice from BulliesOut to ensure I conform to the laws governing these activities.
- ❖ When using BulliesOut branding and logo only use the official resources, available from BulliesOut or seek approval from an agreed representative of BulliesOut 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 BulliesOut can claim Gift Aid where applicable
- ❖ Ensure that my event is organised efficiently and safely. BulliesOut 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. The Health and Safety Executive has further information ([www.hse.gov.uk](http://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 my 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 and for any photographs to be taken
  - ❖ Carrying out appropriate background checks if adults are to have unsupervised access to children

- ❖ Take appropriate steps to make sure that 100% of all monies raised are recorded and kept securely until transferred to BulliesOut, which should be within four weeks of my fundraising activity/event
- ❖ Keep accurate accounts of my income and expenditure and not deduct expenses from the sums collected unless BulliesOut has approved this with me and I have provided BulliesOut with a receipt.
- ❖ Only seek support from organisations that fit within BulliesOut core values. This excludes any tobacco related and tanning companies, for example
- ❖ Understand that the spending of any monies raised by my fundraising activities and events will be decided upon by the CEO/Trustee Board at BulliesOut and ratified by those legally responsible for BulliesOut
- ❖ Return any unsold merchandise and collecting pots to BulliesOut within one week of my fundraising activity.
- ❖ Understand that BulliesOut may terminate my rights to raise funds in aid of the charity at any time

### **BulliesOut's Role**

Where possible, BulliesOut 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 BulliesOut cannot guarantee any such coverage
- ❖ Administer the funds into BulliesOut and provide timely acknowledgements to the fundraiser
- ❖ Provide recognition, where appropriate, of your fundraising activity
- ❖ 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 about fundraising in aid of BulliesOut, please do not hesitate to contact The Community Fundraising Officer at the details below:

Please return this form to:

The Community Fundraising Officer

BulliesOut

GF, 2 Neptune Court, Vanguard Way

Cardiff CF24 5PJ

Tel no. 029 2049 2169

e-mail. [fundraising@bulliesout.com](mailto:fundraising@bulliesout.com)