

Dear Fundraiser

Thank you for so much for choosing to fundraise for BulliesOut.

This means so much to us and every penny you raise will go directly to our efforts of supporting the values and mission of our charity- to make a positive difference to the lives of thousands of children, young people and adults affected by bullying.

Before you begin collecting monies to support BulliesOut, could you please complete the Acceptance Form below and send this back to us at BulliesOut. We can then send you our collection Pot for you to display at your premises.

We have outlined below some really helpful tips to assist you in maximising the amount of monies you are able to raise for us, so please see the "Positioning of the Collection Pot" section below.

We have also included some of the initiatives within our charity your fundraising will go towards, so you can rest assured every penny you raise makes a positive difference to those we help.

After your fundraising activity, BulliesOut will recognise your support with a certificate of thanks for you to display.

I would personally like to wish you the very best with your fundraising and thank you again for choosing BulliesOut as your charity of choice.

Yours faithfully



Linda James MBE  
Founder / Chief Executive Officer  
BulliesOut

Please complete the following **Sections** which are applicable to the fundraising you propose.

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### **Section 1 - Your Company Details**

(Fundraisers to complete all boxes in this section)

The more details you supply to BulliesOut the easier it is for us to contact you to check your progress and to see how we can further help you with your fundraising.

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### **Section 2 - Positioning of the Collection Pot**

Please read through this section, in this section we aim to help you with the positioning of your collection pot/bucket to maximise the fundraising you can achieve.

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### **Section 3 -Online links & Social Media Pages**

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### **Section 4 - BulliesOut Promotional Materials**

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### **Section 5 & 6 - Fundraising Agreement & Guidelines**

(All fundraisers must read section 5, then sign and date section 6)

Section 5 & 6 are extremely important and must be read through by all fundraisers, we require this section to be signed, dated and sent back to us before we can authorise you to fundraise for BulliesOut. This ensures any fundraising is safe, legal and by following the guidelines in Section 6 helps you to maximise you're fundraising within our charities ethics policy.

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### Section 1 - YOUR COMPANY DETAILS

Name of Company  
Fundraising

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Address

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City

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Postcode

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Telephone/Mobile

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Email Address

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Contact Name

(The person will be the contact for our BulliesOut  
Fundraising Team)

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### Section 2 - POSITIONING OF THE COLLECTION POT

Area where the collection  
pot/bucket will be  
positioned

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At what height level will  
the collection pot/bucket  
be at

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Will the collection  
pot/bucket be within  
arm's reach for the  
general public

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Do you have a time scale in  
which you wish to display  
our collection pot/bucket

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Start / Finish Dates of  
Fundraising or state if  
this will be a long standing  
collection pot.

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### Section 3 - ONLINE LINKS & SOCIAL MEDIA PAGES

BulliesOut have many social media followers throughout the UK and we would be happy to initially post onto our social media pages that you currently have our collection pot at your company location and amounts raised after the collection is completed.

Please feel free to supply the following links to us:

Company Website Address

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Facebook Page

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Twitter Page

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Would you wish to add our logo to your website page showing your support for BulliesOut during your fundraising time scale?

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### Section 4 - BULLIESOUT PROMOTIONAL MATERIALS

BulliesOut can supply the following items along with your collection pot. Please let us know if we should include these items when sending you your collection pot.

(Please circle applicable answer)

Chain to secure the collection pot YES NO

Information Leaflet (A4 Laminated) YES NO

(This can be displayed next to the collection pot with details of how the money raised will be spent and a little more about the good work we do)

BulliesOut Stickers for donators YES NO

**Below are items which will be sent with the collection pot for your safe keeping during your fundraising time scale.**

Delivery Box with Self Addressed Sticker

(This is so you will be able to send our collection pot back to BulliesOut HQ after your fundraising)

## Section 5 – FUNDRAISING GUIDELINES

In order for a person to collect money on behalf of BulliesOut they must have an *Authority to Fundraise* which needs to be issued by BulliesOut. It may take up to 7 working days to process your proposal form and send the *Authority to Fundraise*.

These guidelines have been developed to assist individuals and groups who are developing fundraising projects to benefit BulliesOut.

### **Fundraising for BulliesOut**

Before conducting any fundraising activity, any person, organisation or group intending to raise money for the work of BulliesOut must:

- Read and agree to these *Fundraising Guidelines in Section 6*.
- Complete and sign the *Collection Pot Acceptance Form* and return to it to BulliesOut.
- Receive from BulliesOut an *Authority to Fundraise*.

Please note the fundraising activity should only proceed after the *Authority to Fundraise* from BulliesOut has been received. This authority may need to be presented as confirmation that you have been authorised to hold an activity on behalf of BulliesOut.

Businesses or individuals donating monies may want to sight this. Any person, organisation or group involved in a fundraising activity that does not hold an authority to fundraise may find themselves in breach of legislation relating to charitable fundraising.

All fundraising materials and collection pots may be withdrawn at anytime by BulliesOut without notification or alternatively we may instruct the fundraiser to empty the collection pot and submit payment to BulliesOut and send the collection pot back with any promotional materials.

### **Financial Responsibility**

Any expenditure involved with the conduct of a fundraising activity must be properly authorised by BulliesOut beforehand. The Fundraiser is not entitled to incur any unauthorised expenditure in the name of BulliesOut.

The Fundraiser must take all reasonable steps to ensure that their 'out-of-pocket' expenses in conducting the fundraising event do not exceed a fair and reasonable proportion of the gross proceeds raised.

The Fundraiser who holds all proceeds raised from the fundraising activity on behalf of BulliesOut and must ensure that the **proceeds of the fundraising activity are sent to BulliesOut within 28 days of the conclusion of the fundraising date stated in Section 2.**

For collection pots which are in locations out of our reach, BulliesOut will authorise the fundraisers to empty the collection pot and send the proceeds to BulliesOut by Cheque or BACS payment. These details will be confirmed at the end of the fundraising activity, or if the collection pot becomes full before the fundraising activity ends. BulliesOut accept to pay the postage cost resulting in sending our collection pots back to us and this cost must be agreed prior to postage.

### **Promotion**

Any promotional materials, advertisement and/or media communications to be used for the fundraising activity must be approved by BulliesOut. This includes flyers, posters and banners advertising the activity.

Once approved, the BulliesOut logo can be used on all promotional/advertising material regarding the fundraising activity. The BulliesOut registered charity number, 1123070, must also be applied to our logo at all times.

All promotional material and advertisements connected with the fundraising activity must state how the proceeds are to benefit BulliesOut. For example it may state "all proceeds from this event will go towards BulliesOut".

### Section 6 - COLLECTION POT FUNDRAISING AGREEMENT

1. I, \_\_\_\_\_ (Fundraiser) accept the terms and conditions of the Fundraising Guidelines in Section 5.
  
2. I agree to conduct my fundraising event in accordance with those terms and conditions and in a manner which upholds the integrity, professionalism and values of BulliesOut.

Fundraiser/ Signature

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Fundraiser / Name

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(Please print)

Date of Signature

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**Thank you for completing our Collection Pot Acceptance Form**

**Please return the completed form, signed and dated to:**

**Email:** [fundraising@bulliesout.com](mailto:fundraising@bulliesout.com)

**Mail:** Fundraising Department  
BulliesOut  
Ground Floor  
2 Neptune Court  
Vanguard Way  
Cardiff CF24 5PJ