

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 planning your fundraising event to support BulliesOut, there are a few things we need to know to ensure your fundraising is as successful as possible and carried out in a legal, safe and most importantly fun way.

We have outlined below some really helpful tips to assist you in making your fundraising idea the best it can be by raising as much funds and awareness as possible. It is important to us to help you maximise the support and sponsorship you receive for all of your hard efforts in fundraising for us.

We have useful links which you can use during your fundraising to keep your friends and supporters informed on how you are doing and what target you are planning to reach.

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.

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 personal 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 assist you with ideas as your sponsorship progresses.

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### **Section 2 - Setting up your own personal fundraising idea?**

Please complete this section and skip Section 3 - This section is for individuals or small teams who are carrying out an event, which you are the overall organiser of and have not registered for through another promoter. Examples of this are: Holding a Cuppa Time - Sponsored Walk, Swim or Silence - Small Raffle etc

Or

### **Section 3 - Are you attending an organised event as a participator?**

Please complete this section and skip Section 2 - This section is for individuals or small teams who are attending an organised event through a promoter, which you are not the overall organiser of and are simply signing up as a participator. Examples of this are: 10K Fun Run - City Half Marathon - Boot Sale - Tough Mudder etc

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### **Section 4 - Sponsorship - Online links / Social Media Pages**

(Fundraisers to complete all boxes in this section, this will help us to keep progress of your fundraising and support you by giving ideas at crucial times to help increase your sponsorship)

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### **Section 5 - BulliesOut Branding, Logos and Promotional Materials**

(Please complete this section to let us know how we can help more by supporting you with promotional materials to increase your sponsorship)

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### **Section 6a & 6b - Fundraising Agreement & Guidelines**

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

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

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### Section 1 - YOUR PERSONAL DETAILS

Name of Fundraiser

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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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Names of other people  
involved if in a team

(You will remain our point of contact)

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### Section 2 - PERSONAL FUNDRAISING DETAILS

**If you will be the organiser of the fundraising event, please tell us below, in as much detail as possible, how the event will take place and how you will be fundraising during the event. This is important for us to ensure the event is legal, timely and within our charity ethics policy.**

Type of Fundraising Event

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Proposed Date of Fundraising  
Event

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Venue of Fundraising Event

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Venue Address

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Start / Finish Times of  
Fundraising Event

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Description of Event & How  
You Will Fundraise

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### Section 3 - ORGANISED FUNDRAISING EVENT DETAILS

If you will be a participator of an event which is already scheduled (an event you sign up for through another company) then please complete the details below

Name of Event

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Proposed Date of Event

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Organisation (if applicable)

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Location of Event

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Ref No: Event Registration number

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Brief Description of Event  
and the Activities Associated  
with the Event

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### Section 4 - SPONSORSHIP - ONLINE LINKS & SOCIAL MEDIA PAGES

Do you require Sponsorship  
Forms to be emailed / posted  
to you?

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Do you require a collection  
pot?

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Just Giving Page Link

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Facebook Page Link for Event

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Other Social Media Link

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Have you set a fundraising  
goal? How much do you plan  
to raise

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### Section 5 - BULLIES OUT BRANDING, LOGOS AND PROMOTIONAL MATERIALS

Will any other organisation or charity benefit from your event and fundraising, if your answer to this is yes then please give details of other organisation/charity.

YES NO (please circle applicable answer)

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Please state the Proportion (%) of income to come to BulliesOut \_\_\_\_\_%

Do you have any other requirements? Yes  No

If yes; please detail

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Do you wish to use the BulliesOut Logo? Yes  No

(If yes you will be sent a copy with guidelines for use)

### Section 6a - FUNDRAISING AGREEMENT

1. I, \_\_\_\_\_ (Fundraiser /Event Organiser) accept the terms and conditions of the Fundraising Guidelines in Section 6a.
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/Event Organiser Signature \_\_\_\_\_

Fundraiser / Event Organiser Name \_\_\_\_\_  
(Please print)

Date of Signature \_\_\_\_\_

Names and Signatures of others assisting with this event who have the authority to communicate and instruct BulliesOut on your behalf:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Thank you for completing our Fundraising Proposal Form**

**Please return the completed proposal and signed fundraising agreement to:**

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

**Mail:** Fundraising Department  
BulliesOut  
T109 Titan House  
Cardiff Bay Business Centre  
Lewis Road  
Cardiff CF24 5BS

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 event or 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 *Fundraising Proposal* form and return to it to BulliesOut.
- Receive from BulliesOut an *Authority to Fundraise*.

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

Businesses or individuals donating monies, goods or gift vouchers 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.

### Financial Responsibility

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

The Fundraiser / Organiser 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 / Organiser who holds all proceeds raised from the fundraising event 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 event**.

### Promotion

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

Once approved, the BulliesOut logo can be used on all promotional/advertising material regarding the fundraising event. 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 event must state how the proceeds are to benefit BulliesOut. For example it may state "all proceeds from this event will go towards BulliesOut".

### Raffle Tickets

Running a raffle to assist in fundraising for your event is a great way of gaining interest and funds in addition to the actual event. Raffle items should be donated rather than paid for.

Where possible, attempt to gain all contact information from those buying the tickets. Tickets **must only be sold at the event** and the draw must take place publicly at the event itself.

The winner(s) of a raffle should be notified by phone if they are not present at the time of the draw.