

### **Fundraising Terms and Conditions**

We are very grateful that you have chosen to fundraise for YMCA DownsLink Group (YMCA DLG) as we could not carry on our vital work without your support. Please read these terms and conditions carefully, as they apply to all voluntary fundraising activities, and you are therefore required to comply with them:

- You agree to comply with any instructions or guidance provided by us relating to your fundraising activity. You will use your best endeavours to raise money for us and not do anything to bring us into disrepute
- As an independent supporter (as opposed to an employee or paid fundraiser for us), please note that you should refer to your fundraising as being 'in aid of' (and not 'on behalf of') YMCA DownsLink Group. This means that you do not represent the charity.
- You understand that if you do something that threatens or damages our name or reputation, we will ask you to stop fundraising immediately. You understand that we may terminate your right to raise funds at any time.
- In law, you will be a trustee of any funds raised and you must ensure that all donations and sponsorship money from your event is paid to YMCA DLG. You must inform potential donors if any amount or percentage of the funds you raise will not be paid to the charity eg. if part of the ticket price will be going to covering the cost of the event. You could, for example, include on a ticket: 85% of funds raised will go to YMCA DownsLink Group.
- You agree to pay all of the proceeds raised by your fundraising event to us within three months of the event.
- You should only use the our name and logo for your fundraising activities with our written permission, and in accordance with the YMCA DLG brand guidelines. To gain permission, you will need to let us know how you propose to use our name and/or logo on your own materials by emailing [fundraising@ymcadlg.org](mailto:fundraising@ymcadlg.org) and provide us with examples and/or samples of such use if we request it.
- You should display our registered charity number on all relevant materials and include the text 'Registered charity in England & Wales 1079570'.

- Obtain prior approval from us before approaching any companies, press or celebrities to support the event.
- If you are under 18, your parent/guardian must take responsibility for you under these Terms & Conditions (which you must show them). Please also ensure that they are happy about what you have chosen to do.
- You will be responsible for any costs, taxes or expenses incurred or arising in connection with your fundraising activity.
- You will need to carry out a Health and Safety risk assessment for your event and to ensure that all participants are fully briefed and adequately supervised. Depending on the nature of your event, you may need insurance to cover your liabilities. You accept that any risks arising out of your fundraising activity are your responsibility, including liability for any injury or loss which may occur to you, your helpers or guests. You will therefore take all reasonable precautions to protect the health and safety of all those participating in, involved with, or attending your activity.
- You acknowledge and accept that our insurance policy will not cover your fundraising activities.
- You acknowledge that we cannot take responsibility for any losses made through your event, or liability arising from your event.
- You may need a licence for your activity or event, such as a licence from the local authority to collect funds on the street, in a public place; a licence under the Gambling Act for a raffle or lottery; or a licence for the sale of alcohol / entertainment. You will comply with any applicable laws and regulations relating to your fundraising activity, including obtaining any necessary licenses, consents or permissions e.g. if you are holding a lottery or are proposing to sell alcohol.
- Inform us at the earliest possible opportunity if you have had to cancel your event due to any circumstances.
- Please encourage eligible donors/sponsors to make Gift Aid declarations. This will make the most of your fundraising efforts by enabling us to recover basic rate tax on their donations. This can be done by ticking the gift aid box on a donation made through our website. If you are making a donation but not through the website and require further information or a gift aid form, please contact [fundraising@ymcadlg.org](mailto:fundraising@ymcadlg.org).
- We would like to receive photographs of your event. If you wish to share these with us, please email them to [fundraising@ymcadlg.org](mailto:fundraising@ymcadlg.org) and we will use them to promote our work. If you provide YMCA DLG with photographs or videos taken during your fundraising activity, you agree that these may be used by YMCA DLG

for communications and/or fundraising purposes. By sending these to us, you are also confirming that anyone featuring prominently in the photographs or videos is aged 16 or over, and that they have consented to their image being used in this way.

- You agree that we can use the details that you have provided to discuss your fundraising activity and follow up on your progress.
- You agree that any information provide by you in connection with our events may be recorded and used by us in accordance with the Data Protection Act 1998 and GDPR 2018.