



St Cuthbert's Hospice

Making every day count since 1988



Community Fundraising Agreement
Fundraising 'in aid of' St Cuthbert's Hospice

Thank You!

Firstly, thank you for choosing to support St Cuthbert's Hospice.

Each year we must raise over **£2 million** in order to continue providing free care and support to people with life-limiting illnesses, people approaching the end of life and people that are bereaved and we simply couldn't do this without your help!

The following tips and guidance have been developed to support you on your fundraising journey; ensuring that the fundraising event or activity you are planning is safe and legal – so all that's left for you to do is to concentrate on the fun part! In addition, our team will be there every step of the way, on hand to answer your questions and support you.

By receiving this document you are agreeing to the terms set within it. Therefore, please take the time to read it carefully.

If you have any questions or would like any further information please contact our Community and Events Team on **0191 386 1170** or email **fundraising@stcuthbertshospice.com**

Thank you for your support!

With Best Wishes,
The Community & Events Team
St Cuthbert's Hospice

Our expectations of you

We are extremely grateful that you have chosen to fundraise in aid of St Cuthbert's Hospice and all we ask is that you will:

- Provide a point of contact for your fundraising event or activity. This contact will be the person who will liaise with St Cuthbert's Hospice throughout the fundraising process.
- Make clear that you are raising funds '**in aid of St Cuthbert's Hospice**' and will not indicate or imply that you represent St Cuthbert's Hospice or that your activity is run by St Cuthbert's. We can provide you with our bespoke 'in aid of' logo to help support your fundraising.
- Ensure that the fundraising event or activity will be conducted in the fundraiser's name and you will accept sole responsibility for the event / activity. Whilst St Cuthbert's Hospice can assist with the activities linked to the event (e.g. assisting in soliciting prizes or organising publicity) it cannot take responsibility for this.
- Obtain a licence from your 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.
- Inform St Cuthbert's Hospice of all activities you will undertake in aid of the charity, in advance.
- Ensure that in the event of your activities being a raffle or lottery, you will seek advice from St Cuthbert's Hospice in order to conform to the laws governing these activities and notify the charity of the totals raised from these activities. More guidance can be found at **www.gamblingcommission.gov.uk**
- Wherever possible, provide contact details for your sponsors or donors on the sponsorship form so that St Cuthbert's Hospice can claim Gift Aid where applicable. Gift Aid is one of the simplest and most effective ways of giving to any UK charity. It is a scheme administered by the Inland Revenue which allows us to claim 25p for every £1 that you donate. So, for example, if you donate £20 we can claim an extra £5, making your kind gift worth £25.
- Ensure that your event is organised efficiently and safely.

Our expectations continued

- Conduct a risk assessment to ensure the safety of the organisers, participants, and general public. Further resources are available at 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.
- Only use our official St Cuthbert's Hospice branding, logo, and resources. Our team will be on hand to help you and provide our brand guidelines for you.
- Seek approval from St Cuthbert's Hospice before circulating any media material and press releases. Please note: St Cuthbert's Hospice is not responsible for securing media coverage or PR support for your fundraising event or activity.
- Please ensure any loaned items from the Hospice team are returned in a timely manner. Hospice items such as t-shirts, vests or branded merchandise are not for re-sale.
- Be clear that **'all profits'** are going to St Cuthbert's Hospice, rather than 'all proceeds' should you incur any expenses.
- Return any monies raised through the fundraising event or activity, to St Cuthbert's Hospice, within 30 days of the fundraiser taking place.
- Ensure that your event is properly and adequately supervised. Where children are included, this includes:
 1. Providing proper adult supervision.
 2. Checking that the child's parents / guardians have given their permission for their child to take part and for any photographs to be taken.
 3. Carrying out appropriate background checks if adults are to have unsupervised access to children.

St Cuthbert's Hospice cannot accept any liability for an event organised in aid of the Hospice nor for anyone who participates in it.

How we can help

Below is a summary of what the Hospice can provide in the lead up to your fundraising event or activity, on the day and following the event.

Prior to the event, we can:

- Provide assistance with events and activities where appropriate and possible, responding to requests for materials and support efficiently (such as the loan of collection buckets or tins, tabards and Hospice literature). Please note that we will require a minimum of 1 week's notice for any items needed and these will need to be collected from the Hospice during normal working hours (Mon - Fri, 9am - 5pm).
- Provide responses to emails, phone calls and all other communications in a timely and efficient manner, usually within 48 hours.
- Provide an Official Letter of Authorisation to confirm the fundraising activity is being organised in aid of St Cuthbert's Hospice. This letter could help to secure a venue, raffle and tombola prizes or a monetary donation etc. Please note St Cuthbert's Hospice cannot guarantee the support of external companies / individuals.
- Support with the production of posters, flyers and tickets etc. if requested in advance or alternatively provide advice on the use of our official St Cuthbert's Hospice branding, logo and resources.
- If requested, speak with you about possible ways to market your event or activity.
- If agreed, schedule an appropriate time to post a feature on our social media platforms (such as Facebook, Twitter & Instagram). Please note that the sufficient notice required is a minimum of two weeks.
- If necessary, provide a press release template, guidance notes and a list of contact details of where to send the press release once complete. The Communication and Marketing Team at St Cuthbert's Hospice will be able to provide additional help and support with this process if required. Please note St Cuthbert's Hospice cannot guarantee any such coverage.

How we can help

At the event, we can provide:

- St Cuthbert's Hospice branded collection tins and buckets for donations.
- Hospice T-shirts **(if over 10 are required, a fee of £5 per t-shirt is requested).**
- Hospice literature and promotional information.
- A St Cuthbert's Hospice representative to attend the event; thanking people for coming and to talk to attendees about the work of the Hospice. Please note that we will require a minimum of two weeks' notice to arrange a representative. Unfortunately, there may be occasions where we are unable to fulfill your request.
- Please note: Hospice items provided to you, such as t-shirts, vests or branded merchandise are not for re-sale.

We also have a team of our Win Win Lottery Promoters who can attend events with prior notice.

After the event, we can:

- Arrange a cheque presentation to allow you to hand over the monies alongside a photograph opportunity to highlight what you have achieved.
- Upon receipt of any monies raised, provide a letter and / or a poster of thanks for the amount donated.
- If required, provide a template for a follow-up press release.

St Cuthbert's Hospice cannot:

- Guarantee attendance numbers. To make your event as successful as possible we highly recommend that you promote the event to your local network via your own communication channels. This might include, through word of mouth, flyering, social media platforms (personal or business), and posters displayed in the local community.
- Cover any costs incurred from your fundraising event or activity
- Accept any liability for any loss, damage or injury as a result of your fundraising event or fundraising activity

Donating

- Please return any monies raised through the fundraising event or activity, to St Cuthbert's Hospice, within 30 days of the fundraiser taking place. You can do so in the following ways:
- Cash: You can pop into the Hospice (Monday - Friday, between 9am-5pm). Please call in advance to schedule an appointment.
- Cheque: Must be made payable to 'St Cuthbert's Hospice.'
- Online: Please visit **www.stcuthbertshospice.com**. Make sure to add a note stating the reason for your donation in the 'donation reference' box. Please note: monies collected online via online giving portals such as Facebook or JustGiving will be sent to us automatically.
- Debit or credit card: If you would like to pay using a debit or credit card, please call us on **0191 386 1170** with your card details to hand.

Our contact details:

St Cuthbert's Hospice
Park House Road
Durham
DH1 3QF

Telephone: 0191 386 1170

Email: fundraising@stcuthbertshospice.com

Website: www.stcuthbertshospice.com

Thank you for helping to make every day count!

St Cuthbert's Hospice, Durham is registered by the Charity Commission as a Charitable Incorporated Organisation. Registered Charity Number: 519767. VAT Number: 997305770.