Community Fundraising Agreement
Brighton Housing Trust Fundraising Department

Dear Fundraiser,

Thank you for choosing to fundraise on behalf of BHT.

BHT relies on the support of the local community to help us to continue to provide vital support and services to people who are affected by homelessness and associated issues.

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

The agreement attached 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 Fundraising Manager, who will be happy to help.

Thank you for your support

Lauren

Lauren Ellis
BHT Fundraising Manager
fundraising@bht.org.uk
01273 645492

**Community Fundraising Agreement**

We are extremely grateful that you have chosen to fundraise in aid of BHT.

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

Name:

Address\*:

Tel. No\*:

Email\*:

Fundraising Activity:

Date of Activity:

**\*BHT will not share your data with any third parties. Data will be stored in line with BHT’s privacy and data protection policies which can be found here:** [**www.bht.org.uk/privacy**](http://www.bht.org.uk/privacy)

I (insert name) …………………………………………………………. agree that I will:

* Make clear that I am raising funds in aid of BHT and will not indicate or imply that I represent BHT or that my activity is run by BHT
* Obtain a licence (if relevant) from my local authority 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 BHT agreed rules regarding collection buckets.
* Inform BHT 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 BHT to ensure I conform to the laws governing these activities.
* When using BHT branding and logo will only use the official resources, available from BHT or seek approval from an agreed representative of BHT to produce my own resources
* Where possible I will provide contact details for my sponsors or donors on the sponsorship form so that BHT can claim Gift Aid where applicable
* Ensure that my event is organised efficiently and safely. BHT cannot accept any responsibility for an event organised 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).
* 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 BHT, which should be within four weeks of my fundraising activity/event
* Keep accurate accounts of my income and expenditure. Reasonable expenditure may be covered from the money you raise, **providing** all donors or event participants are aware of this fact and you are fully transparent about how much money is going to the charity. BHT is not responsible for any expenses incurred, unless previously agreed.
* Only the cost of putting on the event can be taken from funds raised. Volunteerfundraisers are not able to reimburse the cost of their time from funds raised.
* Only seek support from organisations that fit within BHT core values. This excludes any tobacco and alcohol related companies.
* Understand that the spending of any monies raised by my fundraising activities and events will be decided upon by the CEO/Trustee Board at BHT and ratified by those legally responsible for BHT
* Return fundraising equipment such as BHT banners and collecting pots to BHT within one week of my fundraising activity.
* Understand that BHT may terminate my rights to raise funds in aid of the charity at any time

**BHT’s role**

Where possible, BHT will provide a dedicated Fundraising Team member to assist with your fundraising activity. Their role will involve the following:

* Providing advice 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 BHT cannot guarantee any such coverage
* Administer the funds into BHT 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.
* Where possible, BHT will provide a representative to attend to your event/activity, but please note this is not always possible.

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 BHT, please do not hesitate to contact the BHT Fundraising Manager at the details below:

Please return this form to: fundraising@bht.org.uk or post to BHT Fundraising Manager, BHT, 144 London Road, Brighton BN1 4PH.