**BHT Sussex Community Fundraising Process**

Thank you for choosing to fundraise on behalf of BHT Sussex. Your support enables us to continue to provide essential services for people to overcome homelessness, poverty, mental ill health and addiction and to turn their lives around.

This document outlines the process for organising a fundraising event, the support available from the Fundraising and Communications Team at BHT Sussex, and the guidelines you need to follow for your event.

**1. Getting Started**

Before you begin fundraising, please contact Charlotte Craig, BHT Sussex’s Fundraising and Communications Officer ([charlotte.craig@bht.org.uk](mailto:charlotte.craig@bht.org.uk)) or call on 01273 645418 or 07587449071 to inform us of your fundraising plans. This will ensure we can provide the necessary resources and guidance to support your event or activity.

**2. Support Available**

We want to make your fundraising as successful as possible. When you fundraise for us, you can expect to receive:

* Help to set up a JustGiving page: We can guide you through the process of setting up your online fundraising page.
* Fundraising resources: We can provide sponsorship forms, fundraising tips, and guidance on how to maximise your efforts.
* Branded running vests, collection buckets, banners: Thesa are available for use at your event to increase visibility and engagement.
* BHT Sussex reports and leaflets: These are available to help your donors learn more about BHT Sussex and how their money will help our work.
* QR codes for cashless donations: We can supply personalised QR codes that direct donors to an online giving platform.
* Promotion on social media: We will share and promote your fundraising activity across our social media channels.
* A BHT Sussex speaker: Where possible (and appropriate), we can arrange for a member of staff to speak at your event.

**3. Fundraising Guidelines**

As a fundraiser for BHT Sussex, you must adhere to the [Code of Fundraising Practice | Fundraising Regulator](https://www.fundraisingregulator.org.uk/code). To ensure compliance, we ask that you:

* Sign our Community Fundraiser Agreement – This outlines your responsibilities and confirms that you will conduct your fundraising legally and ethically.
* Use BHT Sussex branding correctly – The use of our name, logo, or materials must be approved by our team.
* Handle donations responsibly – Cash and online donations must be processed and transferred securely.
* Follow health and safety regulations – Ensure your event complies with legal requirements and best practices for safety. Carry out a risk assessment where appropriate (we can support you with this if required).
* Gain necessary permissions – If your event involves street collections in public spaces, you may need a permit from the local authority. We can help you apply for this.

**4. How to Transfer Your Funds**

After your fundraising event, please ensure that all funds raised are transferred to BHT Sussex promptly. You can:

* Pay online via JustGiving or another agreed platform.
* Make a bank transfer (details available upon request).
* Deliver cash donations directly to our head office (144 London Road, Brighton BN1 4PH).

Thank you for supporting BHT Sussex. We hope your fundraising event will be a big success.

If you have any questions or need further support, please contact the team (contact details above).

**July 2025**