<< Full Na[me ... of the] charity>>

<<Name of contact at volunteer [fundraiser]>>
<<Name of volunteer fundraiser>>
<<Full address>>

<<Date>>

Dear Mr/Mrs/Ms <<Surname of [contact]>>

Fundraising "in aid of" << Ful[l Name of the charity]> ("the Charity")

From time to time, there are fu[ndraising] [act]ivities and events for the benefit of the Charity's purpose[s ...] [organise]d and run by the Charity. Our [staff][and [volunteers] are invol[ved in ...] running such Activities.

[The Charity also has its own o[fficial ... fundrai]sing group[s] which organise[s] and run[s] Activities on its beha[lf ...] In addition, the Charity is always happy to receive donatio[ns ... independ]ent voluntary group that wishes to support us by fundraising "in [aid of" ... an]d the Charity welcomes and appreciates any donations from [...]

OR

[The Charity does not also have [its own official] fundraising group[s] to raise funds on its behalf but it is alwa[ys ...] [do]nations from any independent voluntary group that wishes to s[upport us by fundraisi]ng "in aid of" our Charity, and the Charity welcomes and appr[eciates any donations f]rom such groups.**]**

We understand that your group [... indep]untary group that wishes to raise funds for the Charity. We [... easier f]or your group to do so if you could kindly *please first confirm [... the ru]les set out overleaf*. Our trustees require any independe[nt group ...] [a]dhere to these rules when it is fundraising for the Charity.

If you are content to agree to th[ese rules, ... woul]d you sign and return the enclosed copy of this letter to m[e at your earliest conv]enience, and in any event before commencing any Activiti[es ...]

Many thanks.

Yours sincerely,

Signed…………………………[…]

NAME:

Charity [Secretary][Administrato[r]

For and on behalf of

<< Full Name of the charity>>

On copy:

To: The [Secretary][Administrat[or]

<< Full Name of the charity>>

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Our group, <<Name volunteer f[...]ees to abide by the requirements of the above lette[...]s.

(signed) …………………………

<<Name of contact at volunteer[...]

For and on behalf of

<<Name of volunteer fundraiser[...]

Dated: …………………………

Rules for indepe[...]ndraising groups

A. **Definitions**

In these rules, "the group[...]olunteer fundraiser group>> and "Activities" means a[...]s, activities or events arranged and/or run by the group i[...]r << Full Name of the charity>> ("the Charity").

B. **Rules**

The group must at all tim[...]

a) be set up as a gro[...]endent of the Charity;

b) act consistently w[...]

c) only be engaged i[...]harity (and any other charities that it chooses to [...]commercial organisation;

d) ensure that it stat[...]ivities that it acts "in aid of" the Charity, to disting[...]raising from the Charity's. The expression "in aid[...]stitution of Fundraising Code of Practice;

e) not indicate or su[...]n the name of the Charity or on its behalf or unde[...]e Charity is running any of the group's Activities, [...]y volunteer member of it is part of or represents th[...]

f) when arranging [...] Activities, act in a fair and respectful manne[...]ndees, supporters or others engaging with the[...]

g) accept sole respo[...]e following:

   (i) the safe co[...]

   (ii) taking all n[...]ct the health and safety of participants[...]ctivities, including carrying out all necessa[...]roviding all necessary safety equipment [...]participants and spectators;

   (iii) obtaining a[...]e insurance for the Activities, to cover, in pa[...]r death to participants and spectators [...]ce will not cover the group;

   (iv) complying [...] and regulations in relation to the Activitie[...]

   (v) obtaining a[...]nd consents in relation to the conduct of [...]

   (vi) complying [...]egulator's Code of Fundraising Practice pr[...]ommission guidance in relation to the Activ[...]

The Charity will n[...]ve or accept any responsibility for carrying out, a[...]

h) not do anything to [...] od name and reputation.

i) [except as permit[...]low,] not make any use of the Charity's name o[...]' logo or other] logo for any purpose without p[...]rmission of the Charity;

j) [not place the Cha[...]ke 'in aid of' logo or other] logo directly on any pr[...]ithout the prior express written permission of the [...]y if the group and the Charity sign a Commercia[...]nt;]

k) be solely respons[...]spects of its Activities. The Charity will not ac[...]g to the group's Activities;

l) be solely respons[...]penses of and relating to the Activities;

m) make clear to tho[...]l engage or do engage in any Activities if any a[...]f the funds that the group will raise from any Ac[...]to the Charity;

n) ensure that all [...]sorship monies derived from Activities are paid[...]

o) promptly send to [...]aised from the Activities no later than << Insert n[...]s after the conclusion of the Activities and adv[...]e funds have been sent;

p) [ensure that, if t[...]cash, e.g. offline sponsorship monies or collec[...]plies with the Charity's Cash Handling Policy w[...]n be obtained from the Charity on request;] and

q) accept that, in la[...]trustee of any funds raised for the Charity by m[...], and that the group must act accordingly.

C. **Payments**

Payments to the Charity [...]S, as follows:
<< Full Name of the char[...]
Sort Code: XX-XX-XX
Account Number: XXXX[...]
Reference: << Insert Ch[...]

[Alternatively, payments [...]e made payable to << Full Name of the charity>> se[...]f relevant contact at the Charity>>]

[D. Support from the Chari[...]

The Charity will provide t[...]ng materials, including [posters][leaflets] [and] [[...]o make the Activities a success.**]**

[E. Use of Charity name, l[...]

If the Charity expressly p[...]ting to use the Charity's [name]

[and][or] [[bespoke 'in ai...   ...pport the group's Activities, the group may use the C...   ...r] logo on the terms of that permission.]

[If the Charity permits th...   ...arity's name or [bespoke 'in aid of' logo or any other] log...   ...ny the group's Activities, it/they must not be placed dire...   ... packaging being sold in aid of the Charity.]

The Charity's name, [be...   ...o and any other] logo or other Charity assets may not...   ...roup's Activities are part of a business fundraising acti...

F.   **Status of group**

The group accepts and a...

- does not, and mus...   ...the Charity; and
- is not, and will not...   ...of the Charity.

G.   **Conditions on which th...   ...o the group being involved in Activities**

The group agrees and ac...

- the Charity only...   ...being involved in the Activities on the condition...   ...to and does comply with the above rules; and
- if the group does...   ...y with anything in these rules or it does anything w...   ...ders threatens or damages the name or reputatio...   ...harity will be entitled to require the group to stop...   ...ely.