

## **5. Our fundraising guidelines**

Thank you for deciding to raise money for Ovacome and our support services for those affected by ovarian cancer. These guidelines are intended to help your fundraising go as smoothly as possible and to ensure that everybody involved has an enjoyable and safe time. This guide is relevant to those organising events and those who are participating in organised or one-off events.

### **5.1 Giving accounts**

Many of our supporters choose to set up online giving accounts through companies such as Virgin Money Giving and Just Giving. These accounts are easy to set up and allow you to track and thank donors. We especially like the BT My Donate giving account as they do not charge charities any additional fees which means more of your donation comes directly to us!

### **5.2 Using our logo**

Please note that any print or online publicity material, notice or advertisement where the charity's name, logo and addresses are used must be pre-approved by Ovacome. We can provide jpeg and pdf logo files on request.

### **5.3 Collection tins**

These are available on request from the charity. If you are holding a public collection you will need a license from your local authority to collect funds. Please contact us directly for more guidance.

### **5.4 Raffles and lotteries**

If you are planning any type of lottery (such as a raffle, tombola or sweepstake), please be aware that there are strict rules about what you can do. Please visit [www.gamblingcommission.gov.uk/gambling\\_sectors/lotteries\\_raffles.aspx](http://www.gamblingcommission.gov.uk/gambling_sectors/lotteries_raffles.aspx) for further information. Alternatively contact our administration office.

### **5.5 Insurance**

You should ensure that you have appropriate Public Liability Insurance (PLI) in place before your event. Find out if your venue has its own PLI, and ensure that any third party providers, such as caterers, DJs or bands have their own PLI. Ovacome cannot provide PLI for your event.

### **5.6 Events**

- Please ensure that your event is organised efficiently and safely. Ovacome cannot accept any responsibility for your event nor towards anyone who participates in it.
- You should conduct a risk assessment to ensure that you have proper plans for the safety of participants.
- Please ensure that participants are fully briefed about the event, including where relevant, any risks, fitness requirements, special equipment or clothing required

and standards of behavior expected.

- Ensure that your event is properly and adequately supervised. Where children (under 16) are included, this includes: (1). Providing proper adult supervision
- Checking that the child's parents or guardians have given their permission for their child taking part
- Carrying out appropriate background (CRB) checks if adults are to have unsupervised access to children Check whether you need any special licences e.g. a public entertainment, to sell alcohol etc.

### 5.7 Data Protection

Please keep details of the names and addresses and amount donated or pledged by all donors. Consent must also be given by donors to share this data with Ovacome. You must abide at all times by the General Data Protection Regulation 2018 and all other relevant legislation and regulations.

### 5.8 Fundraising standards

Ovacome will adhere to the following standards:

- Fundraising activities carried out by Ovacome will comply with all relevant laws.
- If someone wants to make a complaint about our fundraising, we will tell them about our complaints procedure and provide it to them in writing upon request.
- Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.
- All money raised via fundraising activities will be for the stated purpose of the appeal and will comply with the organisation's stated mission and purpose.
- All personal information collected by Ovacome is confidential and is not for sale or to be given away or disclosed to any third party without consent.
- Nobody directly or indirectly employed by or volunteering for Ovacome shall accept commissions, bonuses or payments for fundraising activities on behalf of the organisation.
- No general solicitations shall be undertaken by telephone or door-to-door.
- All fundraising activities must have the prior approval of the CEO/ trustees, as recorded in meeting minutes.
- A statement estimating income and expenses will be prepared prior to the commencement of any new fundraising activity that may present a financial risk to Ovacome. Fundraising activities should not be undertaken if they will expose the organisation to financial risk.
- Fundraising activities should not be undertaken if they may be detrimental to the good name or reputation of Ovacome.
- Financial contributions will only be accepted from companies, organisations and individuals the Board of trustees considers ethical.
- A report on fundraising will be prepared monthly by the Fundraising Manager for the Board of trustees.

## 5.9 Responsibility

The Board of trustees is responsible for the implementation and review of this policy. All Board members, casual, permanent and contract staff and volunteers are responsible for adhering to this policy.

## 5.10 Purpose

The purpose of this document is to identify Ovacome's position on fundraising practice and to document the standards expected in raising funds from the community.

The Trustee Board of Ovacome is committed to ensuring that fundraising activities are carried out in an ethical manner.