

# Community Fundraising Agreement for Malvern Special Families



Thank you for choosing to fundraise for Malvern Special Families.

By fundraising for Malvern Special Families, you are helping to support local children and young people with special needs and disabilities.

Community fundraising is vital to our small charity, and we really value our fundraisers and partnerships.

To ensure that all community fundraising is carried out in accordance with the Charities Act 2022 and other legislation, we ask you to complete this written agreement for you to raise money from the general public in aid of Malvern Special Families.

Should you require our support including fundraising tips, collection tins, our charity's logo and marketing materials such as charity leaflets or posters for your event, please contact our CEO Gareth Jones.

[ceo@malvernspecialfamilies.org.uk](mailto:ceo@malvernspecialfamilies.org.uk)

**Please read, complete and sign this fundraising agreement.**

## My Details

Full name:	
Address (incl. postcode):	
Telephone no.:	
Mobile no.:	
Email address:	

## My Fundraising Activity

Description of fundraising activity:
Date of fundraising event:
Venue/site of fundraising event:
Time/duration of fundraising event:

## Fundraiser Declaration

### 1. General

- I will fundraise for Malvern Special Families lawfully, ensuring all relevant permissions/licences are obtained prior to the activity.
- I will make it clear that I am fundraising for Malvern Special Families but I acknowledge I am not authorised to act as an agent on behalf of Malvern Special Families (unless prior agreement has been given in writing for a specific task).
- I will secure the necessary insurance is in place for the fundraiser when required. (Malvern Special Families charity is unable to provide insurance for fundraisers).
- Malvern Special Families does not accept responsibility or any liability for any loss or damage, or any death or personal injury, arising from this fundraising activity.
- I understand that I need to carry out a risk assessment to make sure I have proper plans for the safety of participants. More information is available from the Health and Safety Executive: [www.hse.gov.uk](http://www.hse.gov.uk)
- I will not do anything to bring the reputation of Malvern Special Families into disrepute.

### 2. Street Collections

I understand that I need a licence from the local authority to collect funds on the street, in a public place or by going from house to house. More information is available at: [www.malvernhillsgov.uk/licensing/charitable-collections/street-collections](http://www.malvernhillsgov.uk/licensing/charitable-collections/street-collections) and [www.worcester.gov.uk/business/licensing/charitable-collections/street-collections](http://www.worcester.gov.uk/business/licensing/charitable-collections/street-collections)

### 3. Raffles and Lotteries

I understand that there are strict laws relating to raffles and lotteries and that I should consult with the CEO at Malvern Special Families before organising a raffle or lottery. The Gambling Commission provides guidance at: [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

### 4. Fundraising Events

I understand I need to organise any fundraising event safely and efficiently. Malvern Special Families cannot be held responsible for any event or for anyone who participates in it.

### 5. Publicity and Promotion

I will say that I am fundraising "in aid of" or "in support of" Malvern Special Families but understand that I do not represent the charity. I will include the charity's registered charity number 1143655 on all publications. I will include the charity's logo where possible. To use the Malvern Special Families logo please contact the MSF office.

### 6. Gift Aid

I will ask donors if they would like to sign a Gift Aid Declaration for donations where appropriate, enabling Malvern Special Families to claim 25p from each £1 donated from the government, at no extra cost to the donor.

I understand that Gift Aid cannot be claimed on certain types of donations, for example an entrance fee to an event. More information is available at: [www.gov.uk/donating-to-charity/gift-aid](http://www.gov.uk/donating-to-charity/gift-aid)

### 7. Transfer of Funds

I understand that all funds should be transferred as soon as possible after a fundraising event and within 4 weeks of the event/collection. If for any reason this is not possible, this will be agreed in advance with Malvern Special Families.

If you would like detailed information and guidance about fundraising, go to: [www.fundraisingregulator.org.uk](http://www.fundraisingregulator.org.uk)

### 8. Return of Fundraising Resources

I am using the following Malvern Special Families resources and will return these in good order within 14 days of my event.

- MSF collection pot(s). Quantity borrowed = \_\_\_\_\_
- MSF banner
- MSF donation poster

**For MSF office use only**

Collection pot ref. number(s):

Banner ref. number:

Donation poster ref. number:

**Please sign (in ink) and date:**

Full name:	
Signature:	Date:

**Completed forms should be returned to:** Gareth Jones, Malvern Special Families, First Floor Offices, 73 Church Street, Malvern, WR14 2AE. Or by email to: [ceo@malvernspecialfamilies.org.uk](mailto:ceo@malvernspecialfamilies.org.uk) Office phone: 01684 892526

Malvern Special Families is a company limited by guarantee and a registered charity in England and Wales. Charity no.: 1143655. Company no.: 07413040.