

Fundraising Terms & Conditions



Thank you for choosing to raise vital funds and awareness for Birmingham Dogs Home to help local homeless dogs.



The Terms and Conditions below outline your responsibilities as a fundraiser for Birmingham Dogs Home; please read them carefully before you commence any fundraising activities. You are deemed to have accepted these terms and conditions if you undertake any fundraising activities to raise funds for Birmingham Dogs Home, charity no. 222436.



Liability and responsibility:

1. If you are 18 years of age, or over, unless we inform you otherwise in writing, you may organise fundraising events for our general charitable purposes as an independent supporter 'in aid of' (and not 'on behalf of') Birmingham Dogs Home. This means you do not represent the charity.
2. If you are under 18 years of age, we must have permission from your parent or legal guardian for you to fundraise 'in aid of' Birmingham Dogs Home under their name and details. Their contact details will be stored on our database under your fundraising file. They must also read the Birmingham Dogs Home Fundraising Terms and Conditions.
3. The Birmingham Dogs Home is not responsible or liable for your fundraising.
4. Birmingham Dogs Home will not pay for you to participate in any third party fundraising challenges or events such as treks, climbs, cycle rides, triathlons, marathons, runs, swims, sky dives to name just a few.
5. You will carry out a health & safety risk assessment for your event and make sure it is run in a safe and legal manner. You will ensure that all participants are fully briefed and adequately supervised.
6. You agree that any costs or risks that could arise - including liability for personal injury, property damage or loss (which may occur to you, your helpers, guests or dogs) - are your responsibility. You are aware that it is your responsibility to take out insurance (if required) as you are not covered by the Birmingham Dogs Home insurance (a copy of your Public Liability Insurance must be forwarded to Birmingham Dogs Home before your event if you were required to obtain this).
7. If you do something that threatens the name or reputation of Birmingham Dogs Home we have the right to ask you to stop fundraising immediately and in the future.
8. You will obtain any relevant license and authorisation from the local authority or owner of an establishment should you wish to hold an event and collect funds in a public place.
9. You will obtain necessary licences if your event involves the sale of alcohol and/or entertainment, and will check with your local authority before organising a raffle or lottery as you may need a license under the Gambling Act. Your event must be consistent with animal welfare policies. Sales of food should comply with the Food Standards Agency guidance - see: www.food.gov.uk
10. If your fundraising event is cancelled or the date changes (or if any details change), then you will need to contact the Fundraising Department immediately so that your account can be updated.



Fundraising and set up:

1. You will inform donors that you are fundraising 'in aid of' the Birmingham Dogs Home, and you do not represent the charity.
2. You will advise Birmingham Dogs Home if you are fundraising for more than one Charity for the same event and clearly state the percentage of funds being donated to each Charity, along with the names of the Charities.
3. You should advise donors of the Birmingham Dogs Home registered charity number 222436, whenever necessary.
4. You understand that your fundraising activity is not intended to promote your business or personal profile and you agree to raise funds and/ or awareness for Birmingham Dogs Home to help the Charity. If a company wishes to get more involved with the Charity in a more 'corporate' way then we can discuss this further if it is not in a fundraising perspective (corporate sponsorship packages for example).
5. You are encouraged to raise funds and awareness online through Just Giving - www.justgiving.com/start-fundraising - (just search for 'Birmingham Dogs Home') as well as raising funds offline through an official Birmingham Dogs Home sponsor form (available on request) to get the most out of your fundraising.

Use of personal data:

1. You understand that Birmingham Dogs Home will store your personal contact information on the Birmingham Dogs Home database as a 'fundraiser/supporter', and will create a file of your fundraiser and log notes each time you contact the Charity, or the Charity contacts you. Birmingham Dogs Home complies with the Data Protection Act 2018.
2. If you wish to change your communication preferences with Birmingham Dogs Home at any time then please do contact us, and we will update your account accordingly.
3. If you are collecting personal information or data, you will comply with data protection legislation. If collecting data on a sponsor form then please advise that this form will be submitted to Birmingham Dogs Home. There are requirements under the Data Protection Act 2018 relating to how to deal with donor information - www.gov.uk/data-protection.
4. You will encourage eligible donors/sponsors to make gift aid declarations on the sponsor form (if applicable) so we can make the most of your fundraising efforts by recovering basic rate tax on their donations. This form must be sent in with your funds.

Use of Birmingham Dogs Home logo and marketing materials:

1. You may only use fundraising materials that Birmingham Dogs Home provide within your official fundraising pack (please contact us should you require more).
2. You cannot use the Birmingham Dogs Home logo, name or acronym without our written consent. You are able to use our "In Aid Of Birmingham Dogs Home" logo which we will be happy to provide upon request.
3. All fundraising materials may only be used for this fundraising event, for single use only, and you must contact Birmingham Dogs Home each time you wish to fundraise to receive further materials.
4. If you intend to print or publish the Birmingham Dogs Home name or logo on any marketing items or social media posts, then you must show your ideas to us for approval before publishing. We have the right to refuse print or publishing if it is not deemed appropriate for any reason.

Photos and social media:

1. If you are the sole copyright owner of photographs taken during your event and wish to share these with us then please forward to fundraising@birminghamdogshome.org.uk, along with your details.
2. You will grant Birmingham Dogs Home a royalty free licence to use, reproduce and exhibit any photos forwarded to us in all media for the purposes of promoting our work. Photos may be used on our social media posts, in our 'Fetch' magazine or within our literature.
3. You must have permission from anyone featured prominently within a photograph that you have supplied to us, and if under the age of 16 you must have written permission from their parent or legal guardian. They must be aware that their photograph will be forwarded on to Birmingham Dogs Home and potentially used.

Funds:

1. You understand that you are a trustee of any funds raised, and will ensure that all money from your fundraising event is donated to Birmingham Dogs Home, once you have completed your collections.
2. You will not deduct any costs or expenses unless agreed with Birmingham Dogs Home from the off-set first.
3. Depending on the nature of the activities of your fundraising event, you may be required to account to HMRC in respect of VAT or income tax.
4. You will inform donors of the amount or percentage of funds raised through your event which is to be donated to the charity.
5. All funds must be presented to Birmingham Dogs Home within TWO MONTHS of completing your event, and the Charity may contact you after this period for any update on funds.
6. If your fundraiser is taking place over an extended period of time (instead of a one-off event), then it may be possible to transfer funds regularly to Birmingham Dogs Home. This can be arranged in writing, and payment details will be provided.

Birmingham Dogs Home reserves the right to modify these Terms and Conditions at any time. You can view information on the 2019 Code of Fundraising Practice on the Fundraising Regulator website - www.fundraisingregulator.org.uk

Should you have any queries regarding these Terms and Conditions then please contact the Fundraising Team on fundraising@birminghamdogshome.org.uk or call 0121 643 5211 (option 3).

*Thank you for your valued support,
and best of luck with your fundraising!*



**Helping homeless dogs
find happier tomorrows**



www.birminghamdogshome.org.uk

Registered Charity No: 222436
Company Registration No: 662947

