

ALEXANDER DEVINE CHILDREN'S HOSPICE SERVICES (ALEXANDER DEVINE) 'IN AID OF' FUNDRAISING AGREEMENT

These terms and conditions should be read in conjunction with EVENT TERMS AND CONDITIONS at www.alexanderdevine.org/terms

'IN AID OF' FUNDRAISING AGREEMENT

Thank you so much for supporting Alexander Devine Children's Hospice Service and deciding to fundraise **in aid of** our charity. To make sure your fundraising activity is safe and legal please have a read of the following terms. By continuing to fundraise for us you are agreeing to adhere to these terms. If you have any questions, please do not hesitate to contact us.

Whilst raising money for Alexander Devine I confirm;

- a) I am over the age of 18. (If you are under the age of 18 please contact fundraising@alexanderdevine.org for help and support)
- b) I will tell Alexander Devine about any planned fundraising activities. I will fundraise in a way that does not endanger or harm myself, any supporter or member of the public. I will follow any fundraising guidelines provided by Alexander Devine.
- c) I will be courteous, respectful and not do anything to bring Alexander Devine's name into disrepute. I will bring any concerns about the behaviour of others to the attention of the Alexander Devine team.
- d) I will show the charity any materials that I produce that bear Alexander Devine, name or logo or that mentions the work of the charity prior to distribution.
- e) I will ensure all materials I produce will include the phrase 'In aid of Alexander Devine, registered charity number 1118947'.
- f) I will obtain prior approval from Alexander Devine before approaching any major companies, press or celebrities to support my event.
- g) I will request Alexander Devine branded collection tins/buckets if required and ensure these are properly sealed before collecting.
- h) I will not carry out house to house collections.
- i) I will ensure that before collecting in a public place, I'll obtain a licence from the local authority.

- j) I will not collect on private property without first obtaining permission from the owner.
- k) I will obtain a raffle licence from my local authority if holding a raffle over more than one day. I understand that it's my responsibility to ensure I understand the rules and regulations regarding raffles for fundraising.
- l) I will not sell alcohol at any event without having the appropriate licence.
- m) I will not sell goods or services using Alexander Devine's name or logo.
- n) I acknowledge that Alexander Devine cannot take responsibility for any losses or harm made through my activity or liability arising from my activity.
- o) I will obtain and pay to Alexander Devine all money raised from my fundraising no later than two weeks after my fundraising is finished.
- p) I acknowledge that Alexander Devine may terminate my right to raise funds at any time if I do not follow the guidance in this agreement.
- q) I will tell Alexander Devine immediately if anything goes wrong with my activity, or there is any adverse publicity.
- r) I will return any unused fundraising materials to Alexander Devine.
- s) If organising my own event, I will
 - I. Where appropriate, carry out a risk assessment to mitigate any risks to me, other organisers or the public
 - II. Take advice on safety precautions from police, fire or other competent people where necessary
 - III. Make sure my fundraising activity and the people involved (both organisers and the public) are fully covered by insurance.
 - IV. Tell Alexander Devine at the earliest possible opportunity if I have had to withdraw from or cancel an event due to injury or other circumstances.

Please remember the team at Alexander Devine are here to help you with advice and information. Please keep in touch and reach out if you have any questions or would like any fundraising materials via fundraising@alexanderdevine.org

Have you got spare fundraising materials? Great! Please send them back so they can be used for the next amazing event in aid of us.

Thank you so much