

FORGE

FOUNDATION TO OVERCOME RARE GENETIC ERRORS

Your Volunteer Fundraising Guidelines from FORGE

Scope

Raising funds is hugely challenging and we couldn't do it without our volunteer fundraisers like you. Thank you! These rules are designed to help you and apply to all voluntary fundraising activity. By signing up to fundraise for us you agree to comply with them.

Responsibilities

You agree to follow this guidance and any other instructions provided by us relating to your fundraising.

We are always happy to offer any advice and to help if we can, but it is your responsibility to organise all aspects of any fundraising activity undertaken by you.

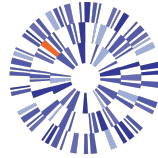
If you are under 18, you confirm that you have shown these to your parent/guardian, and they have agreed to accept responsibility for complying with these.

You agree to organise your fundraising as an independent supporter of FOUNDATION TO OVERCOME RARE GENETIC ERRORS. You should therefore refer to raising money "in aid of FOUNDATION TO OVERCOME RARE GENETIC ERRORS" rather than on our behalf.

You will be responsible for any costs, taxes or expenses incurred or arising in connection with your fundraising.

Sponsorship Money and Donations

You agree to pay all of the money raised to us as soon as possible after the event (and subject to any agreed timescale), and in accordance with our instructions. You may not deduct any costs unless otherwise agreed by us.



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The easiest way to send us the money you have raised is through the donation portal on our website. The link you will need for this is [FORGE | Donate](#)

Alternatively, you can contact us by email – funding@weforgehope.org – if you wish to send us any funds you have made by alternative methods and we can provide whatever assistance you will require for that.

GIFT AID: Gift Aid enables us to recover basic rate tax on donations from taxpayers, making these donations larger and even more valuable. Please encourage donors and/or sponsors to make Gift Aid declarations where eligible, which may enable us to recover basic rate tax on such donations. Our gift aid form is included in this download Fundraising pack.

Personal Data and Consent

By providing your information when you sign up to fundraise for us, we'll use the details to discuss your fundraising activity and follow up on your progress.

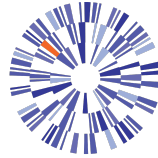
Your personal information may also be used for the purposes of sending communications to you where you have confirmed that you would like to receive further information about our work.

All personal data held by us will be handled in accordance with applicable privacy laws and the Data Protection Act.

Imagery & Videos

We love to receive photographs and videos taken by our volunteer fundraisers and you agree that these may be used by us for charity promotional and/or fundraising purposes.

By sending these to us, you are also confirming that anyone featuring prominently in the photograph or video is aged 16 or over, and that they have consented to their image being used in this way.



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Liability

You accept that any risks arising out of your fundraising activity are your responsibility, including liability for any injury or loss which may occur to you, your helpers or guests. You will therefore take all reasonable precautions to protect the health and safety of all those participating in, involved with or attending your activity. We have provided further information on this for you in this download pack.

You will comply with any applicable laws and regulations relating to your fundraising activity, including obtaining any necessary licenses, consents or permissions e.g. if you are holding a raffle or lottery, or are proposing to sell alcohol. We have provided further information on this for you in this download pack.

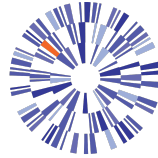
You acknowledge and accept that our insurance policy won't cover your fundraising activities.

You won't do anything to risk damaging our reputation or name. If in our view you do, we have the right to ask you to stop your fundraising immediately.

Behaviour

The funding that people raise for us is vital in carrying out our work, but we comply with the Fundraising Code of Practice and always aim to treat people politely and with respect. Please read and follow the guidelines below and contact us if you have any questions, or want any further advice in this area.

- We are polite to people at all times.
- While reasonable persuasion is allowed, we do not fundraise in a way which is an unreasonable intrusion on a person's privacy, is unreasonably persistent or places undue pressure on a person to donate.
- We do not continue to ask a person for support if that person clearly indicates – by word or gesture – that they do not want to.
- We do not smoke or drink alcohol while wearing clothing, or displaying materials that show our charity branding/logo.
- We avoid causing an obstruction, congestion or being a nuisance to the public. We do not deliberately block the path of members of the public.
- We treat the locations we are fundraising at with respect.



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- We do not knowingly approach people who are carrying out official duties, such as uniformed officials while they are on duty or people who are clearly working.

Vulnerable Donors

We do not expect you to assess every potential donor's capacity to make an informed decision but you should be alert to signs that someone lacks the capacity to make an informed decision. We do not accept a donation if we know, or have reason to believe, that a person cannot make an informed decision to donate. If in any doubt seek advice.

Complaints

In the event someone complains, it is always best to address a complaint informally at the time. However, if a member of the public wishes to complain, advise them that they should contact the charity and we will send them further details. Make notes of the circumstances and what was said and done by whom and pass this to your Charity contact.

Regulatory Guidance

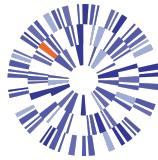
Fundraising Regulator - [Collecting money or other property](#).

Fundraising Regulator - [Fundraising involving children](#).

Fundraising Regulator - [Lotteries and raffles](#).

Gambling Commission – [Fundraising, Raffles & Lotteries](#).

Gov.UK – [Licence Finder](#).



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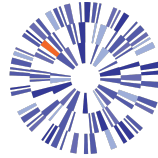
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SOME OTHER USEFUL TIPS WHEN ARRANGING FUNDRAISING EVENTS

This guide has been written with larger events in mind. Particularly where the general public is involved and you are using public or third party premises. For example, a fair in a park, or a cricket match at a cricket club. But many of the principles apply for smaller events.

Here are some important points to take into account when organising such an event.

- **PERMISSION** If you're holding an event in a public place, you must get **PERMISSION** first, either from the local authority or the property owner.
- **CONTRACT** If you are hosting an event in premises other than yours or using service providers to subcontract some part of the event, make sure you have a contract in place. This is essential in defining roles and responsibilities as well as helping resolve any dispute. This is especially important when deciding who will provide the Public Liability insurance. Don't just assume that it will be "Ok". Ask us if you need help or are unsure about insurance and how it might apply to your event. If your event involves the general public, please check you have Public Liability insurance.
- **RISK ASSESSMENT** We recommend that you put any necessary procedures in place to ensure everyone's safety to avoid accidents. Make sure you conduct a risk assessment to plan for the safety of all participants. Assess the risks involved and make sure they are eliminated or minimized to an acceptable level, particularly in the case of children. Make sure you fully brief everyone attending about the event, including details of any risks, (for example if your fundraiser is close to water), fitness requirements, special equipment or clothing and standards of behaviour expected so they can stay safe. There is a basic risk assessment form in this download pack to help you with this.
FIRST AID If you are holding an event involving a number of people it's a good idea to have first aid supplies and qualified first aiders if possible. You can get advice from St John Ambulance (sja.org.uk) or the Red Cross (redcross.org.uk).
- **SUPERVISION** It's essential for events to be adequately supervised. When children are involved, this includes providing adult supervision and permission from the child's parents or guardians for them to take part.



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- **PHOTOS** Please make sure you ask permission from people you are taking photos of.
- **LICENCES** You should check whether you need any special licenses such as, a public entertainment licence or licence to sell alcohol. Contact your local authority or email us if you're not sure about whether you need one. funding@weforgehope.org
- **FOOD** Comply with food safety standards. The [NHS Choices Food Safety website](#) has information on ensuring all food is prepared and stored hygienically. Alternatively contact your local authority for advice. Remember on hot summer days food will go off quickly and ice creams will melt!
- **MONEY SAFETY** If you're going to be carrying money around take care with your personal security. Always use a safe route and be accompanied. Please make sure children are safe and that you do not allow anyone under 16 to collect money alone, or without an adult.
- **COUNTING** Make sure you count the money in collection cans and buckets with a colleague so that you can both witness and confirm the amount raised.
- **STREET PARTY** Follow this link for more information <https://www.gov.uk/organise-street-party>
- **ALCOHOL** - if you sell alcohol at an event, you may need a licence. For more information, please visit this site: <https://www.gov.uk/guidance/alcohol-at-charity-meetings-and-events>

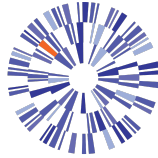
SOME IDEAS AND THOUGHTS TO HELP YOU.....

Get planning The sooner you start organising your event, the better organised you'll be and the more you'll raise.

Make it personal & tell a story! Your friends and colleagues are often donating because you are asking as much as the cause. What's your motivation?

Get connected Tell absolutely everyone about what you're up to. Let your local paper and radio station know too. And use any social networks you have. **Tell us here at FORGE about it.** We love to hear what you're planning and can provide you with additional materials you might need and perhaps help to promote your activity. Use your social media sites. Tell everyone you know early and tell them often. Make a story of the preparations to help build up the excitement and keep in touch with your supporters and donors in advance by email.

Get others involved Friends, family, colleagues and of course us here at FORGE want to support you! Be sure to ask for help and ideas to see what others might be able to add to your project. When you all put your skills together the project will just get better. Why not build a team to share the workload and have more fun together?



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- Ask for donations around payday.
- Don't be afraid to prompt someone if they forget to donate after promising to. We all get distracted by our busy lives. Keep people up to speed during your preparations.
- Advance ticket sales means guaranteed donations
- **Ask your employer** if they will match donations you raise.

Just ask! Some people can't attend an event, or you might decide to "Just ask" for donations rather than going to the effort of participating in or organising one. Many people want to help but just can't attend.

Keep it simple - the best fundraising is the simplest. We've put lots of information here but it's much better that you achieve the goals you set out to achieve rather than stopping because things became too complicated and time consuming.

Cameras at the ready Take lots of photos, share them on social media, email and our website by sending them to us after your event at funding@weforgehope.org

Have fun & Thank everyone You've worked so hard to get to the big day, so make sure you enjoy yourself! Share your success and let your supporters know how much they helped you raise. We can help you with thank you templates and other follow up material. Just ask!

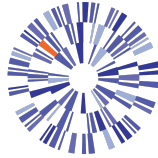
AND EVEN MORE IDEAS AND THOUGHTS TO HELP YOU

Planning - Decide on whether you need to organise your own event to raise the money. Obviously the more complex the event the more time and effort it will take to organise. Coffee morning at home versus a cricket match – it is a big difference! If you have to spend money, make sure you **work out how much you need to raise** before you cover your costs and how much to reach your fundraising target. Is it worth it? Is there a better option for you? See our leaflet for different fundraising ideas within this download pack.

Pick the right date! Make sure you choose a date that suits your attendees. Avoid popular sporting events, workdays if your attendees work or have children at school. Beware events during holidays. Well-advertised they can be great for those looking for activities while at home; bad news if your target audience is on holiday.

Target the right people - it might sound clinical and even mercenary, but you find that there are always some people who spend or donate more at events. A small number of big spenders can make up for large numbers of well-meaning people who make the event fun, but you need to attract a lot more of to raise money.

Minimise your costs - Telling a venue owner the event is for charity may mean they let you have it for free or at a reduced rate. Ask local businesses for sponsorship of, advertising at or help promoting the event. Ask people to make and/or donate prizes. And if you have to pay make sure you shop around. See if you have friends who have access to wholesale prices.



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Minimise your financial risks - If you are buying items to sell e.g. drinks, buy from places that will accept sale-and-return of unsold goods (supermarkets are good about this - especially with alcohol).

Build your team! There is nothing more depressing than starting out with enthusiasm, only to find that you are the only one prepared to put in effort. So, build your team early and it will make the whole event more fun as well as share the work around.

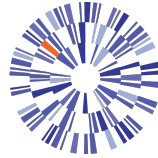
THANK YOU!

PLEASE HAVE FUN WITH YOUR EVENT!

AND REMEMBER THAT YOU CAN ALWAYS CONTACT FORGE FOR ANY HELP AND ASSISTANCE YOU MIGHT NEED.

**IF YOU ENJOYED RUNNING AN EVENT IN AID OF FORGE,
HELPING TO SUPPORT PEOPLE WITH RARE GENETIC DISEASE,
YOU MIGHT LIKE TO CONSIDER BECOMING AN OFFICIAL FORGE FUNDRAISER.**

IF SO, PLEASE CONTACT [FUNDING@WEOFORGEHOPE.ORG](mailto:funding@weforgehope.org) FOR FURTHER DETAILS.



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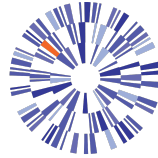
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WE WOULD LOVE TO WELCOME YOU TO OUR TEAM!

SOME IDEAS FOR FUNDRAISING YOU MIGHT LIKE TO TRY.

Or why not contact us about other ways to raise funds? We could add your idea to this list to help others with event ideas!

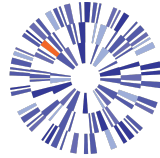
- **Auctions / Auction of promises** - Do you have too many records in your collection, or maybe you're able to source some sought after sports memorabilia? Then an auction could be the charity fundraising activity for you. You could even auction off your skill-set - could an evening of waiting on your friends help you raise funds? Auctions can also be run completely online.
- **Afternoon tea** - Whether you do it at work, home or a local venue, we're a nation of tea drinkers, and your event is sure to prove popular.
- **Bake sale** - Make like Mary Berry and bake your way to fundraising success. Whether you run the event at work, school or your home be sure to find out about any specialist diets (or perhaps just favourites) first to maximise sales!
- **Bingo** – Could BINGO be the activity for you? Keep it fun and adapt the game for your audience. If they're celebrity obsessed why not use photographs of famous people instead of numbers?
- **Beard shaving** - You may love your furry face, but would the idea of you shaving it off have family and friends reaching into their pockets? Why not let them dye it too before the big shave, to raise extra funds for life-saving research?



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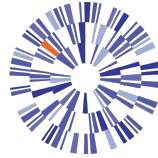
- **Coffee mornings** - Most people rely on a coffee to start the day so hosting a coffee morning is a great way to fundraise. If you're looking to host outside of the workplace or home, why not tie in with your local book club? Or if you know a friend who is already running a bake sale, you could partner up!
- **Cinema screening / Film evening** - A film screening could be the perfect fundraising idea for you whatever the season. Don't forget the popcorn for those you invite!
- **Dinner Party** - Our top tip: pick a theme. You could focus on the origins of the food you serve or go with a theme first, food second.
- **Dances / Disco** - Will you host your dance at home or will you hire a local venue? We've helped lots of supporters raise funds this way so if a disco is how you want to raise money get in touch and let us help you fundraise too.
- **Darts match** - Set your sights on bulls-eye and keep the game serious by charging an entry fee to raise funds. Or keep it fun and set challenges like throwing whilst on one leg and charge per throw. If you are or know a local darts champion why not charge a fee to play against them?
- **Egg Hunt** - An easy way for both kids and adults to get involved! Whether it's in your garden or at a local park, an egg hunt is the perfect way to get people up on their feet and having fun!
- **Face painting competition** - If you don't have the time or resource to organise your own fête or street party, then why not get involved in one already taking place and offer your services? No fêtes near you, no fear. Face-painting isn't just for kids, so why not ask your local nightspot if they're hosting any themed nights that face painting would be appropriate for.
- **Football match / 5-a-side football** - Even if you don't score, this is one match that guarantees you'll make a difference in 90 minutes. If you've got smaller numbers, why not opt for a game of 5-a-side? Raise funds by charging a player fee and why not let spectators donate to take part in a penalty shootout too?
- **Fancy-dress days** - Fancy dress isn't just for Halloween. It's a great way to raise money any time of year. Why not organise a fancy-dress day at work and ask for donations? Or if you're a dab hand on a sewing machine, why not make your own costumes to raise money?



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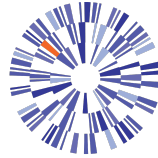
- **Games Night** - You don't have to be a Monopoly master or Scrabble pro to host a games night. You just need games, a place to play and people to play with. It can be as simple as charades or if you have a screen and console to hand, why not go down the gaming route, charging friends to play?
- **Give it up!** - We all have bad habits, but if you have one you want to kick, why not do it whilst fundraising for vital research? If your habit is costly, why not donate the money you save by giving it up? Or if your habit causes more frustration to others than yourself, why not have people sponsor you? You could raise money by giving up things like crisps, television, alcohol, chocolate, meat or smoking.
- **Head shave** - We commend you if you choose this brave way to raise funds! Stretch out the activity by giving people the chance to dye your hair an eye-catching colour for a week before the shave.
- **Hogmanay** - If you can't make it to Scotland this year, why not bring Scotland to you and throw your very own Hogmanay party? Can't tempt your friends from the streets of Edinburgh? Why not focus your charity fundraising efforts on the pre-event of Hogmanay and prepare a traditional meal for friends before the celebrations.
- **International evening / International Day** - Whether you've travelled the world or just love a particular culture, an international theme is a great way to get people excited about raising money. Choose your country, or go 'around the world', charging people an entry fee. Have a think about dress codes, entertainment, food and music.
- **It's a Knockout** - The ultimate school sports day for adults. Could your local school help? Fun is a big incentive for people to get involved but you could also reach out to local businesses and ask them to donate a prize. You may need materials so if you, or somebody you know works in a school or local sports centre, reach out to them.
- **Irish Night / Day** - It doesn't have to be St Patrick's Day to celebrate the Irish culture. You can hire a space and throw a party, or if you have the skills, why not charge people for Irish dance lessons and donate the fee?
- **Jewellery collection, jewellery making and selling** - If you have high value pieces you're looking to donate, an auction could be the best route for you. Or if your skill set lies in making, why not put on a 'make-your-own' craft session?
- **Jazz** - Use jazz music as the centre of your fundraising. You could put on an evening of entertainment and charge for entry. Or if you're a jazz musician yourself, you could share your talent and provide music lessons for donations.



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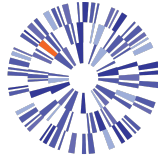
- **Karaoke night** - Time to stretch the vocal cords and get ready for a night of karaoke. Love or hate it, it's a great way to raise money. If you're on the lookout for a karaoke machine, reach out to friends on social media to save money on renting one.
- **Knitting** - British weather means that knitwear is often in demand. So why not use your needle skills to raise money for charity? First, decide how you want to sell your unique items. You could use online auction sites, set-up a stall or speak to your local Cancer Research UK store.
- **Luncheon / Lunch** - If your office has a habit of ordering food on a Friday, why not cook up your own treats? You'll save your colleagues time buying lunch, giving them longer to enjoy your yummy food and donate!
- **Marathon events** - Before you skip and read onto the next idea, remember a marathon doesn't have to mean running! You can raise money with marathon activities of any type - roller skating, nail art sessions, singing, baby-sitting. Just decide what activity will take you or your group 26.2 hours to complete and get others to sponsor you.
- **Matched Giving** - Whether you're raising money in the office or outside of work, ask your employer about matched giving. Employers often like to support their employees.
- **Music evening** - Pop, rock, or jazz? Will you be performing? Looking for local acts to support you? You could keep it simple with a Saturday busking session.
- **Name the ...** - Name the teddy, bunny or bear. Whatever it is you choose, charge per entry to this simple guessing game where they can win the soft toy as the prize!
- **Office Collection Day / Office Fundraising** - Short of time but eager to make a difference? Then fundraising in the office could be the right activity for you. Charity fundraising activities for the office could include bake sales, an office Olympics, a dress-down day or perhaps take breakfast orders and set-up your own tea trolley.
- **Open Garden / Day** - If your garden is in full bloom or you have a house with a colourful history, why not open your doors for an entry fee and host an open house. With the kitchen close by, it will be easy to raise extra funds by offering refreshments.
- **Pamper Day** - It's likely your friends love a bit of pampering, so why not plan a day that offers the break people need. Are you a trained beautician, masseuse or hairdresser? Use your skills.



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- **Quiz night** - The pub, village hall, local sports centre or your best mate's garden are all venues suitable for hosting a quiz. Decide what's the best option (and available) to you and get working on those questions. Will the theme change per round or will your quiz be more niche, with all questions specific to a particular band, film or book? You host the night and guests pay to play.
- **Sweepstakes** - Want a way to fundraise for charity fast? A sweepstake could be the perfect way for you to raise money. You have 1 question, for example, 'How many sweets in the jar?' and people pay to give an answer. Whoever has the winning answer gets a prize, while you donate the money raised.
- **Sponsored Silence** - If you're a chatterbox who finds being quiet a challenge, then perhaps you could raise funds with a sponsored silence. Just remember, don't be quiet about the cause and your fundraising before or after the event!!
- **University Challenge** - Challenge your rival university to a competition, to see which University will come out on top. It could be a 'University Challenge' style quiz or maybe even a race through your university city. Whatever the challenge, open it up to your fellow students to come and donate to watch. Speak to your student union who will likely be happy to help you organise (particularly in RAG week).
- **Valentine's Day** - Lots of single friends and a skill for matchmaking? Then why not organise a single's event? You could organise a speed-dating evening or even a full-blown Valentine's ball. The best part is that even if nobody gets a love match, everyone can go home happy knowing they have supported such an important cause.
- **Vintage** - Got enough vintage shirts to set up your own stall? Got an eye for finding furniture gems online and at car boots? Why not organise your own vintage sale and donate the proceeds to FORGE?
- **Walk** - Where and how far will you walk to help fund medical research? Whether you head to your local shopping centre in your PJs, or make your way from John O'Groats to Lands' End, walk with purpose and to support those with rare genetic disease.
- **Year to Remember** - What could you do for a year to make a difference? Doing something for 365 days shows ultimate dedication and is a sure way to encourage people to sponsor you. But what to do? How about walking dogs every day for a year and donating to FORGE?



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APPENDICES

GIFT AID FORM

[toolkitFORGE Gift aid form.pdf](#)

If people donating to your event are taxpayers, encourage them to fill in a gift aid form too. It adds 25% to the donated amount, boosting charity income.

RISK ASSESSMENT TEMPLATE:

[risk-assessment-template-2019.docx](#)

This template from the Health and Safety Executive might be useful for you when planning your event and ensuring all risks have been considered, especially when your event involves members of the public or vulnerable individuals.

HEALTH AND SAFETY STATEMENT:

[toolkithealthandsafetyvolunteerremoteworking.pdf](#)