

Thank you for thinking about supporting the work of MVA. Whenever you decide to fundraise for a charity, there is important information and rules that you need to be aware of and follow.

Please take the time to read this information and please do contact us if you have any questions or need the information in different form.

If you are under 18 you must ensure your parent/guardian reviews the information below and assumes responsibility to ensure compliance with any information relevant to your fundraising plans.



National Fundraising Code of Conduct:

There is a Fundraising Regulator in the UK who publishes a Code of Conduct.

They provide guidance on behaviour whilst fundraising which can be found here: www.fundraisingregulator.org.uk/code/all-fundraising/behaviour-when-fundraising

You can also view their full Code of Conduct by visiting:
www.fundraisingregulator.org.uk/code

If you have any queries about best practice and conduct whilst fundraising, they also have a Code Advice Service (which is open to members of the public) and can be accessed with this link:
www.fundraisingregulator.org.uk/about-fundraising/code-advice-service

Fundraising for MVA:

Whenever you fundraise for MVA, you are agreeing to the following rules and regulations:

Independence from and protection of MVA

You are organising fundraising activities as an independent supporter of MVA (registered charity no. 1042475 (England and Wales)), raising funds for MVA's work in Medway and Swale.

All references on your materials should state, 'raising money in support of MVA.'

You will organise all aspects of your fundraising and will be responsible to ensure all necessary permissions and licences have been obtained. MVA accepts no liability relating to your fundraising activity.

Planning and delivery must be carried out in a manner aligned to our organisational values to preserve the positive reputation of MVA.

If appropriate, you must ensure that the activity is covered by full and comprehensive insurance. MVA is not liable for any injury to person or material damage or loss which results from your fundraising activity or products.

You must contact us to request approval before approaching any companies, national press or celebrities to support your fundraising activities.

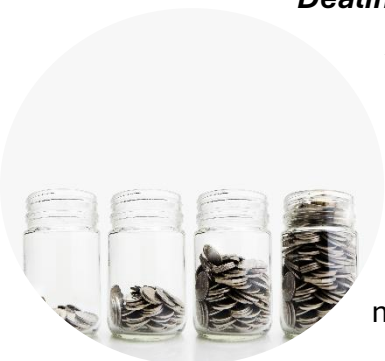
MVA is apolitical and as such, you will not use MVA's name in any political activity.

Use of MVA volunteer fundraiser materials

A full suite of fundraising support materials are available to help promote your fundraising activities. You must not alter these materials aside from adding your fundraising event details where required.

You shall not use the MVA logo or 'in support of MVA' logo in any way other than via MVA supplied fundraising materials for the purpose of fundraising.

Dealing with the money raised for MVA



You will transfer all funds collected/raised to MVA within 3 months of the activity ending. If you are not able to do this, then please inform us in writing by contacting info@mva.org.uk.

You must not use your fundraising for any kind of commercial or private financial gain (i.e keeping part of the proceeds over and above any costs for materials, see below).

If you want to deduct expenses – reasonable costs (i.e. printing of materials, purchasing raffle tickets), then the Charity Commission require us to keep a record of this. Therefore, please inform us and obtain approval by contacting us in advance of the fundraising. Once approved, appropriate records must be kept, and all promotion must detail the expense and amount to be deducted from the donation to MVA. Please note: You cannot deduct expenses from personal sponsorship donations.

For further information on dealing with charitable donations, please see the Fundraising Regulator's guidance on handling donations: www.fundraisingregulator.org.uk/code/all-fundraising/processing-donations

National Rules and Guidance for specific fundraising activities:

For lotteries and raffles

Please see guidance from the Gambling Commission at www.gamblingcommission.gov.uk/public-and-players/guide/how-to-run-a-lottery-or-fundraiser

Street or Door to Door Collections

MVA asks that you *do not* engage in cash collections in the street or by going from door to door. A licence or permit must be obtained to collect donations on public land – for further details visit: <https://www.fundraisingregulator.org.uk/code/specific-fundraising-methods/collecting-money-or-other-property>

Thank you so much for your fundraising efforts. Every penny you raise will help to build a better Medway for all of us.

Please contact the MVA team if you have any questions or would like to discuss the information provided here: 01634 812850 or info@mva.org.uk