

# FUNDRAISING:

## Terms and conditions



Thank you for choosing to raise funds for Imperial Health Charity. Please be aware of the following terms and conditions that we ask you to adhere to, and agree with, before you start fundraising.

Once you've read through the outlined terms and conditions, please get in touch with our fundraising team to let us know about your fundraising. You can email [fundraising@imperialcharity.org.uk](mailto:fundraising@imperialcharity.org.uk) or call 020 3640 7766.

### Fundraising

1. Anyone organising their own fundraising activity must be aged 18 or over by the activity date. If you are under 18, your parent/guardian takes responsibility for you under these T&Cs (which you have shown them), ensuring they are happy about what you've chosen to do.
2. You agree to organise fundraising activities independently of Imperial Health Charity, meaning your fundraising is 'in aid of' the charity rather than on its behalf.
3. You agree that you are responsible for your fundraising activity but that you shall comply with any instructions or guidance provided by Imperial Health Charity relating to this.
4. You will be responsible for any costs, taxes or expenses incurred or arising in connection with your fundraising and agree that Imperial Health Charity will not take responsibility for any losses made through the event.
5. Street collections are not allowed without the appropriate permit from the Local Authority or Metropolitan Police. To collect on private premises, you will need relevant permission from the owner. You will also not collect door-to-door.
6. Imperial Health Charity will provide you with branded promotional materials once you have been in touch, which must be used in accordance with the charity's brand guidelines. You agree to give Imperial Health Charity advance sight of any materials using the charity's name or logo prior to printing/publication.
7. You will obtain approval from Imperial Health Charity before approaching the media or celebrities to support your event.
8. All funds raised are not to be used to benefit any other charity or not-for-profit organisation, unless specified before, and must be paid directly to Imperial Health Charity.

### Sponsorship money and donations

1. You agree to pay all the proceeds raised by your fundraising event to Imperial Health Charity as soon as possible after the event but within two months. You may not deduct any costs unless otherwise agreed with the charity.
2. You will take responsibility for the safe keeping of money raised in aid of Imperial Health Charity, both during and after the collections, until it is paid to us.
3. Please keep accurate records of all cash you have collected in relation to your fundraising. Please do not send any cash in the post. When you are ready to send your sponsorship money to Imperial Health Charity,

please get in touch to discuss the best way to send the money. This could be via cheque, bank transfer, card payment over the phone or online.

4. You will encourage donors and/or sponsors to make a Gift Aid declaration, where eligible, to enable Imperial Health Charity to recover basic rate tax on donations.

### **Use of Personal Data and Consent**

1. By providing your contact information when you choose to fundraise for Imperial Health Charity, you agree for us to use these details to discuss your fundraising activity and follow up with you on your progress.

2. All personal data held by us will be handled in accordance with both General Data Protection Regulation and our privacy statement.

### **Content**

1. If you provide photographs, videos or comments about your fundraising activity to Imperial Health Charity, you agree that these may be used by the charity for commercial and/or fundraising purposes, including but not limited to: printed marketing materials, website content, social media content, press releases and with our partners at Imperial College Healthcare NHS Trust.

### **Liability**

1. You accept that any risks arising from 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 those participating in, involved with or attending your fundraising activity.

2. You will be responsible for carrying out a risk assessment and fully briefing everyone involved.

3. You will comply with any applicable laws and regulations relating to your fundraising activity, including obtaining any necessary licenses, consents or permissions. For example, if you are holding a raffle or lottery, if you need public liability insurance, or are proposing to sell alcohol.

4. If taking part in an active challenge, you confirm you are medically fit and acknowledge and agree that you participate at your own risk. Imperial Health Charity shall not be responsible or liable for injury or illness resulting from your participation and you may need to arrange your own insurance.

5. You acknowledge and accept that Imperial Health Charity's insurance policy will not cover your fundraising activities.

6. You will not do anything that threatens Imperial Health Charity's reputation or name. If you do, Imperial Health Charity has the right to ask you to stop your fundraising activity immediately.

If you have any questions regarding these terms and conditions or require any further support with your fundraising activity, please email [fundraising@imperialcharity.org.uk](mailto:fundraising@imperialcharity.org.uk)

For further information on the Code of Fundraising Practice, please visit the [Fundraising Regulator](https://www.fundraisingregulator.org.uk).

