



DAME VERA LYNN
Children's Charity
Discover together
Registered Charity No. 1089657

Thank you for telling us about your plan to fundraise in aid of our Charity. To help us offer you the best available support for your event, please complete and sign this form and return it to the address overleaf.

To comply with Fundraising Best Practice we have set out some basic guidance to help you fundraise safely and lawfully and require this form to be completed before we are able to support you.

Name: _____

Address: _____

Postcode: _____

Email: _____

Daytime telephone number: _____ Mobile: _____

How did you hear about Dame Vera Lynn Children's Charity? _____

Please give some indication to your fundraising target? £ _____

Please tell us more about your plans to support/fundraise:

Fundraising Guidelines

Please complete the form to show that you agree with the items below. **This must be completed and returned before you begin fundraising.**

I will:

1. Use my best endeavours to raise money for The Dame Vera Lynn Children's Charity and not do anything to bring the Charity into disrepute
2. Obtain and pay The Dame Vera Lynn Children's Charity all money raised within three months of my fundraising activity
3. Gift Aid – ask donors to sign a gift aid declaration (we can provide forms). This enables the Charity (and higher rate tax payers) to claim tax back from the Government and increases the overall benefit to the Charity.

4. Show the Charity any material bearing Dame Vera Lynn Children's Charity name or logo, or that discusses the work of the organisation, prior to printing and distribution
5. Ensure that all materials include the text Registered Charity No. 1089657
6. Obtain prior approval from Dame Vera Lynn Children's Charity before approaching any companies, press or celebrities to support my event
7. Not carry out house-to-house collections
8. Not collect in any public place without first obtaining a collector's licence from the appropriate local authority (usually the police or the council)
9. Not collect on private property (including shops, pubs etc) without first obtaining the permission of the owner
10. Not hold a raffle over more than one day without obtaining a licence from my local authority
11. Not resell or offer for auction any of Dame Vera Lynn Children's Charity merchandise without the Charity's permission. I shall also pass 100% of all proceeds from any permitted activity of this type solely to Dame Vera Lynn Children's Charity.
12. Make sure my event is organised efficiently and safely and any third parties involved are fully briefed including (where relevant) any risks, fitness requirements special equipment or clothing required and standard of behaviour expected.
13. Ensure if necessary that any insurance cover or special licences are obtained eg public entertainment licence or licence to sell alcohol.
14. Acknowledge that Dame Vera Lynn Children's Charity cannot take responsibility for any losses made through my event or liability arising from my event
15. Ensure that money collected is counted and recorded by two unrelated individuals, wherever possible. (It is a legal requirement that collection boxes must only be examined and opened by the promoter of the collection (e.g. a charity's fundraising manager) and one other responsible person or by an official of a bank).
16. Return any unused fundraising materials that I will not require in the future to Dame Vera Lynn Children's Charity
17. Inform Dame Vera Lynn Children's Charity at the earliest possible opportunity if I have had to withdraw from or cancel my event due to injury or other circumstances.
18. I understand that Dame Vera Lynn Children's Charity may terminate my rights to raise funds at any time.

Signature: Date:

We would like to keep you up-to-date about our Charity, the work we are doing and the activities of our wonderful fundraisers and supporters, but we can only do this with your express permission. Due to changes in Fundraising Privacy and Electronic Communications Regulations, we need to ask you if you would like to hear from us by indicating your communication preferences below:

- I wish to receive communications from Dame Vera Lynn Children's Charity by email
- I wish to receive direct marketing appeals from Dame Vera Lynn Children's Charity by mail
- I wish to receive direct marketing appeals from Dame Vera Lynn Children's Charity by email

**Please note Dame Vera Lynn Children's Charity will not pass on your details to any other organisation or third party.*

If you require assistance with completing this form or if you would like to discuss your fundraising activity, please call **01444 473274**

Please return this completed form to: Dame Vera Lynn Children's Charity, Unit 1, The Courtyard, Holmsted Farm, Staplefield Road, Cuckfield, West Sussex RH17 5JF or email to info@dvfcc.org.uk