Farley Coronation Playing Field
Fundraising behaviour policy for volunteers

Version: 1 **Date: 03FEB2026**

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 Farley Coronation Playing Field (FCPF). You should therefore refer to raising money "in aid of" **Farley Coronation Playing Field**, 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.
Gift Aid enables us to recover basic rate tax on donations from taxpayers, making their donation 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.
You can download declaration form to use here.

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 commercial 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.

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.

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.
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 people raise for us is vital in carrying out our work, but we are required to 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 advice.

- 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 with our name or 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.
- 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 details. Make notes of the circumstances and what wa said and done by whom and pass this to your line manager.

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.