



## **Baytree Fundraising Terms and Conditions**

Thank you so much for wanting to raise money for Baytree. As you will be raising money from the public in support of Baytree it's important to have a written agreement from you.

### **Purpose of this Agreement**

This agreement provides the basis for conducting a fundraising activity on behalf of Baytree. If accepted these conditions will form the basis of any dealings with Baytree and the fundraiser in relations to fundraising activities.

### **Conditions**

1. Fundraisers must provide a Clear written description of the proposed activity, its duration and the individuals and groups organising it
2. Fundraisers must provide a budget that includes any anticipated expenditure before commencing any activity
3. The fundraiser will not be compensated for any services provided under this Agreement with anything other than the satisfaction of participating in supporting a worthwhile cause.
4. Only use lawful means to fundraise for Baytree, in alignment with the organisations mission, ethos and values. Baytree does not endorse any event that involve any of the following:
  - a) *violent or dangerous activities*
  - b) *door knocking or open-bucket collections*
  - c) *a breach of Baytree' ethos and values*
4. Due to resource constraints, Baytree staff are unable to assist in soliciting prizes, organising publicity, or providing goods and services to assist with the running of the activity
5. Fundraisers will prepare their own marketing materials, including letters, emails, web-based presentations, brochures, flyers, etc.
6. Keep accurate records and receipts of all activities undertaken.
- 4.2 The Organisation may in its sole discretion reimburse the Volunteer for any reasonable and necessary expenses incurred while delivering services under this Agreement.
7. All expenses associated with fundraising activities are the responsibility of the fundraiser, however expenses necessary to conduct the fundraiser can be deducted from the proceeds, provided they are properly documented.
8. A receipt will be issued upon receipt of donations, through the Baytree Website (Fundraise for us) or via BACS to Baytree's Bank account: HSBC sort code 40-01-22 Accounts Number 51208861 IBAN GB24HBUK4001225108861