

# GUIDANCE FOR FUNDRAISING VOLUNTEERS

Revised 09/2010



## Overview

The Downs Light Railway Trust follows the *Charities and Fundraising (CC20) Guidelines* issued by the Charity Commission, to ensure legal compliance and control of its funds. It is important that you consider the charity law, statement of recommended practice, and health and safety before embarking on any type of fundraising activity. The Trust cannot take responsibility for the legality and safety of any event you organise, but we can provide basic guidance.

## Simple steps to fundraise

### 1. Permission

- Please seek written permission from the Trust before commencing your activity. This is important as donors may wish to see proof that you are genuinely raising funds. Similarly, unauthorised fundraising is potentially damaging to you and the Trust.

### 2. Publicity

- All fund raising material must include the Trust's registered charity name and number: *Downs Light Railway Trust. Registered Charity No. 513882*. It must be made clear that you are fundraising on the Trust's behalf, but that you do not officially represent the charity.
- Organisers should contact the Trust to discuss, and obtain advice, on branded publicity material or literature. We will also assist by providing you with the correct material to obtain donations with gift aid.
- Press releases must be approved by the Trust, before submission.

### 3. Collecting donations

- It is important that your chosen method of collecting donations is legal.
- A careful record must be kept of how much you have received, and this must be independently verified. It is important that any expenditure incurred in order to hold the event, is verified against receipts.

**You must not deduct any expenses from the sums collected, unless you have receipts for the expenses and written agreement from the Trust.**

- All donations must be handed directly to the Treasurer of the Downs Light Railway Trust, at the earliest opportunity. All cheques should be payable to the *Downs Light Railway Trust*.

## Getting started

For ...

Please contact:

*Permission/Accounting*

Mr T E Pennock  
The Downs Light Railway Trust  
C/O The Downs, Malvern College Prep.  
Brockhill Road  
Colwall  
Near Malvern  
Worcestershire. WR13 6EY

*Fundraising initiatives*

Mr P A Smith  
The Downs Light Railway Trust  
C/O The Downs, Malvern College Prep.  
Brockhill Road  
Colwall  
Near Malvern  
Worcestershire. WR13 6EY