



HOPE UK Volunteer Toolkit 2020

Thank you for choosing to fundraise for HOPE in a voluntary capacity. We are really grateful to you. In order to assist you in your fundraising efforts, please see below some information that will support you in making your event as successful as possible.





Resources we can provide you with

- Information about the HOPE programmes in Kolkata to share at your event
- Written authorisation for you to engage in fundraising for HOPE
- Photographs/stories from our programmes
- Fundraising expertise/advice from HOPE fundraising staff
- The HOPE Event Planner Tool which will help you to plan, implement and evaluate your event
- Social media and PR support before, during and after your event
- Volunteer help, depending on time and location of your event
- Meeting with HOPE staff in advance of event to assist with planning, etc if needed
- HOPE promotional materials, eg T shirts, collection boxes, leaflets, posters for the event
- Loan of HOPE pop up banner and any other HOPE visibility materials which are appropriate
- HOPE staff/volunteer may be able to attend your event to speak to attendees
- HOPE staff/office (admin) support if appropriate
- HOPE bank account details for payment of funds
- raised The HOPE logo in jpg and PDF format
- Advice on the allocation of your funds raised (eg for a specific project or general use).

You can find more information about fundraising on our website:

<https://www.thehopefoundation.org.uk/get-involved/community-fundraising/>



Points to note

- HOPE is 100% transparent and accountable with respect to all funds raised
- Our aim is to send ALL funds raised to India to support the projects we run there. HOPE endeavours to, (and encourages volunteer fundraisers to) minimise all costs associated with fundraising events (of any size). Any costs associated with running a fundraising event should be identified in advance and these costs covered by some other means such as sponsorship, not by the event itself. HOPE does not have a budget to cover such costs.
- Our objective, and yours as a fundraiser, for HOPE is to raise funds for our programmes in Kolkata, whilst raising awareness about the work of HOPE, and being clear to supporters about how the funds raised are spent.
- All of our non HOPE managed fundraising activities are carried out on a voluntary basis by generous caring supporters like you. We do not pay volunteers for their time.
- We encourage you to take photos during and after the event, and post them to social media to raise awareness and also to send them to us to post on HOPEs social media platforms, website and in local/regional press as appropriate.
- We ask that you transfer/deposit funds raised from your event as soon as possible. Supporters want to know that their donations are going directly to help the charity.
- We ask that you to use the HOPE event planner tool, which will support you in your event planning implementation and evaluation. This tool will also help you to decide if your event should be a one-off or a regular event which might become a sustainable fundraising stream for HOPE.
- If you are organising a committee locally to raise funds for HOPE, decide on a suitable name for your group and advise HOPE. Please do not call yourself an 'Branch' or 'Subsidiary' of HOPE.



Fundraising guidelines

- Please enter a target amount you are aiming to raise into the Event Planner Tool and the actual amount raised once the event is over.
- Please do not organise events in conjunction with other charities without agreement with us first. We ask this because we carefully consider partnerships with other organisations to ensure their practices, ethics and priorities match our own.
- Any funds raised **MUST** be paid directly into the HOPE bank account. Do not ask donors to make out cheques to any other name than The Hope Foundation for Street Children. It is essential that donors are clear where their money is going and that the financial process is transparent.
- Please do not set up separate bank accounts for your fundraising. All donations must be paid directly into the HOPE bank account with a reference that will trace it back to your group. Our fundraising co-ordinator can provide you with an event reference to use.
- When collecting cash donations, and counting up monies after an event, volunteers should always be in pairs and should both sign the collection form (which can be found at the end of this document) to show they have agreed on the amount being paid in.
- Please do not use HOPE fundraising events to promote other businesses, causes or persons. We highly value our donors and do not want them to feel they are being sold to or subjected to marketing strategies when they have given up their free time to support us. This does not apply to organisations who have sponsored or donated to the event and we are always happy to show our appreciation by allowing them to put up posters and thanking them by name on social media. For advice about this please contact our fundraising manager at info@thehopefoundation.org.uk
- If you have an opportunity to submit an application for funding from a third party, eg a company or organisation who has a CSR opportunities that HOPE might be able to avail of, please consult with HOPE UK representative in advance and we will collaborate with you on the application.



Hope UK Volunteers Toolkit

Extract from the Fundraising Regulators Guidelines Section 2.0 Working With Volunteers

PLEASE READ THIS CAREFULLY

Note: MUST and MUST NOT* (with asterisk) denotes legal requirement*

MUST and MUST NOT (without asterisk) denotes requirement of the Code of Fundraising Practice

2.2 Volunteers

2.2.1 Introduction

2.2.1.1 Definitions and Types of Volunteers

For the purposes of this Code, a volunteer fundraiser is someone who, without payment or other material benefit (excluding reimbursement of expenses), raises money or engages in a fundraising activity for a fundraising organisation or other philanthropic or benevolent institution.

2.2.1.2 Distinguishing 'on Behalf of' and 'in Aid of'

Volunteers There are two distinct categories of volunteers:

1) On behalf of: If a volunteer is 'on behalf of', they will have been appointed by the organisation to act on its behalf and the organisation will be responsible for his or her acts. An 'on behalf of' relationship offers volunteers more support from the organisation. From the organisation's perspective, it offers the organisation more control over a volunteer's activities but the organisation also then becomes responsible for acts carried out by the volunteer as an agent of the organisation.

2) In aid of: A volunteer acting 'in aid of' an organisation is raising funds but acting independently of the organisation. An organisation will often not know about the volunteer's acts. This will give volunteer fundraisers control over, and complete responsibility for the fundraising activity. Although the organisation therefore has less control, if fundraising methods are used of which the charity disapproves, action can be taken to prevent the fundraising.

The more interaction and involvement with 'in aid of' fundraisers, the more likely the relationship could be seen as 'on behalf of'.

a) Organisations **MUST** ensure that the information and support which is provided to volunteers is appropriate for the type of relationship that exists.

2.2.1.3 When is a 'Volunteer' not a Volunteer?

a) Some "volunteers" may be fundraising in order to raise their profile and/or to attract customers by associating themselves or their brand with the organisation. If the "volunteer" arrangement falls within the definition of professional fundraiser or commercial participator, there are legal obligations which **MUST*** be complied with.

2.2.2 Issues Related to All Types of Volunteers

2.2.2.1 Initial Considerations

a) Organisations **MUST** store volunteers' personal contact information and this storage **MUST*** comply with the Data Protection Act 2018. (Section 5: Personal information and Fundraising includes further information on requirements relating to data protection.)

b) Organisations **MUST*** comply with legal duties concerning the use of the Disclosure and Barring Service, Disclosure Scotland or Access NI checks.



Extract from the Fundraising Regulators Guidelines Section 2.0 Working With Volunteers, contd.

- c) Organisations MUST NOT discriminate on grounds of race, sex, sexual orientation, religion or belief, age, disability, pregnancy or maternity, or gender reassignment when recruiting and managing volunteer fundraisers unless there are sound ethical or necessary reasons for doing so.
- d) Volunteers MUST have only their out-of-pocket expenses reimbursed.

2.2.2.2 Handling of Funds Raised

- a) Organisations MUST make it clear to all volunteers that anyone raising money MUST* ensure that the organisation receives all that money.

2.2.3 Specific Considerations when Working with 'on Behalf of' Volunteers

- a) There is a range of legal obligations placed on organisations in respect of health and safety, some of which apply to volunteers. The key obligations are:
 - i. Organisations MUST* conduct their organisation in such a way as to ensure, so far as is reasonably practicable, that volunteer fundraisers are not exposed to risks to their health and safety (the specific obligations are set out in the Health and Safety at Work Act 1974 or, in Northern Ireland, the Health and Safety at Work (Northern Ireland) Order 1978).
 - ii. Organisations MUST* carry out appropriate risk assessments and (if there are over 5 employees) MUST* keep clear records of all risk assessments and training undertaken.
 - iii. Organisations MUST* make and give effect to appropriate arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.
 - iv. Organisations MUST* audit the adequacy of their risk assessment procedures.
 - v. Organisations MUST* appoint one or more competent person(s) to implement the measures needed to comply with health and safety law.
- b) Where appropriate, organisations MUST check the suitability and credentials of volunteer fundraisers to act as responsible people on the organisation's behalf and in the case of house to house collections MUST* carry out due diligence to check if collectors are fit and proper persons.
- c) Organisations MUST provide such training and support as may be needed to enable volunteer fundraisers to effectively carry out their role in a legal, open, honest and respectful manner.

2.2.4 Specific Considerations when Working with 'in Aid of' Volunteers

When discussing 'in aid of' relationships, all standards apply only where the organisation has been made aware of the fundraising activity in advance of its occurrence.

- a) Organisations MUST make it clear that any arrangement where fundraising is undertaken independently of the organisation is 'in aid of' and that the organisation will not accept any responsibility or liability for these events. There is more information about working with volunteers in the Institute of Fundraising's – Volunteer Fundraising Guidance

Please also ensure you read the Fundraising Regulator's Volunteer Fundraising Guidance document . You can view this at www.institute-of-fundraising.org.uk/code-of-fundraising-practice/guidance/volunteer-fundraising-guidance/



HOPE UK Fundraising Event Collection Form

EVENT REFERENCE CODE _____ **DATE OF EVENT** _____

NAME OF EVENT _____

KEY ORGANISER _____

LOCATION _____

NATURE OF EVENT _____

MONEY RAISED IN CASH £ _____

MONEY RAISED IN CHEQUES £ _____

TOTAL RAISED £ _____

Please indicate here how you will transfer the funds raised to the HOPE bank account and by what date, eg Cheques will be paid into local branch/amount will be paid by BACs transfer

HOPE bank account details: Sort:20-85-73 Account No: 73967735

Please, where possible, ensure that more than one person is responsible for accounting for all the funds raised and recording them here.

Name of person(s) counting money

Signature(s) of persons counting money _____
