

LWPT Fundraising Agreement

The Trustees of LWPT are extremely grateful to all those that support the charity, through fundraising, donating and prayer. To ensure that all fundraising is carried out in accordance with current legislation we ask fundraisers and volunteers to follow certain guidance as laid out in this agreement. It is the duty of LWPT staff to keep fundraisers and volunteers informed of any changes in legislation and to acknowledge their loyal support and contribution.

Whilst raising money for LWPT I/we will:

1. Use my/our best endeavours to raise money for LWPT and insure I/we will not do anything that brings LWPT's reputation, name, volunteers or trustees into disrepute. If I/we do, LWPT has the right to ask me/us to cease fundraising for them.
2. Contact LWPT office to inform them of any fundraising event I/we plan in order to receive advice on how best to deliver it.
3. Not use unlawful means by which to raise funds for LWPT.
4. I/we will ensure that any materials we produce are shown in advance of distribution to LWPT to ensure it complies with LWPT guidelines on how their logo and name are used. All materials produced should bear the text 'Registered charity number 1107967'.
5. Where possible, meet the costs of an event by sourcing sponsors. Should I/we want LWPT to contribute to the costs of the event, agreement for this must be sought in advance and if agreed a written confirmation will be sent by LWPT to me/us at least two weeks before the event takes place.
6. Acknowledge that LWPT cannot take responsibility for any losses made through my fundraising activity.
7. As an independent supporter (as opposed to an employee of LWPT), note that I/we should refer to my/our fundraising efforts as 'in aid of LWPT' and not 'on behalf of LWPT'.
8. Ensure that the charity's name is written as either 'LWPT' or 'The Leaders of Worship and Preachers Trust'.
9. Not carry out house-to-house collections.
10. Ensure that before collecting in a public place, I/we will obtain the necessary and valid licence from the local authority.
11. Not collect on private property without first obtaining permission from the owner.
12. Not align my fundraising to any political party or candidate.
13. Accept full responsibility and liability for the secure safekeeping of all funds raising or donations received in aid of LWPT.*
14. Obtain and pay to LWPT all money raised from my fundraising not later than six weeks after the event.

15. Return any unused branded fundraising materials to LWPT after the event. Please check with the office to see if this is necessary for the fundraising materials you have.
16. Understand that LWPT may terminate my right to raise funds at any time.

Other things to remember:

- If your event involves food preparation and/or food handling, please make sure you have relevant food hygiene training and follow the guidelines.
- *When collecting and counting money, please ensure there are at least two, unrelated people present to check the amounts and verify the total.
- If taking expenses for the event from donations, make donors aware that this is happening and not all their donation will go to LWPT. (N.B. You are unable to claim Gift Aid on donations if LWPT does not receive the full donation).

Gift Aid on events with a ticket price can be complicated. For example, to claim Gift Aid on a ticket for an event, the cost of the event must be publicised to the attendee, and the extra amount that the attendee gives, over and above the “ticket” price can be Gift Aided. However, LWPT must receive the full amount of the donation over and above the ticket price to be able to claim the Gift Aid. i.e.:

- Ticket price is £10 and donor A gives £20. £10 is retained to cover the cost of the event and £10 is donated to LWPT along with a Gift Aid declaration. A record of the donation is sent by the fundraiser so that a clear audit trail can be recorded. Donor A will be made aware that £10 covers the cost of the event and £10 is a gift to LWPT.
- Ticket price is £10 and donor B gives £20. The fundraiser retains £10 to cover the cost of the event and also needs to retain part of the £10 donation to subsidise the cost of the event as not all attendees are able to pay the full ticket price. The fundraiser must make the donor aware that part of the donation is being used to help towards costs and that not all the £10 is being sent to the charity, In these instances where partial donations are being sent on to the charity it is not easy to record a clear audit trail for Gift Aid purposes and it is usually better for the charity to accept the money as a donation and not claim Gift Aid as they need to be identify a clear donation amount attached to each declaration.
- LWPT staff are happy to provide advice and guidance for anyone who wants to fundraise in aid of LWPT and provide fundraising materials such as leaflets and newsletters. Please contact the office on 01923 231 811.