



FUNDRAISING GUIDELINES for THIRD PARTIES	
Author: Helen Bedford-Gay	Approved by: The Trustees
Date Adopted: 21 st July 2021	Reviewed & Approved:
Review Due: July 2024	

AIM OF THIS POLICY

This policy aims to provide guidance to people who are wanting to fundraise ‘In Aid Of’ FOP Friends

A third-party event is any fundraising activity developed by a non-affiliated group or individual where FOP Friends has no financial responsibility and little-to-no staff involvement. Although we actively encourage third-party fundraising events, all such events must be approved by FOP Friends in advance where our name will be used.

This is an important safeguard to preserving the integrity of the FOP Friends name and our commitment to raise the funds necessary to fulfil our mission in a cost-efficient and effective manner.

For information regarding the use of our logo, please see our ‘Use of the FOP Friends Logo’ policy.

While we are happy to provide guidance for your event, we do not have the staff to handle the organisational and administrative tasks associated with third-party events. Therefore, the event organiser is responsible for all details of the event, including, but not limited to:

- Covering all of the related costs
- Recruiting volunteers to help out at the event
- Publicising the event
- Selling event tickets and/or finding participants
- Working at the actual event

FOP Friends is a member of the Fundraising Regulator and adheres to its Code of Practice. For additional guidance, detail and clarification, please visit their website: www.fundraisingregulator.org.uk.

1. GUIDELINES

1. Organisers must sign a third-party event contract and return it to FOP Friends.
2. The event will be promoted in a manner to avoid statement or appearance of FOP Friends endorsing any company, product, organisation, individual, or service. Your fundraising materials must not suggest that you represent us, only that you are fundraising in support of us. Materials should state that you are raising money “In Aid Of” and not on behalf of.

3. All promotional materials must clearly state that FOP Friends will be receiving the proceeds from the event. Where this is a percentage of profits, this must be stated explicitly. **If FOP Friends will not receive any monies from the event, then the logo must not be used.**
4. FOP Friends will provide a logo and, when requested, a written statement, that indicates FOP Friends will be the recipient (or a percentage) of the proceeds from the event.
5. All information and promotional materials bearing our logo must be sensitive and respectful to those living with FOP. It must also be accurate. Information about fibrodysplasia ossificans progressiva can be downloaded free of charge from our website.
6. FOP Friends must approve all promotional materials which bear their logo, including but not limited to advertising, letters, brochures, flyers, and press releases prior to production or distribution.
7. Event organisers are responsible for obtaining all required permits and licenses associated with the event. If you are planning any type of lottery (such as a raffle, tombola or sweepstake), please be aware that there are strict rules about what you can do. For England, Wales and Scotland, the Gambling Commission publishes useful guidance on lotteries at www.gamblingcommission.gov.uk.
8. Event organisers are required to adhere to FOP Friends' Ethical Fundraising Policy.
9. **Event organisers must complete a risk assessment and have their own liability insurance to cover the event. FOP Friends' insurance DOES NOT cover individuals/groups/families who are holding events that are not organised directly by FOP Friends.**
10. **FOP Friends is not financially or legally liable or responsible for any third-party events.**
11. All monies raised should be paid to the charity within 28 days of the event ending. Where this is not possible, please contact FOP Friends to advise and agree on a date when the monies will be transferred.
12. For information regarding Static Collection Pots and the use of our logo, please see our additional "Static Collection Pots" policy.

