



The Heart of England Forest Fundraising Terms & Conditions

Thank you for your interest in raising funds for the Heart of England Forest which is a registered charity in England and Wales (1097110). These terms and conditions apply to all voluntary fundraising activity and by signing up to fundraise for HoEF you agree to comply with them.

If you are under 18, you confirm that you have shown these terms and conditions to your parent/guardian, and they have agreed to accept responsibility for complying with them.

Fundraising

1. You agree to organise fundraising activities as an independent support of the Heart of England Forest. Therefore you should refer to raising money 'in aid of' the Heart of England Forest rather than 'on behalf of' the Heart of England Forest. This means that you do not represent the charity.
2. You agree to comply with any instructions for guidance provided by HoEF relating to your fundraising activity or event, but it is your responsibility to organise all aspects of any fundraising activity undertaken by you.
3. You will be responsible for any costs, taxes or expenses incurred or arising in connection with your fundraising activity.
4. You will inform HoEF at the earliest opportunity if you have had to withdraw from or cancel your event due to injury or other circumstances.
5. Unless HoEF has provided you with branded materials as a result of your registration, you may only use HoEF's name and logo for your fundraising activities with our written permission, and in accordance with HoEF Brand guidelines. To apply for permission, you will need to let us know how you propose to use HoEF's name and/or logo on your own materials by emailing fundraising@hoef.co.uk and providing us with examples and/or samples of such use if we request it. Please ensure all materials include our registered charity number 1097110.
6. Please return any fundraising materials no longer required or used.

Sponsorship Money and Donations

1. You agree to pay all of the proceeds raised by your fundraising event to HoEF within one month of your activity or event taking place and in accordance with HoEF's instructions. You may not deduct any costs unless otherwise agreed with HoEF.
2. If your fundraising takes place over a prolonged period of time, you agree to transfer funds at regular intervals and those intervals will be agreed with HoEF at the outset.
3. You will encourage donors and/or sponsors to make gift aid declarations where eligible, which may enable us to reclaim basic rate tax on such donations. Gift Aid increases any donation by 25p for every £1 donated at no extra cost to the donor.

Use of Personal Data and Consent

1. By providing your information when you sign up to fundraise for HoEF, HoEF can use the details to discuss your fundraising activity and follow up on your progress.
2. Your personal information may also be used for the purposes of sending communications to you where you have confirmed that you would like to receive further information about the charity's work when signing up to fundraise for HoEF.
3. All personal data held by us will be handled in accordance with applicable privacy laws and HoEF's privacy policy which can be found at <https://www.heartofenglandforest.com/privacy-policy/>
4. Remember that if you are collecting personal information from donors there are requirements under the Data Protection Act 2018 relating to how you store and process that information.

Content

1. If you provide photographs or videos taken during your fundraising activity to HoEF, you agree that these may be used by HoEF for commercial and/or fundraising purposes. By sending these to us, you are also confirming that anyone featured prominently in the photograph or video is aged 16 or over, and that they have consented to their image being used in this way.

Liability

1. You accept that any risks arising out of your fundraising activity are your responsibility, including liability for any injury or loss which may occur to you, your helpers or your guests. You will therefore take all reasonable precautions to protect the health and safety of all those participating in, involved with or attending your activity.
2. You will comply with any applicable laws and regulations relating to your fundraising activity, including obtaining any necessary licences, consents or permissions e.g. if you are holding a raffle or lottery, or are proposing to sell alcohol.
3. You acknowledge and accept that HoEF's insurance policy will not cover your fundraising activities.
4. You will not do anything that threatens HoEF's reputation or name. If you do, HoEF has the right to ask you to stop your fundraising activity immediately.