

Volunteer Fundraiser Agreement

Thank you for kindly giving your time to raise funds in aid of our school.

You are helping young people with complex needs to develop their skills, access new opportunities and realise their potential.

This Volunteer Fundraiser Agreement outlines guidance which we expect you to follow when raising funds for Orchard Hill College & Academy Trust, and what you can expect from us.

Fundraising that is Legal, Honest, Open and Respectful

- Orchard Hill College is registered with the Fundraising Regulator, which sets the standard for fundraising that is legal, open, honest and respectful.
- We expect all volunteer fundraisers to follow the instructions outlined in this agreement, in adherence to the Fundraising Regulator's [Code of Fundraising Practice](#).

Fundraising in Aid of Orchard Hill College & Academy Trust

- Please use the expression 'in aid of [school name]' when fundraising for us.
- Please make it clear that you are raising funds independently of us and do not represent our organisation.
- You are responsible for organising all aspects of your fundraising; Orchard Hill College & Academy Trust does not accept any liability relating to your fundraising.

Fundraising Activity

- Please do not do anything that could put the reputation of Orchard Hill College & Academy Trust at risk; if you do, we may need to ask you to stop and/or be unable to accept your donation(s).
- Please comply with any applicable laws and regulations for your fundraising activity.
- If you intend to carry out any public collections, please make sure you obtain the required permission(s) and/or licence(s) beforehand.
- If you intend to run a fundraising event, please make sure you have the correct insurance in place; our insurance will not cover you.
- If you intend to run a lottery (e.g. raffle), prize competition or free draw, please follow applicable gambling regulations.
- Please take all reasonable precautions to ensure the health and safety of all those involved in your fundraising activity.

- If sponsorship money is given under certain conditions and the sponsored event is cancelled, or you are unable to fulfil the conditions for any reason, please contact donors and ask if they are still happy for the money to go to us and issue refunds if they are not.

For further information about specific fundraising methods and processing donations, please refer to the [Code of Fundraising Practice](#) or contact us.

How to Process Donations

- A simple way to raise funds for us online is via [JustGiving](#). Contact us if you need help to set up your fundraising page.
- If you are handling money, please do not leave unsecured cash unattended. Wherever possible, cash should be counted by two unrelated people.
- All funds should be paid to us as soon as possible after the activity (ideally within 28 days).
- The best way to send us the funds is by bank transfer. For bank details, please contact us.
- If you cannot send the funds via bank transfer, you can send us a cheque. Please contact us for payment details.

Logo and Engagement

- If you would like to use our logo on your fundraising materials, please get in touch so we can send this to you together with branding guidance.
- We would love to engage with you on social media! When sharing your activities and photos, you are welcome to tag us:
 - Twitter: @OHCandAT
 - LinkedIn: Orchard Hill College & Academy Trust

Support from us

We would be glad to help if you have any questions about fundraising in aid of us. You are welcome to contact:

Jessica Zubaidi, Trusts and Foundations Fundraising Manager

Email: jzubaidi@ohcat.org Phone: 07779 662052

We wish you all the very best with your fundraising!

