

## SUFFOLK SCOUTS' FUNDRAISING INSTRUCTIONS.



These particular Instructions relate to County led or sponsored events.

For fundraising scenarios which relate to group or district events the group/district are advised to adapt these instructions to suit their own circumstances.

These instructions have been produced to ensure so far as possible that fundraising for supporting attendance at an event meets Suffolk Scouts' requirements which are informed by the Charity Commission's guidelines and best practice which you are recommended to check on its website .

The proceeds from any fundraising undertaken with others will contribute directly to the event fees and will be recorded pro rata amongst those taking part in the fundraising event. Those contributions are to be deposited with the event treasurer on the basis of a contribution to the purpose for which the funds were raised; they will not be available for refund to any individual participant who subsequently withdraws from attending the event. Funds are raised on behalf of and belong to Suffolk Scouts for the benefit of and for facilitating members of Suffolk Scouts to experience scouting events.

### Donations.

Where donations are given for a particular Individual, donors **must** be offered a **Donor Declaration Form** to sign and return. They are required to indicate their agreement or otherwise that if for any reason that individual does not go to the event, or the event does not take place, the donated funds will be held by the trustees of the Suffolk County Scout Council and freely used to support other members of Suffolk Scouts attending similar scouting events.

NOTE: donations from bursaries or similar grant making sources may have their own conditions regarding refunds for non-attendance etc. A donor's grant conditions may seek to override Suffolk Scout's own conditions regarding repayments but the Donor Declaration Form should still be given out for completion and return. Before accepting any funding which contains such a condition the event treasurer must be consulted for advice.

### Promoting and advertising fundraising events.

Whatever form of words are used in advertising or promoting any fundraising campaign, one of the following statements **MUST** be prominently displayed:

- A. *Should for any reason this event not take place, then the funds raised will be held by the trustees of the Suffolk County Scout Council, to be used at their discretion to support members of Suffolk Scouts attending similar scouting events.*

**OR**

- B. *Should for any reason an individual be unable to attend this event then the funds raised in their name will be held by the trustees of the Suffolk County Scout Council to be used at their discretion to support members of Suffolk Scouts attending similar scouting events.*

**For example.**

*Funds raised will be used to enable members of Suffolk Scouts to attend {Name of event} {Date of event}.*

*Should for any reason this event not take place then the funds raised will be held by the trustees of the Suffolk County Scout Council, to be used at their discretion, to support members of Suffolk Scouts attending similar scouting events.*

OR

*Funds raised will be used to enable members of Suffolk Scouts to attend {Name of event} {Date of event}.*

*Should for any reason an individual be unable to attend this event then the funds raised in their name will be held by the trustees of the Suffolk County Scout Council to be used at their discretion to support members of Suffolk Scouts attending similar scouting events.*

**ALL members of Suffolk Scouts involved in fundraising for an event must be made aware of and adhere to these instructions.**