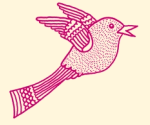




Fundraising Protocols



There are certain protocols we expect all our fundraisers to abide by to ensure any fundraising activities carried out on our behalf are in line with the Institute of Fundraising's Codes of Fundraising Practice.

Where can I collect?

If you want to collect in any local establishment e.g. your local supermarket, then you must send an application to the establishment requesting permission to carry out your collection. If you want to collect on a High Street, then you must apply for a street collecting licence from the local authority well in advance. Please ensure all collection boxes have a security seal on the top. All collectors must be over the age of 16 and have with them a certificate of authority signed by the volunteer promoter and bearing the name of The Haven, together with their own name, address and signature.

Raffle procedures

If you would like to hold a raffle at one of your events, please follow these guidelines:

- No cash prizes
- The sale of tickets and the draw must take place on the same day.
- Alcoholic prizes may only be offered if the event is on licensed premises.
- We suggest you do not spend over £100 on a raffle prize. If a prize in excess of this value has been donated, then it is fine to include in the raffle.

Who can gift aid their donation?

UK tax payers can request to gift aid a donation as long as they have paid more tax than the amount that the charity will reclaim on their donation. Name, address and postcode of donors are needed for us to be able to reclaim gift aid on donations.

Approaching companies/celebrities

When approaching local companies or celebrities to support your fundraising, we ask that you check with your local Haven first. The Haven may already have a relationship with the company or celebrity and they may have made other commitments to support us.

The Haven attendance

If you would like a member of The Haven fundraising team to come to your event, please contact your local Haven. Although this is not always possible, we will try our best.

The Haven logo

If you would like to use The Haven logo to promote your event, please contact a member of the fundraising team who will provide you with a high resolution version as well as our brand guidelines.

The Haven insurance policy

Unfortunately we cannot afford to provide cover to people fundraising on our behalf.

If you are unsure about anything mentioned above then please do not hesitate to contact Lois at The Haven on 020 7384 0049 or email: lois.page@thehaven.org.uk

