



The Anthony Seddon Fund
Supporting mental wellbeing in our community

Document Control	
Title:	Fundraising Terms and Conditions
Version:	2
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Scope:	
This policy applies to all individuals agreeing to host a sponsored event or fundraiser for The Anthony Seddon Fund .	
Purpose:	
The purpose of this policy is to lay out the terms and conditions for individuals hosting a sponsored event or fundraiser for The Anthony Seddon Fund .	
Supersedes:	
N/A	
Next Review Date:	February 2024

Signed On Behalf of the Board of Trustees			
Name	Position	Signature	Date
1.			
2.			
3.			

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By registering to fundraise for **The Anthony Seddon Fund**, you are agreeing to:

1. Fundraise “in aid of” The Anthony Seddon Fund

Make sure you communicate that you are raising money “in aid of” **The Anthony Seddon Fund**, not in association with or in partnership with **The Anthony Seddon Fund**.

2. Keep Your Fundraising Safe

Carry out a risk assessment before undertaking a fundraising activity of any size. Prioritise the risks and record what actions you need to take to remove or control those risks. This is particularly important where children are involved in any activities. In these instances, children’s safety and welfare must always be prioritised and it is the activity organiser’s responsibility to assess and reasonably mitigate any risks to the children involved.

Issues such as the supervision ratios of adults to children; whether or not children will remain the responsibility of their carers throughout the activity; how first aid and the initial response to any concerns that arise will be managed; and the physical impact of the activities on the children taking part should all be considered.

3. Insure Your Event

If you are organising an event in aid of **The Anthony Seddon Fund**, please make sure it is covered by full and comprehensive liability insurance. Understand that **The Anthony Seddon Fund** is not liable for any injury to a person or material damage or loss resulting from this event. Understand that any injury to a person or material damage or loss resulting from this event is the responsibility of the event organisers.

4. Act Appropriate on The Anthony Seddon Fund's Behalf

Undertake all your fundraising activities in an appropriate manner. You can find more guidance on organising a fundraising event in our **fundraising toolkit**.

5. Tell The Anthony Seddon Fund About Any Corporate Sponsors

Check all potentially large and / or visible sponsors of the activity with **The Anthony Seddon Fund** to ensure that **The Anthony Seddon Fund** is prepared to accept their endorsement. Do not use your fundraising activities for any kind of personal or commercial gain. You can contact us by email at fundraising@tasfund.org.uk.

6. Remain Neutral

Protect the apolitical nature of the event and do not link **The Anthony Seddon Fund's** name with any political activity.

7. Cancellation

If your event or activity is cancelled, you should let anyone who has sponsored you directly or via your fundraising page know, so if they wish, they can apply in writing for a refund. Otherwise, any donations made to **The Anthony Seddon Fund** should be transferred.

8. Passing Along Monies

All monies should be passed over to **The Anthony Seddon Fund** as soon as possible and, in any event, within 3 months of receipt. You can find out how to **pay in or send us the money you raise**.

9. Data Protection

You must ensure that any and all personal data (as defined in the **Data Protection Regulations**, which are defined below) collected and / or processed as part of the fundraising activity, as well as the manner in which it is collected, processed, and stored, complies with the **Data Protection Regulations**, including obtaining all necessary consents from Data Subjects.

Data Protection Regulations means all applicable privacy and data protection laws, including **The Data Protection Act 2018**, the **UK General Data Protection Regulation (GDPR)**, and the **Privacy and Electronic Communications Regulations 2003 (PECR)**.

You must also acknowledge that **The Anthony Seddon Fund** is not involved in, nor determines the purpose or means of, any collection or processing of personal data, nor is it responsible for ensuring that any and all personal data collected and / or processed during fundraising, and the manner in which it is collected, processed, and stored, complies with **Data Protection Regulations**.

10. Review

This policy will be reviewed annually to ensure that it remains up-to-date and reflects the needs and practices of the organisation.

The policy may be reviewed if relevant legislation changes or if monitoring information suggests that the policy or practices should be altered.