



Registered charity 1002918

SOFT UK FUNDRAISING GUIDELINES

We are a small charity funded entirely by voluntary contributions and all offers of help are gratefully received.

Without generous donations and imaginative fundraising SOFT UK would not be able to publish booklets, produce newsletters, arrange SOFT Days or regularly update the website and SOFT Remembrance Page. We can supply SOFT UK T shirts for runners or organisers, leaflets, pins, and stickers.

In this leaflet we have a few rules and suggestions to help you and safeguard funds raised for SOFT UK.

USE OF THE SOFT UK NAME

Use of the name SOFT UK by a commercial concern is not allowed unless the trustees give permission and decide such use is appropriate, and the name of SOFT UK must not be exploited for non charitable purposes. National companies should never be approached for funds without the prior permission of the trustees. Street and house-to-house collections are subject to local regulations and must not be carried out without the authorisation of the trustees.

LEGAL LIABILITY

SOFT UK cannot be held responsible for injury or damage to persons or property sustained during any fundraising activities. The NCVO website, Advice and Support -Income Sources has a legal check list with good advice for all fundraisers:

<http://www.ncvo-vol.org.uk/advice-support/funding-finance/income-sources/gift-economy/community/legal>

ONLINE DONATIONS



You can use the link on every webpage to visit our secure Virgin Money Giving account:

<http://uk.virginmoneygiving.com/charityweb/charity/finalCharityHomepage.action?charityId=1000784> to make a donation online or support a fundraising event. For UK tax payers there is an opt in tick box to enable Gift Aid to be claimed and paid to SOFT UK. You can design your own fundraising page with links to the SOFT page, and your supporters can make their donations online sparing you the time and inconvenience of collecting them.

SOFT is also registered with: www.missionfish.org.uk an Ebay scheme

<http://www.easyfundraising.org.uk/causes/softuk/> donates a percentage of your sale when you shop online

<http://softuk.easyssearch.org.uk> to raise money when you save this to your home page /tool bar and search the net.

<http://www.dinner4good.com/SOFT> enjoy dinner with friends while fundraising

<http://www.jumbleaid.com/> to sell unwanted jumble

GIFT MATCHING BY EMPLOYERS

Your company may match a donation £ for £ up to a specific level and a few even double match. Please contact your H R department to make a matching gift. They can give you a form to confirm your gift. You then forward it to us and we can acknowledge the gift.

PUBLICITY

We may ask your permission to put photos of some events on our website and newsletter Please email photographs in a high resolution jpg to newsletter@soft.org.uk



RAFFLES AND LOTTERIES

Rules for a charity raffle at an event:

- raffles can only be held at an event where the raffle is not the main focus of the event eg. a coffee morning
- alcohol can only be used as a prize if it is in a sealed container and if all the people at the event are over 18;
- there must be no rollover of prizes from one raffle to another;
- the maximum you can spend on prizes is £250 –excluding any donated prizes, and no cash prizes
- there is no upper or lower restriction on ticket prices.
- Tickets can be sold to/ by anyone over 16 years but only at the event.

The money raised from selling tickets and from the event (eg. entrance fees or sponsorship) must be used for charitable purposes and not for 'private gain'. It can cover the main expenses of the raffle:

- cost of prizes- a maximum of £250
- cost of printing raffle tickets and the cost of the event being held- a maximum £100

These rules only govern raffles held at an event. Tickets must not be sold in advance and the draw must be held at the event.

PRIVATE LOTTERIES

If want to run a raffle in a workplace or among a membership group, it is a Private Lottery with different rules and must be limited to people who belong to one group or who live or work in the same premises e.g. a sweepstake in your workplace

Every ticket must include the following:

- the charity registration number and the names and addresses of the organisers of the raffle (promoters)
- information on who can buy tickets
- a statement indicating that the tickets are non-transferable and clearly state the raffle is raising money for SOFT.
- the price of every entry must be the same. There is no restriction on the ticket price and they must be advertised in the place of sale eg. office and not be posted.

prizes can include cash, and a private lottery's printing costs may be taken out of the money but otherwise the money collected must go on prizes or the stated use eg. a donation to SOFT UK

FUNDRAISING AND PUBLICITY

Contact enquiries@soft.org.uk or send your enquiry via the contact box on the SOFT UK website, and tell us your fundraising plans and what you would like in your fundraising pack.

Any money raised should be forwarded to SOFT UK without delay and a receipt will be issued.



HOW TO CONTACT US

SOFT telephone **0121 351 3122**

SOFT web site **www.soft.org.uk**

SOFT email **enquiries@soft.org.uk**

CHEQUES PAYABLE TO SOFT UK

C/o SOFT UK Treasurer Jim Fergus, 29 Grange Hill Rd, Birmingham B38 8RE

Direct Credits to SOFT UK HSBC, a/c 21125613, Sort Code 40-39-06
32 Gloucester Road, Ross-on-Wye, Herefordshire, HR9 5LF

FAMILY ENQUIRIES TO SOFT UK

C/o National Coordinator, 41 Cornpoppy Avenue, Monmouth, NP25 5SD