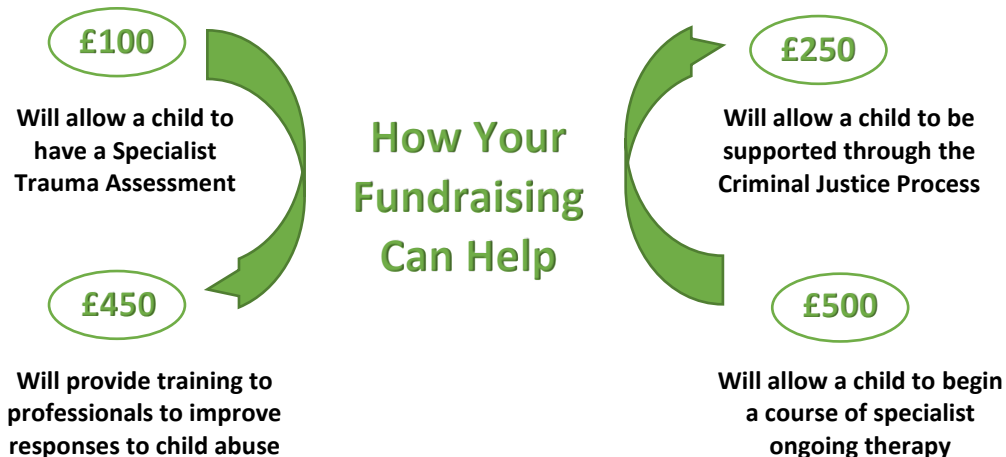


## THANK YOU

Thank you for choosing to support Imara! Your efforts will help us continue to offer early intervention support to children, teenagers, vulnerable adults and families after a disclosure of child abuse. This fundraising pack contains information to help you raise funds and organise successful events.

If you have any questions about fundraising for Imara, please contact [info@imara.org.uk](mailto:info@imara.org.uk).



We rely entirely on grant funding and donations to deliver the services that we offer which would not be possible without people like you. No matter how big or small your donations are, they will always be put to good use.

## Fundraising Tips and Hints

### Getting Sponsorship

- Set a target and tell people about it. Aim high!
- Ask friends, work colleagues, family, school, neighbours, local businesses
- Spread the word on social media
- Ask for Gift Aid to increase the value of money you raise

### Collect Online Donations

- Use Local Giving to collect sponsorship and donations online (we can help you set up the page if you're not sure how!)
- Update it with photos and progress reports for your supporters

### Keep us Updated

- Let us know the details to feature on our website and newsletter
- @ImaraNottingham when spreading the word on social media!

Event: \_\_\_\_\_

When: \_\_\_/\_\_\_/\_\_\_      Where: \_\_\_\_\_

Target amount to raise: \_\_\_\_\_

I would like the following support from Imara with my fundraising event:

- A localgiving page set up for me (I will email a photo and description of my event to [info@imara.org.uk](mailto:info@imara.org.uk))
- An official Imara sponsorship form (I will email the full names of everyone taking part to [info@imara.org.uk](mailto:info@imara.org.uk))
- Imara to publicise my fundraising event and share updates on their social media and newsletters (I will email photos and updates to [info@imara.org.uk](mailto:info@imara.org.uk))

(If you definitely DON'T want us to mention your event or name on our social media, please let us know!)

## Fundraising Agreement

Thank you for fundraising in aid of Imara!

A written agreement is needed when raising money from the general public in support of Imara. This agreement is required by the Charities Act 1992 and the Charitable Institutions (Fundraising) Regulations 1994. It reflects the commitment of Imara to fundraise in line with the Institute of Fundraising Codes of Best Practice. Please refer to the Codes of Practice to help you plan your fundraising event.

Please read, sign and return this agreement to Imara before your fundraising event/activity.

## General

- I understand that in all of my fundraising I should make it clear that I am fundraising in aid of Imara but that I do not represent Imara.
- I will make clear the amount that will be donated to Imara (e.g. "50% of the sale of this item will go to Imara").

- I understand it is my responsibility to consider any appropriate insurance cover and security required, as Imara is unable to provide these for fundraising events.
- I understand Imara does not accept responsibility or any liability for any loss or damage, or any death or personal injury, arising from this fundraising activity.
- I understand that I need to carry out a risk assessment to ensure the safety of participants is accounted for.

### **Health and Safety**

- You must comply with the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
- Always use a safe route and always be accompanied and/or carry a personal alarm if carrying money in hand.
- If contractors, sub-contractors or external facilities are used, make sure they have the relevant experience and can demonstrate compliance with insurance and health and safety standards.
- The Health and Safety Executive has further information and guidance at: [www.hse.gov.uk](http://www.hse.gov.uk)

### **Collections**

- I understand that I need a licence from the local authority and agreement from Imara to collect funds on the street, in a public place or if going from house to house.

### **Raffles and Lotteries**

- I understand that there are strict laws relating to raffles and lotteries and that I should consult with Imara before organising such events.
- The Gambling Commission provides useful guidance at [www.gamblingcommission.org.uk](http://www.gamblingcommission.org.uk).
- Imara's Gambling License Number is 097466

### **Events**

- I will ensure that participants are fully briefed about the event, including (where relevant) any risks, fitness requirements, special equipment or clothing required, and expected standards of behaviour.
- I will check whether I need any special licence (e.g. public entertainment licence or a licence to sell alcohol).
- I will ensure that my event is properly and adequately supervised.
- Where children (under 16 years) are involved I will ensure that I:
  - a) Provide adult supervision
  - b) Check parental/guardian permission has been received

- c) Carry out appropriate background checks if adults are to have unsupervised access to children

### **1. Transfer of Funds Raised**

- A Localgiving page is Imara's preferred and the safest method to collect donations and can be created by Imara for your event.
- I understand that all funds collected/raised should be sent to Imara within 4 weeks of the event/collection and where this is not possible Imara should be informed.
- All donations made by cheque should be made payable to IMARA CIO.
- Donations may be made by bank transfer to:

IMARA CIO  
Sort Code: 08-92-99  
Account Number: 65835841

- For alternative ways to transfer funds, please contact Imara.

If you would like to discuss your fundraising plans or have any questions about fundraising for Imara, contact us at [info@imara.org.uk](mailto:info@imara.org.uk)

If you would like further information and guidance in relation to fundraising you can also contact the Institute of Fundraising [www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk). Please refer to the Codes of Practice to help you plan your fundraising event.

Once you have read and understood this agreement, please sign and date two copies and return a copy to Imara.

**Print Full Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

Return this form to:

Imara  
202 Mansfield Road,  
Nottingham  
NG1 3HX  
[info@imara.org.uk](mailto:info@imara.org.uk)