



Thank you for wanting to make a difference by fundraising for our small charity.

It's exciting – it's your event, it's now more than an idea, and we're immensely grateful for your interest and support.

We must raise £200,000 each year to keep going. To fund one child for a year, we need £3,300, or if we break it down to individual sessions, we need £85 per child each week. That's a lot of money to find, and it helps to know there are people like you who are prepared to support our work.

Find out more about us by visiting our website and social media accounts.

Our links

- Website www.footprintscec.org
- Facebook <https://www.facebook.com/footprintscec.newsandinformation/>
- Twitter <https://twitter.com/footprintscec>
- Instagram https://www.instagram.com/footprints_nottingham/
- LinkedIn <https://www.linkedin.com/company/footprintsconductiveeducationcentre/>

Our address and landline number

- Footprints CEC, c/o Iona School, 319 Sneinton Dale, Nottingham NG3 7DN
- Tel – 0115 9586641
- Email enquiries@footprintscec.org

Our Community Fundraiser is Andrea Kelly. Please contact Andrea to discuss your plans - andrea.kelly@footprintscec.org

Our fundraising policy

- As an 'in-aid-of' or an 'on-behalf-of' fundraising volunteer you are working with [and under the] instruction of a charitable institution to raise funds on its behalf and in its name.
- We respectfully request that your fundraising activity is ethical, moral and not offensive to other people, races, religions or cultures.
- Your event should be accessible, and the language used must be positive towards disabled people. Our Trustees have a duty to protect our values and reputation and reserve the right to question activity that does not meet with our guidelines.
- Footprints CEC is committed to its charitable aims <https://www.footprintscec.org/about-us/> - we fundraise to provide the services that deliver our mission to reach out to children with disabilities (and their families) to help them improve their lives.
- Our fundraising is open, honest, clear, respectful, fair, reasonable and accountable. All Footprints staff and volunteers (including the Board of Trustees) have a responsibility to be aware and have a thorough understanding of the ethical issues covered in this policy.



- Footprints respect the rights of its supporters to clear, truthful information about our work, how donations and other income are spent, and how we manage donor's information responsibly.
- We never pressure anyone to make a donation and take particular care to avoid asking vulnerable people for donations.
- We will not solicit or accept donations from companies or individuals who participate in activities which could cause detriment to the charity's reputation or work.

Practicalities and expectations

We are here to support you to raise funds on our behalf. Here is some practical information we hope will help you to deliver a successful event:

- We actively encourage volunteers to organise fantastic fundraising events, and we wish we could get more involved. However, being a small charity, where nearly everyone is part-time, we regret that we do not have the resources to handle the associated organisational and administrative tasks.
- Please always use our charity registration number on posters or fliers – **1093006**
- Logo use. If you need to use our logo on materials, please ask Andrea, she will happily send you a jpeg or png file and a copy of our brand guidelines. If you use our logo, we will agree on a statement which must accompany its use, such as "[name of volunteer]: raising funds in aid of Footprints Conductive Education Centre".
- **Transferring funds.**
 1. **You are a trustee of the funds raised.** If you need any support transferring the funds, please do get in touch with Andrea.
 2. **Our bank details: The Co-operative Bank.**
Account Name: Footprints Conductive Education Centre Ltd.
Sort code: 08 92 99. Account number: 65883042.
 3. **We ask that event proceeds are submitted to Footprints Conductive Education Centre within 30 days after the event,** this will help us with our in-house financial processes, and we appreciate your support with this.

Please be aware of rules around the processing of cash (Fundraising Regulator guidelines)

1. You must not leave unsecured cash unattended.
2. You must count cash in a secure place.
3. You must make sure that all cash collected is counted and recorded by two unrelated people, wherever possible.
4. You must make sure that cash donations are placed in a sealed container or collecting box.
5. Licensed collections. You must make sure the fundraising manager and one other responsible person or an official of a bank are present when you examine and open collecting boxes for licensed collections in a public place.

6. For collections on private land, if it is not practical for you to open and count collecting boxes (with another person), you must have effective procedures and instructions for the person who owns or manages the site to count, record and bank or deliver the money in the boxes.
 7. If you are unable to bank cash immediately, you must put it in a safe or other secure place.
 8. You must bank cash as soon as possible. To help with this, you must have a procedure for banking donations, including who does it and when.
 9. You must check that the cash you have banked matches your income summaries, as soon as possible. If possible, someone who is not involved in counting or cashing up the money must do this.
 10. You must send the charitable institution the full amount taken from all collecting boxes without taking any expenses or fees (unless these were agreed beforehand.)
- **Privacy.** Please be aware of recent changes to privacy laws under GDPR. Our internal policies do not govern you (as this is not a Footprints Conductive Education Centre event), but if you are having any concerns or are not sure about how this will affect your event, here is a copy of our policy to offer some guidance.
<http://www.footprintscec.org/wpcontent/uploads/2018/05/Data-Protection-Policy-2018.pdf>

There are some services we are unable to provide:

- Insurance or liability coverage, or licences for collections or raffles.
- Mailing list.
- Footprints stationery.
- Funding or reimbursement of your expenses.
- Publicity instigated by us (e.g. newspaper, radio, television), please do feel free to undertake publicity campaigns to publicise your event.
- Guaranteed attendance of Footprints staff, Trustees, celebrities or contacts associated with our charity.
- Volunteers. If your event is planned well in advance, and you know that you will need 'x' number of volunteers, we can try and help you with the search.

What you can expect:

- We'll invite you in to meet our families and observe a session in action to both motivate and inspire you.
- If you need them, we'll supply leaflets, an information pack, t-shirts and collection boxes (you can also download leaflets from our website).
<http://www.footprintscec.org/wp-content/uploads/2018/04/FINAL-FOOTPRINTS-FUNDRAISING-LEAFLET.pdf>
<http://www.footprintscec.org/wp-content/uploads/2018/04/FINAL-FOOTPRINTS-INFORMATION-LEAFLET.pdf>

Footprints Conductive Education Centre

Guidelines for Voluntary Fundraisers



- Depending on the timing of the event or activity, and bearing in mind our limited resources, we'll try to come along and support you or help out if needed, although this may not always be possible and cannot be guaranteed.
- If you want us to, we will try to promote your event in our newsletter, on our website, and by sharing on social media, although this is dependent on timings and staff resources and cannot be guaranteed.
- We can offer guidelines or a checklist as support.
- We can offer lots of enthusiasm and appreciation for all your hard work.

We genuinely appreciate your time, help and commitment to the work of our charity.

Thank you, from the Footprints team.

