

The Trefoil Guild fundraising policy

1. Purpose

Fundraising is carried out for many reasons and the laws and regulations around fundraising are very complex. This policy gives you guidance to follow and describes The Trefoil Guild policy in respect to fundraising.

2. Policy statement

The Trefoil Guild has a duty to act in the best interests of the organisation and this includes fundraising activities.

The Trefoil Guild does not rely on fundraising activities to support the operational running of the organisation and instead relies on a process of members subscription fees.

The Trefoil Guild recognise that Trefoil may engage in fundraising activities linked to its constitutional aims, to support Girlguiding, local or national charities or good causes. They may in addition raise funds for local needs such as offsetting meeting costs, supporting their members with a Trefoil holiday, the TOPAZ programme, transport costs or events.

At all levels members must ensure that any fundraising undertaken is legal, open, and respectful and undertaken within the bounds of this policy.

The Trefoil Guild do not in general, support online lotteries or any fundraising by Trefoil members that requires registration, a license or is through social media. Any fundraising activities of this nature must be approved by The Trefoil Guild in advance. Contact the Trefoil office for advice.

3. What do we mean by fundraising

Fundraising is raising money or other things such as food or clothes. Typically, this is done for charitable causes although sometimes fundraising is for social and community benefit.

4. Fundraising framework and regulators

In England, Wales and Northern Ireland fundraising for charitable purposes is regulated by the [fundraising regulator](#) and in Scotland by the [Scottish fundraising adjudication panel](#). These regulators provide fundraising [codes and standards](#) and handle any complaints in respect to charitable fundraising.

5. Different ways to fundraise

The number of ways to raise funds is often only limited by our imagination and can include:

- Raffles, tombolas, and sweepstakes: these are all types of lotteries.
- Sale of goods, such as cakes, books, quizzes.
- Challenges, such as sponsored walks.
- Online sites such as [easyfundraising](#) and online donation sites.

Whatever fundraising method is used always ensure that:

- Everyone is aware of your chosen charity or good cause when supporting or buying goods.
- There is clarity around what will happen to surplus funds or if insufficient monies are raised.
- You have undertaken a risk assessment.
- Personal information should not be collected as part of fundraising. If any personal information is collected it must be kept in line with GDPR and Trefoil's data protection policies.

6. Fundraising online

Using online fundraising platforms are a way to appeal for donations for a charitable or good cause. Some points to remember:

- Read the terms and conditions of use on the platform carefully.
- Check what fees that the platform takes from donations made.
- Make it clear in any appeal as to whether you are raising funds for Trefoil, for another charity, the TOPAZ programme or for personal cause such as an overseas trip or holiday.
 - You must not use the Trefoil charity number without permission.
 - If raising money for another charity check that you have permission to do so.
 - Online fundraising platforms will normally transfer monies raised directly to your chosen charity. If not ensure that the monies are sent to the charity without delay.

7. Sale of goods and challenges

This section aims to provide outline guidance only and is not exhaustive.

- Coffee mornings, charity lunches or any sale of food items
 - Provide or have available information about allergens orally or in writing so that purchasers can make safe choices.
 - Food supplied, sold, or provided at charity or community fundraisers, must comply with food law and be safe to eat.
 - Ensure you handle food safely.
 - See the [foods standard agency](#) website for more detailed information.
- Buying goods in bulk to sell on or create bespoke merchandise
 - Trefoil merchandise must meet branding standards. Contact the Trefoil office before ordering.
 - Any costs or expenses associated with the purchase of goods should be deducted from the profit made before giving it to the charity or good cause.

- Challenges, such as sponsored walks
 - Check that your challenge is covered by our insurance and is not a prohibited activity.
 - Venues or locations for your challenge should offer equal access and give due attention to the health and safety of participants.
 - Check if specialist equipment is needed or require other qualified team members to support and keep members safe.
- Alcohol, for sale, as prizes or consumed at an event
 - The giving of a sealed bottle of alcohol is permitted as a prize in an incidental lottery (see section 8.4) under the Licensing Act 2003 in England and Wales but is prohibited in parts of Scotland. For those outside England and Wales check local restrictions.
 - Alcohol should not be included in lotteries open to those under 18 years of age.
 - You will need an alcohol license from your local authority to sell or have alcohol at an event as well as a temporary event notice. Fully check the law and local restrictions before proceeding.

8. Lotteries – what are they

Raffles, tombolas, and sweepstakes are all classified as lotteries and are all forms of gambling. For more information see the [Gambling Commission website](#).

8.1 Online lotteries

Online lotteries include anything through social media, action or selling sites, fundraising, or live streaming platforms. To run any online lottery, you need a Gambling Commission license. The Trefoil Guild does not support online lotteries.

8.2 Large scale lotteries

The Trefoil Guild does not support large scale lotteries, which is where more than £20,000 of ticket sales are expected in a single lottery or cumulatively £250,000 in a single year.

8.3 When do I need to get a license or register

The Trefoil Guild only supports incidental lotteries. Any Trefoil member who needs to register or obtain a license for their fundraising must contact the Trefoil office before proceeding.

Registration or licenses are required for:

- Large scale lotteries.
- Online lotteries.
- Selling tickets to the public outside the event or meeting.

Note: Local rules and costs may apply. Check your area council site.

8.4 Fundraising at an event, a meeting, or an incidental lottery

Many members choose to raise funds for charity and good causes through lotteries, tombolas, and raffles. You don't need a license to do this provided you follow some simple rules:

- Only run lotteries to raise money for charity and good causes and not for commercial or private gain.
- Ensure everyone taking part knows which charity or good cause is being supported.
- Provide physical tickets.
 - Tickets can only be sold at the event or meeting.
 - Use cloakroom tickets but could be printed.
 - Only sell during the meeting or event.
 - Do not sell in advance.
 - Do not sell online – this includes social media.
- You can sell this type of ticket to any age group.
- Costs cannot be more than £100 to cover expenses such as buying tickets or hiring equipment, such as a tombola barrel.
- There is a limit on £500 from the proceeds to pay for the prizes.
 - The cost of the prizes must come out of the raffle or lottery proceeds and not out of Trefoil funds.
 - There is no financial limit for prizes donated.
- Announce the results during or after the event but make sure all those taking part are aware of when the winners will be notified.

9. Donations

9.1 Asking for a donation

Some companies and organisations may support fundraising with a monetary donation of goods or services if asked.

Be very clear if asking for a donation to say:

- What it is that you are asking for, such as, a donation for a raffle prize.
- What or who you are raising money for.
- The status of who is asking.
 - You must not ask for donations to The Trefoil Guild charity or use the charity number without permission from the national office.

9.2 Giving a donation

Donations from Trefoil fundraising to an individual or another charity must not be made from general funds, but from money collected specifically for that purpose after any deductions for expenses and costs have been made.

9.3 Receiving a donation

On occasions funds may be donated to Trefoil. All donations should be recorded irrespective of whether they are accepted. Only if the donation does not meet the constitutional aims or the ethos of The Trefoil Guild would it be returned. Legal advice may be sought.

Any legacies given to The Trefoil Guild are through the personal wishes of a Trefoil member or the public.

10. Financial matters and fundraising

10.1 Costs and expenses

- Costs and expenses
 - Should be deducted from the profit made before giving it to the selected charity or good cause.
 - Should not be deducted from general Trefoil funds.
 - Should be clearly shown in the annual accounts.
- Monies raised
 - Are classified as restricted and can only be used in the way specified in the fundraising effort or donation received.
 - All funds raised for a specific cause must be given to that cause.
 - Should be clearly shown in the annual accounts.

10.2 Handling cash

For many fundraising efforts payments continue to be in cash.

- Do not leave cash unattended.
- Any float should be counted and recorded by two unrelated people.
- Cash collected should be counted and recorded by two unrelated people.
- Floats and cash must be kept separate from the cash handler's personal money.
- Bank cash as soon as possible after the fundraising event.
- Do not give children under 16 overall responsibilities for handling money.
- Any cheques or monies received directly into the bank must be cleared and checked before handing them to the charity of good cause.

11. Concerns requiring support or investigation

11.1 Use of charity numbers or names

Always make it clear when raising funds as to what you are raising funds for and whether funds are being raised 'on behalf' of a charity or 'in aid' of a charity.

- Raising funds 'on behalf' of a charity means that you have authority to fundraise for that charity. The charity in question will normally provide you with useful information and resources to help your fundraising efforts.

- Raising funds 'in aid' of a charity means that you are fundraising without their knowledge until you send them the monies raised.

When fundraising for Trefoil, whether for an individual, a guild or an event, the use of the Trefoil charity number should only be used after discussion with the Trefoil office. Always make it clear what you are raising funds for.

11.2 Complaints

Any complaints regarding fundraising activities will be progressed in line with the Trefoil complaints and code of practice policies.

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