



# Volunteer Fundraising Agreement

Dated:

*Between:*

**Veterans With Dogs – Registered Charity No 1161554**

Basepoint Business Centre, Yeoford Way, Exeter, Devon, EX2 8LB

Email: [events@veteranswithdogs.org.uk](mailto:events@veteranswithdogs.org.uk)

and

the **Volunteer Organiser (VO)** Personal Details:

Title:	First Name	Surname
Address		
Postcode		
Telephone	Mobile	
Fax	Email	
Is this a corporate event, if so what is the name of your company?		

What is your main reason for supporting Veterans With Dogs?	
<input type="checkbox"/>	I am a veteran/partner of a veteran
<input type="checkbox"/>	I am a supporter of Assistance Dogs
<input type="checkbox"/>	I am a supporter of mental health treatment
<input type="checkbox"/>	I enjoy fundraising
<input type="checkbox"/>	I enjoy this type of activity

About your fundraising	
What is your fundraising activity/event?	
Name of event	
Date of event	
Term that this agreement relates to: <i>(include time before the event when marketing/advertising/promotion is taking place and date at least one month after the event finishes to allow time for you to send thank you letter/collect sponsorship money/collect funds and to finalise accounts)</i>	<p style="text-align: center;">       -- / / -- -- to        -- / / -- --     </p>

<b>Permission to mention your event in our newsletter.</b> (Please mark the box of your choice)	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
If you wish to sign up to the newsletter please visit the Veterans With Dogs website	

**The VO undertakes with the Charity that it shall:**

1. On all promotional literature, tickets, receipts, advertising etc. state that it is raising money:
  - In aid of Veterans With Dogs – Registered Charity No. 1161554  
*For example, Joe Bloggs fundraising in aid of Veterans With Dogs. Registered Charity No. 1161554*  
*-or- if the entire event is not in aid of the charity, it should be made clear exactly how Veterans With Dogs are benefitting, for example: Joe Bloggs Theme Ball, For every ticket sold £3 will be donated to Veterans With Dogs. Registered Charity no. 1161554.*
2. Not use the organisation name and logo in any manner whatsoever without the prior written consent of the organisation (such consent not to be unreasonably withheld or delayed).
3. Not bring the organisation name or the logo into disrepute in any way whatsoever.
4. Promote the event to the best of its abilities.
5. Create and manage the design artwork for all advertising materials relating to the event, but on condition that it shall obtain the prior approval of the organisation (approval not to be unreasonably withheld or delayed to all materials which bear the name and/or logo).
6. Be responsible for the promotion, marketing, ticket sales and organisation of the event and to that end mat enter into such reasonable agreements as it shall think fit so as to fulfil its obligations under this agreement.
7. Pay all monies due to the organisation from the VO from time to time into a separate bank account in the **VO's name** and marked Veterans With Dogs (the organisation recommends that a community bank account be opened for the event rather than a personal account).
8. Ensure that monies are counted in the presence of one other.
9. Ensure that suitable arrangements are made to deposit any cash raised in the bank overnight if necessary.
10. Pay all monies due to the organisation directly to the organisation not later than 28 days after the event takes place. Keep separate, legible and detailed books of account and records relating to the event, and should the organisation request, allow the organisation, its employees, agents, and professional advisers to inspect, audit and take copies of any such books of account.
  - Promptly pay to the charity **any sums revealed as having been underpaid as a result of an inspection** plus interest at HSBC's base rate for the time being calculate from the date payment should have been made to the date of actual payment.
  - Pay the reasonable professional costs **of inspection in full if it has made an underpayment of at least 10% of the sums due.**
11. Be responsible for arranging own insurance cover for the event,
12. Organise fundraising events efficiently and safely. Veterans With Dogs cannot accept responsibility for the event nor anyone who participates in it.
13. Conduct a risk assessment to ensure that proper plans are in place for the safety of participants. The Health and Safety Executive has further information (<http://www.hse.gov.uk>)
14. Obtain a Temporary Event Licence if necessary. A Temporary Event Licence is required for all forms of entertainment. A full list of licensable activities can be supplied by your local council.

15. Try and keep expenses to a minimum – the organisation cannot be responsible for expenses incurred in the course of organising an event (we advise a maximum of 1 part expenses to 3 parts income). You may take out reasonable expenses from the income of your event – receipts must be kept for your own security.
16. Not use any of the funds raised to employ, or provide remuneration, to anyone who may be involved in the fundraising activity.

### **Termination**

This agreement shall last for the term stated on the first page.

However, the organisation shall be entitled to terminated this agreement forthwith if:

- The VO fails to pay any sum due to the organisation after the due date and the organisation has given the VO 30 days' written notice requiring them to pay and the VO has failed to pay in the 30-day period.
- The VO does anything which, in the reasonable opinion of the organisation, brings its name, logo or reputation of the organisation into the disrepute.

If the organisation terminates this agreement the VO will no longer be authorised to use the organisation name or logo.

### **Indemnity**

The VO agrees to indemnify the charity in respect of any costs, claims, loss or liability whatsoever suffered by the organisation (including reasonable legal costs and disbursements) as a result of any breach by VO of any terms of this agreement.

### **General**

No amendment or addition to this agreement shall be made unless made in writing and executed by the parties.

This agreement shall be governed by the laws of England and Wales.

Neither party shall be liable for any breach of any term of this agreement that is a result of any clause beyond the reasonable control of the party in breach.

Any notice to be served on any of the parties shall be sent by pre paid recorded delivery or registered post and shall be deemed to have been received within 72 hours of posting.

Veterans With Dogs does not take responsibility for any money raised through the VO's fundraising event until it is received in Veterans With Dogs account.

Name of Volunteer Organiser	
Signature	
Today's Date	

**I confirm that the above named Volunteer Organiser is officially fundraising in aid of Veterans With Dogs – Registered Charity No. 1161554**

Name of the Chief Executive (or their nominated representative)	
Signature	
Today's Date	

Thank you for your support

Veterans With Dogs  
Basepoint Business Centre  
Yeoford Way  
Exeter  
Devon EX2 8LB

Email: [events@veteranswithdogs.org.uk](mailto:events@veteranswithdogs.org.uk)