



Guidelines for fundraising events

Introduction

The Trustees of Woodlarks Camp Site Trust (WCST) appreciate the willingness and commitment of volunteers in raising funds for the Trust. The following guidelines have been written for use by anyone running an event on the Trust's behalf.

Contacts

If you need help and advice on running an event, please use the following contacts.

- Publicity Materials, Gift Aid - Alexine Crawford - alexine@highwray73.co.uk
- Web Publicity – Malcolm Jarrett – malcolm.jarrett@effortmark.co.uk
- Honorary Secretary – Sarah Lane - woodlarks103@btinternet.com

If you need display stands or the gazebo please ask Alexine who will organise it with you.

Planning an event

Please contact us to notify us of your event in order that we can give it maximum publicity.

If an event qualifies we can reclaim Gift Aid. Gift Aid can only be collected on donations listed on a Gift Aid sponsorship form. Gift Aid cannot be reclaimed on proceeds from entry tickets or raffle tickets. For example, donations towards a sponsored run might be eligible, but income from a concert or tombola would not.

Before seeking sponsors, please familiarise yourself with the Gift Aid Guidelines further on.

You are responsible for thank-you letters as necessary.

If you are fundraising for a specific project, please let Sarah know what you wish the money to be spent on.

WCST will make every effort to spend the money you have raised in the way you intended. However, if circumstances change, at the Trustees'



discretion, we reserve the right to spend donations on other projects for WCST. Please put a disclaimer to this effect in any publicity and on sponsorship forms.



If you need help producing a QR code for publicity, please contact Malcolm Jarrett. This QR code is the default one for Woodlarks website.

On Line donation facilities

Online donations may be made via MyDonate, <https://mydonate.bt.com/charity/charitySearch.html> .

MyDonate allows you to create your own page and they will reclaim Gift Aid on behalf of WCST.

Currently MyDonate will not split donations between Woodlarks and another charity, nor can MyDonate specify what you wish your donation to be spent on.

Gift Aid Guidelines

We can only reclaim Gift Aid if the donations conform to HMRC rules.

To qualify for Gift Aid, donors must be listed on the Gift Aid sponsorship form which must comply with the following rules

- the sponsorship form must identify that the charity is Woodlarks Campsite Trust.
- each donor must be a UK taxpayer

There are sample forms at <http://www.woodlarks.org.uk/sample-donation-forms/> - one for Gift Aid sponsorship and one for non Gift Aid sponsorship.

Completed sponsorship forms should be handed to Sarah together with matching cheques/cash.