



Norththorpe Hall
Child & Family Trust



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The Norththorpe Hall 100 & 1000 Club

Good practice guidelines

Keep in touch:

- Keep the charity up to date with your contact details and give us permission to use and store your information;
- Send us plans, photos and updates regularly and respond to us when we contact you
- Also tell us if there are problems or you receive complaints (call Tom on 01924 492183 or email fundraising@norththorpehall.co.uk)
- If the charity instructs you to cancel a fundraising activity, perhaps because it is unsafe or will have a negative impact on the charity, you agree to cancel it. Hopefully, this will never happen!
- Ensure donors understand what they are donating to: the general costs of Norththorpe Hall Child & Family Trust, and make sure any information given about the charity is up to date, accurate and not exaggerated.

Get organised:

- Your fundraising activities are up to you and are your responsibility. Planning well ahead can help make events a success and give you time to make sure they are safe, insured, open to all, publicised and run smoothly.
- Please ask the charity for help or advice if you're not sure about a fundraising activity. When things go wrong it can impact on the reputation of the charity and fundraisers, so let's work together to get it right.

Be respectful, honest and fair:

- Be respectful of other charities and organisations and individuals
- Ensure vulnerable participants or donors are not exploited and have the capacity to make a decision about donating or participating
- Ensure donations are freely given

Give freely:

- Fundraising Club members donate their time and energy for a good cause, and that is a beautiful thing. Just to be clear, you are fundraising voluntarily and there is no expectation or right of employment, employment rights or payment from doing so.
- You will ensure all donations reach Norththorpe Hall Child & Family Trust promptly, using the online fundraising page at <https://www.givey.com/norththorpehallchildfamilytrust> if at all possible.
- Don't take your costs out of donations – if you need to be reimbursed for costs, please contact us at fundraising@norththorpehall.co.uk with details before costs are incurred. Yes, we'll need receipts.

Keep records:

- Donors can put their details on the online fundraising page at <https://www.givey.com/norththorpehallchildfamilytrust>, saving you a job.
- If you get other donations, it would be helpful to have the name, address and phone number of the donor and permission to contact them, so we can say thanks and sort out gift aid. If you take any photos that we can use to celebrate your event, we'll need permission from those in the photo to use it.