**If you are considering holding a fundraising event in aid of Tiny Lives, first of all thank you!**

**Fundraising and COVID-19**

**Things you need to know**

In the current circumstances, there are important rules and restrictions to consider when planning your fundraising – these are to keep you and the public safe. Please note the guidance below when planning a fundraising event.

* We ask that supporters complete one of our **event forms (below!)** when organising a fundraiser. This form will need to include full contact details of the event host and details of the event, just for our records.
* Make sure you check the current restrictions on meeting up before hosting your event. There may be restrictions on group size, where you can meet up and new social distancing guidelines. You can find the latest information on [gov.uk](https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do-after-4-july) and on the [Fundraising Regulator](https://www.fundraisingregulator.org.uk/more-from-us/resources/coronavirus-covid-19-fundraising-key-principles-guidance?utm_medium=email&utm_campaign=July%20newsletter&utm_content=July%20newsletter+CID_9b7d08238b09a2ec918e699d97d6fa55&utm_source=Campaign%20Monitor&utm_term=the%20over-arching%20principles%20which%20should%20be%20applied%20to%20all%20fundraising%20methods) site.
* Consider vulnerable people when planning any fundraising. Anyone in your social circle/guest list who may be considered vulnerable (elderly, or with a pre-existing health conditions) should NOT be attending any fundraising events.
* Can you make your event virtual? Consider utilising Zoom, Facetime or Teams to host quizzes/bingo/comedy nights, or complete your challenge alone and upload a video to social channels to encourage awareness and donations. Any steps that reduce the number of people you come into contact with during your fundraiser will make a huge difference in ensuring the event is safe and responsible.
* We strongly advise that you compile a comprehensive attendee list for your event, including full names and contact numbers. This will allow for ‘Track and Trace’ procedure should someone who attended later test positive for COVID-19.
* We may ask for a risk assessment for your event. This will allow us to see that the event abides by COVID regulations and will help you in planning a safe and responsible event. You can find risk assessment templates and further advice [here](https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm).

If you have any further questions or would just like to chat about your plans with a member of the Tiny Lives team, please email [info@tinylives.org.uk](mailto:info@tinylives.org.uk) and we will be more than happy to help.

Thank you!

**I/We intend to**

Organise/

Take Part In

(Above: Please state fundraising event that will be held)

## Venue

## Date and Time

Name:

Address and Postcode:

Phone: Mobile:

Email:

**Your**

**Contact Details**

**I/We hope**

£

**to raise**

## I/We would like (*Please advise how many of each)*:

|  |  |  |  |
| --- | --- | --- | --- |
| Collection Tins |  | Posters |  |
| Pens |  | Pin Badges |  |
| Trolley Tokens |  | Leaflets |  |
| Nail Files |  |  |  |
|  | | | |

|  |
| --- |
| **I would like to support The Tiny Lives Trust because: -** |

We like to keep our website up to date with supporters fundraising activities and events. Please let us know if you would be happy for this to be put on our website.

**\*\*\* YES ⬜ NO ⬜ \*\*\***

**Insurance cover**

### Insurance against any potential disasters is strongly recommended as the Tiny Lives Trust does not carry insurance on behalf of fundraisers. The Tiny Lives Trust cannot accept responsibility for any loss, damage, personal injury or accident sustained in the course of fundraising on behalf of the Tiny Lives Trust.

It is the companies or individuals responsibility to organise your own insurance as necessary. Events and insurance cover should be registered with the Tiny Lives Trust and advice sought if necessary.

**Personal Data**

The data that you give us on this form will be processed in accordance with our Privacy Policy, which can be found here <http://www.tinylives.org.uk/about/join-us/privacy-policy/>. Please contact us if you have any questions, comments or requests regarding this at [info@tinylives.org.uk](mailto:info@tinylives.org.uk).

**Event Organiser**

I/We agree to host the above event for the Tiny Lives Trust. The details of the event are as above. If there are any changes we will notify the Tiny Lives Trust.

I/We agree that the Tiny Lives Trust will receive funds raised through this event and that the funds will be made available to the Tiny Lives Trust no later than three months after the event takes place.

### I/We have discussed insurance arrangements with the Tiny Lives Trust and accept that the Tiny Lives Trust are unable to accept any responsibility for any loss, damage, personal injury or accident sustained in the course of fundraising on behalf of the Tiny Lives Trust.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if applicable)

………………………………………………………………………………………………………………………………………………………..

For office use only

Tiny Lives Trust

We have received the necessary details regarding the event as outlined above and are happy for the event to take place.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tiny Lives Staff