



FUNDRAISING IN AID OF BOSP - ESSENTIAL INFORMATION CODE OF PRACTICE

Firstly, a big thank for deciding to fundraise in aid of BOSP!

BOSP is a charity organisation that depends on generous donations and assistance. Without supporters such as you, our work supporting Essex families with children and young people with disabilities would not be possible.

Before you begin to raise funds for BOSP, it is essential you read this information as charity fundraising is regulated by law and we are obliged to inform you of the following:

FUNDRAISING MATERIALS

The BOSP Office will assist you by providing leaflets, flyers, posters etc. If you would like to create your own fundraising materials, BOSP must approve of them prior to use. This is because all materials have to comply with the rules set out by the Charity Commission. It is vital that you make clear on any materials that you are raising funds in aid of BOSP and are not actually representing BOSP.

CHARITY REGISTRATION NUMBER

By law, BOSP's charity registration number (1107392) must appear on all forms of posters, flyers and advertisements that invite people to donate, participate or help with the cause.

BOSP LOGO

You will need prior approval in order to use the BOSP logo. If used, it must be clear that you are not acting as BOSP but fundraising 'in aid' of BOSP. The BOSP logo cannot be altered.

BOSP CODES OF PRACTICE

Please read and comply with the appropriate Codes of Practice which are available from The BOSP Office:

- Money Collections in Aid of BOSP
- Raffles (Lotteries) in Aid of BOSP
- Taking Part in a Sponsored Event in Aid of BOSP
- Organising a Fundraising Event in aid of BOSP

WHAT BOSP CANNOT PROVIDE

The beneficiaries of BOSP are the children and young people with special needs and disabilities along with their parents and carers. Our policy is that we do not request our beneficiaries to attend external fundraising events and activities or to attend events for publicity purposes.

Our staff work diligently alongside volunteers at the BOSP Office running our services and therefore we regret that we **cannot always** provide people to attend events to collect money or provide people to assist in the running of your event.

WHAT BOSP CAN PROVIDE

If someone is available, a BOSP representative will attend your event.

We can try and arrange for a BOSP representative to make a presentation about the charity to a group or organisation.

We can provide BOSP collection pots and buckets.

We can provide BOSP balloons.

We can provide a fundraising pack including flyers and BOSP literature.

We can provide BOSP Coffee Morning/Afternoon Tea packs with invitations and posters.

We can provide an A-Z list of fundraising ideas.

Please do not hesitate to call The BOSP Office if you should have any questions.

Good luck and thank you once again for your kind support!