



## **TAKING PART IN A SPONSORED EVENT IN AID OF BOSP**

### **ESSENTIAL INFORMATION**

### **CODE OF PRACTICE**

First of all, a big thank you for deciding to participate in a sponsored event and raise funds in aid of BOSP!

BOSP is a charity organisation that depends on generous donations and assistance. Without 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 that you read this information as charity fundraising is regulated by law.**

#### **SPONSORSHIP FORMS**

You must please only use “Official In Aid of BOSP” sponsorship forms, which meet legal requirements. These will include the title of your event and the date it is taking place. They can be emailed to you or supplied in a hard copy from the BOSP office.

#### **CANCELLATION**

If you have to cancel your sponsored event you must offer refunds to any sponsors who have paid in advance. If anyone declines their refund- or if you are unable to trace the donor- you will need to pay it directly to BOSP.

#### **ONLINE SPONSORSHIP WITH VIRGIN MONEY GIVING**

BOSP is registered with Virgin Money Giving which provides free online fundraising tools and enables the electronic collection of donations. The Virgin Money Giving website is fun and simple to use and reclaims Gift Aid automatically. It is a great way to advertise your event as you can send the link to your Virgin Money Giving page to family, friends and colleagues via social media and email. Virgin Money Giving makes it easy for your sponsors to donate and is 100 % secure.

If unfortunately you are forced to cancel your sponsored event however, you must cancel your Virgin Money Giving page immediately and inform BOSP that your event has been cancelled, giving details of all donors who would like a refund. If you require any more information about Virgin Money Giving please contact The BOSP Office.

## COLLECTING MONEY AT SPONSORED EVENTS

If you are collecting money in aid of BOSP at a sponsored event, please check with the event organisers first, as you may need their permission and/or a licence from the council.

## SAFETY

Please always ensure that children are safe and do not allow them to solicit any money or collect money without being accompanied by an adult.

BOSP does not encourage hazardous activities and cannot accept liability for accidents or damage to people or property as a result of your participation in a sponsored event.

Please ensure you are aware of any potential risks and have looked into any special requirements involved for taking part in your event for example fitness levels, specialist equipment and any special training that might be needed.

*Nb. It is important to consider obtaining Personal Accident insurance cover for any activities that may involve any risk of injury.*

## SPONSORSHIP TOP TIPS

- Set up an online page with [www.virginmoneygiving.com](http://www.virginmoneygiving.com) showing your fundraising target. Call The BOSP Office if you would like help setting this up or if you require wording about the charity to add to your page.
- Send the link to your family, friends, and colleagues and, of course BOSP, by posting a link on your social networking sites and on your email signature.
- Ask BOSP for paper sponsorship forms and BOSP flyers, for friends and family who do not like to donate online. Where possible include a generous sponsor at the top of each sheet to set the standard!
- Encourage people to sign up to Gift Aid so that BOSP can claim a further 25% on every pound a person donates. Remind your sponsors that they must give their full name and home address including their postcode and put a ✓ in the Gift Aid column.
- Ask your employer to match or part-match what you raise.
- Inform your sponsors, donors and BOSP if any event costs will be coming out of the money being donated i.e. entry fees.

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