

FAQS

Does Sophie Hayes Foundation have a Just Giving page?

Yes! Once you have decided on your event, create an account with Just Giving, search for Sophie Hayes Foundation and Just Giving will walk you through setting up your fundraising page, making it as simple as possible for you.

How can I collect Gift Aid on fundraising from my event?

Collecting Gift aid is a great way to boost your amazing donations. If someone is a UK taxpayer, we can claim 25p from the Government for every £1 donated, at no extra cost to them.

Gift aid cannot be claimed on donations such as entry to a raffle or tombola or donations on behalf of a group of people.

If you're hosting an event where people can donate directly; we could send you some gift aid declaration forms and you could ask your donors to complete a Gift Aid declaration which you would then send to us with your donations after the event. Please callemail.....

If you have set up an online giving page, such as JustGiving, your sponsors/donors will automatically be asked if they wish to Gift Aid their donations. All the information required by HMRC is managed for you.

How do data protection rules affect my fundraising?

It's important that you stay within the legal boundaries of data protection but it's easy to do that if you just remember to collect and manage only the information you need. For example:

- Make sure you have the appropriate consent before storing or using anyone's data.
- Don't share information about someone without their permission.
- Only collect, store, and use the minimum amount of data you need for your purpose e.g. name and contact number for a raffle
- Don't keep extra data if you don't need it.
- Store data securely and destroy it as soon as it is no longer needed.
- Ask for consent if taking photos and inform people how they will be used. If you have an event with a lot of people you can put a sign at the entrance alerting people to this, and consider have a 'photo/film free' zone.

For more detailed help, check out fundraisingregulator.org.uk/guidance/topics/data-protection

What insurance do I need for my event?

Unfortunately, we can't accept any responsibility, liability or provide any insurance cover for your event.

Depending on what you are planning, the different types of insurance you may need to consider include:

- Public liability insurance* You may be covered under a venue's own public liability insurance, so it is always worth checking if you are or if you need to organise your own.
- Event cancellation insurance
- Travel or health insurance
- Damage to property owned, hired, or borrowed

Can someone from Sophie Hayes Foundation attend my event?

We have a team of staff and volunteers who would love to support your event in this way. Obviously this depends on availability, but if we are able and you would like one of the team to come and speak at your event, then please just ask! If you are undertaking a challenge like a marathon, please make sure you register with us as we would love to come along and cheer you on!

Do I have any obligations about the way I behave?

When you're fundraising for us, you are a member of our supporting team and as such we ask you to treat everyone with fairness and respect.

Will Sophie Hayes Foundation ever withdraw support?

We hope you understand that if there is a real and serious risk to personal safety or potential damage to the brand or reputation of Sophie Hayes Foundation, Sophie Hayes Foundation reserves the right to withdraw all support for your fundraising (including not providing branded materials). If we do this, we will always get in touch to let you know and explain our reasons.

We also can withdraw you from an event if you have not fulfilled the preagreed amount of money raised.

Can I fundraise by selling products or services?

Thank you for considering using business for good! We believe that when communities, business, government, and the charity sector work together we really can be a forceful power for good in the world. To donate money through sales of a product or service, you'll need to sign a Commercial Participation Agreement.

You can do this on [Work for Good](#) - a brilliant fundraising platform that makes the process quick, simple and legal.

Please get in touch with us if you have any questions or would like to discuss this with someone from the Sophie Hayes Foundation team.

Can I fundraise with children and young people?

We love all ages to be involved in events, but it is important to remember that if your event involves children, you will need to make sure there is proper adult supervision (including appropriate DBS checks as necessary).

Some other things to think about:

- Children under 16 aren't allowed to buy raffle tickets.
- Children under 16 can't take part in public street collections in England and Wales. There are different laws Scotland and Northern Ireland, so please check the [Fundraising Regulator's guidance](#).
- You will need permission from a parent or guardian to take photos of any children under 16.
- Children under 16 shouldn't have sole responsibility for handling or counting cash.

How do I pay in my donation money?

There are several ways you can pay your money in.

If you have been collecting donations via an on-line giving page such as a Just Giving page, the donations will come directly to us but do let us know when you know all donations have been received so we can thank you! Please email fundraising@sophiehayesfoundation.org

By Post

You can send us a cheque, made payable to Sophie Hayes Foundation, to:

Sophie Hayes Foundation
Workspace, 154-160 Fleet St
London, EC4A 2DQ

At the Bank

You can pay in your raised funds over the counter.

I don't have a plan for fundraising and I'd like to find out more before I commit, can I speak to someone at Sophie Hayes Foundation to help me?

Yes! We'd love to talk with you and help in any way we can! Please call 020 7936 9880 or email us at info@sophiehayesfoundation.org