



Fundraising Guidelines

Thank you for choosing to fundraise in aid of TimeNorfolk. Together, we can make a real difference to those affected by pregnancy loss, baby loss and pregnancy choices.

To help you get started and ensure your fundraising is safe, legal, and ethical, we have created some simple guidelines. These will help you maximize your efforts while staying compliant with fundraising laws and best practices.



Fundraising Guidelines

1. Be Clear and Honest

Why You are Fundraising

- Clearly state that you are fundraising “in aid of TimeNorfolk.” This means you are responsible for organizing and managing your fundraising activity. TimeNorfolk cannot accept any liability for your event.
- Use our registered charity number: 1157905 for all publicity.
- Be transparent about how the funds you raise will support TimeNorfolk’s mission to provide support for anyone affected by pregnancy loss, baby loss, and pregnancy choices.

2. Planning Your Fundraising Activity

Legal Permissions

- Certain activities, such as street collections or raffles, may require permission or a license. Check with your local council or contact us if you are unsure.
- If organizing a raffle or lottery, ensure it complies with Gambling Commission regulations.

Health and Safety

- Prioritize the safety of everyone involved. For larger events, you may need to complete a risk assessment.
- Follow all relevant health and safety guidelines, especially if your event involves physical or outdoor activities.

Fundraising Guidelines

3. Handling Donations

Keep It Secure

- Collect cash donations securely using sealed collection tins or buckets (which we can provide).
- Ensure that two people count cash donations together to maintain transparency.

Online Fundraising

- Use a trusted platform, such as JustGiving, and ensure your page clearly states that funds are being raised for TimeNorfolk. You can access our JustGiving page here: www.justgiving.com/timenorfolk

Gift Aid

- Encourage UK taxpayers to complete a Gift Aid declaration, allowing TimeNorfolk to claim an extra 25p for every £1 donated at no additional cost to the donor.

4. Promote Your Fundraising

Be Proud

- Share your activity with friends, family, and on social media. Tag @TimeNorfolk so we can celebrate your efforts!
- Contact us to access our logo and promotional materials to enhance your fundraising.

Be Respectful

- Avoid pressuring anyone to donate and respect their decision if they choose not to contribute.

Protect TimeNorfolk's Reputation

- Ensure your fundraising activities align with TimeNorfolk's values and mission.

Fundraising Guidelines

5. Staying Legal

- All funds raised must go directly to TimeNorfolk and be used for the charity's purposes. Please transfer the funds to us as soon as possible after your event.
- TimeNorfolk complies with the Fundraising Regulator Code, you can read the full code here: <https://www.fundraisingregulator.org.uk/code>

6. Need Help?

If you have any questions or need assistance, we are here to support you.

Contact Us:

Email: info@timenorfolk.org.uk

Phone: 01603 927487

Website: www.timenorfolk.org.uk

Thank you for fundraising in aid of TimeNorfolk.