



Terms and Conditions for Fundraisers – those organising their own events and taking part in third party events.

Thank you for your interest in raising funds for the Huntington's Disease Association. These rules apply to all voluntary fundraising activity and by signing up to fundraise for the Huntington's Disease Association you agree to comply with them.

If you are under 18, you confirm that you have shown these terms and conditions to your parent/guardian, and they have agreed to accept responsibility for complying with these terms and conditions.

Fundraising

1. You agree to organise fundraising activities as an independent supporter of the Huntington's Disease Association. You should therefore refer to raising money "in aid of" the Huntington's Disease Association, rather than on the Huntington's Disease Association behalf.
2. You will use your best endeavours to raise money for the Huntington's Disease Association in connection with your participation in the event.
3. You understand and will make clear to those who support your fundraising that any money you send into the Huntington's Disease Association will be treated as a donation and used for the Huntington's Disease Association work supporting anyone affected by Huntington's disease.
4. Donations are not generally refundable, even if the event does not take place.
5. Event registration and admin fees paid direct to the charity are non-refundable. You will need to check with other parties/event organisers for their terms and conditions on any registration or admin fees.
6. You will only use lawful means to fundraise for the Huntington's Disease Association and will not bring the charity's names into disrepute.
7. You must seek permission if you wish to collect on private grounds including businesses.
8. You must not collect door to door.
9. You will not hold a raffle, lottery or prize draw unless it is held as part of a fundraising event. If you plan to organise any raffles, lottery or prize draws you must speak to our fundraising team for advice.
10. You agree that you shall comply with any instructions or guidance provided by the Huntington's Disease Association relating to your fundraising activity, but it is your responsibility to organise all aspects of any fundraising activity undertaken by you.

Registered charity number: 296453
Huntington's Disease Association
Liverpool Science Park IC1
131 Mount Pleasant, Liverpool, L3 5TF



11. You will be responsible for any costs, taxes or expenses incurred or arising in connection with your fundraising activity.
12. Unless the Huntington's Disease Association has provided you with branded materials as a result of your registration, you may only use the Huntington's Disease Association's name and logo for your fundraising activities with our written permission, and in accordance with the Huntington's Disease Association Brand guidelines. To apply for permission, you will need to let us know how you propose to use the Huntington's Disease Association name and/or logo on your own materials by emailing comms@hda.org.uk, and provide us with examples and/or samples of such use if we request it.
13. If you decide to cancel or withdraw from any fundraising event, you will let the fundraising team know as soon as possible.
14. You understand the Huntington's Disease Association reserves the right to ask you to stop your fundraising at any point if we feel it is unsafe, unlawful, disrespectful or not following charity or local authority guidance.

Sponsorship Money and Donations

1. You agree to pay all of the proceeds raised by your fundraising event to the Huntington's Disease Association as soon as possible after the event (and subject to any agreed timescale), and in accordance with the Huntington's Disease Association instructions. You may not deduct any costs unless otherwise agreed with the Huntington's Disease Association.
2. If not collecting online, you will only use sponsorship forms issued by the Huntington's Disease Association and not use any other type of sponsorship form (unless otherwise agreed with the Huntington's Disease Association).
3. You will forward all monies donated to the Charity either by BACS (bank transfer), cheque, Charities Aid Foundation (CAF), or via an online giving provider, such as Just Giving, no later than four weeks after the event.
4. You will ensure that you take responsibility for the safe keeping of money raised in the Huntington's Disease Association name, both during and after the collections, until it is transferred to the Huntington's Disease Association
5. If you are handling cash at your event, please ensure you adhere to the following advice,
 - Have suitable banking bags for counting and cashing up money. You can get these from your local bank branch or post office.
 - Have a witness to the counting up of any cash and ask them to sign a receipt to show they agree with the amounts counted



- Take any cash to the bank as soon as possible. You can make a transfer to the charity from any bank using cash via BACS (bank transfer). Contact the fundraising team for our bank details – fundraising@hda.org.uk
- Never leave cash unattended. If you are unable to bank any cash immediately, please place it in a safe and secure location until you can.

Use of Personal Data and Consent

1. By providing your information when you sign up to fundraise for the Huntington's Disease Association, the charity can use the details to discuss your fundraising activity and follow up on your progress.
2. Your personal information may also be used for the purposes of sending communications to you where you have confirmed that you would like to receive further information about the charity's work when signing up to fundraise for the Huntington's Disease Association.
3. All personal data held by us will be handled in accordance with applicable privacy laws and the Huntington's Disease Association privacy statement which can be found at: <https://www.hda.org.uk/privacy-policy/>

Content and advertising your fundraising

1. If you provide photographs or videos taken during your fundraising activity to the Huntington's Disease Association, you agree that these may be used by the Huntington's Disease Association for commercial and/or fundraising purposes. By sending these to us, you are also confirming that anyone featuring prominently in the photograph or video is aged 16 or over, and that they have consented to their image being used in this way.
2. You will obtain approval from the Huntington's Disease Association before approaching press or celebrities to support your event
3. You must include the Huntington's Disease Association name and registered charity number (296453) on any materials you produce for your event

Liability

1. You accept that any risks arising out of your fundraising activity are your responsibility, including liability for any injury or loss which may occur to you, your helpers or guests. You will therefore take all reasonable precautions to protect the health and safety of all those participating in, involved with or attending your activity.



2. You will secure the necessary approvals prior to undertaking street collections or collections on private property. House-to-house collections are not permitted.
3. You will comply with any applicable laws and regulations relating to your fundraising activity, including obtaining any necessary licenses, consents or permissions e.g. if you are holding a raffle or lottery, or are proposing to sell alcohol.
4. You acknowledge and accept that the Huntington's Disease Association insurance policy will not cover your fundraising activities. The event, activity or challenge is your responsibility (including but not limited to all costs and liability) and the Huntington's Disease Association bears no responsibility or liability whatsoever for the event. If appropriate, you will arrange your own insurance and will make sure that contractors and external facilities used can demonstrate evidence of the relevant insurance cover.
5. If taking part in an active challenge, you confirm that you are medically fit and acknowledge and agree that you are participating in the challenge at your own risk. The Huntington's Disease Association shall not be responsible or liable for injury or illness resulting from your participation and you will need to arrange my own insurance.
6. You will not do anything that threatens the Huntington's Disease Association reputation or name. If you do, the Huntington's Disease Association has the right to ask you to stop your fundraising activity immediately.

If you have any questions about anything in these terms and conditions, please don't hesitate to contact the Fundraising team fundraising@hda.org.uk