

## Volunteer Fundraiser Policy

### Purpose and Scope

This Volunteer Fundraiser Policy outlines the guidelines and expectations for individuals volunteering to conduct fundraising activities in aid of The British Porphyria Association (BPA). The policy is designed to ensure a positive and ethical fundraising experience, maintain the integrity of the charity, and comply with relevant laws and regulations.

### Definition of Volunteer Fundraiser

A volunteer fundraiser is an individual who voluntarily engages in activities to raise funds in aid of the BPA without financial compensation.

Individuals interested in becoming volunteer fundraisers in aid of the BPA must agree to adhere to The British Porphyria Association's values, mission and fundraising guidelines.

### Fundraising Activities

Volunteer fundraisers may engage in various fundraising activities, including but not limited to:

- Organising events (subject to prior approval)
- Seeking donations from individuals and businesses
- Participating in sponsored activities
- Distributing promotional materials with prior consent

### Fundraising Guidelines

All volunteer fundraisers must:

- Represent The British Porphyria Association accurately and ethically.
- Obtain written permission from The British Porphyria Association before using its name or logo in any promotional materials.
- Disclose to potential donors that they are volunteers and not official employees of The British Porphyria Association.
- Comply with all relevant laws and regulations, including data protection laws – see our Fundraising Pack for more details.
- Not engage in any activities that may bring The British Porphyria Association into disrepute.

### Support

The British Porphyria Association will provide support to volunteer fundraisers, including resources, materials, and guidance on ethical fundraising practices.

### Expenses

Volunteer fundraisers may be eligible for reimbursement of pre-approved expenses related to fundraising activities, in accordance with the BPA Expenses Policy. All expense claims must be submitted with appropriate receipts and documentation.

## **Recognition**

The British Porphyria Association will acknowledge and appreciate the efforts of volunteer fundraisers through various means, such as certificates, social media recognition, and thank you letters/emails.

## **Termination of Volunteer Fundraising Activities**

The British Porphyria Association reserves the right to terminate or deny approval for any fundraising activity that does not align with its values, mission, or ethical standards.

## **Additional documentation**

Appendix 1: Volunteer risk assessment template

Appendix 2: The Duke of Edinburgh's Award (DofE) Volunteer Fundraiser Agreement

## **Review**

This policy is reviewed regularly and updated as required.

**Adopted:** January 2024

Last reviewed: March 2024

A handwritten signature in black ink that reads "J Chamberlayne". The signature is written in a cursive style with a large, stylized initial 'J'.

Name: John Chamberlayne

Position: BPA Chair

# Appendix 1

## Volunteer Fundraiser Risk Assessment Template

### Hazards Identification

#### Physical Hazards

- Identify any potential physical risks, such as uneven terrain, weather conditions, or equipment use.
- Assess the risk of slips, trips, and falls during the activity.

#### Social Hazards

- Consider potential interactions with the public and other participants.
- Evaluate the risk of confrontations or disputes during fundraising activities.

#### Health and Safety Risks

- Identify any risks related to the health and safety of volunteers, including physical strain or exposure to harmful substances.

### Risk Evaluation

Use the following table to assess the likelihood of each risk occurring:

Risk 1 Description				
				Comments
Likelihood of risk occurring	Low	Medium	High	
Consequences of each risk	Minor	Moderate	Severe	
List measures to prevent risks happening - eg proper training, safety guidelines, or equipment use				
Identify measures to mitigate the impact of risks if they occur, such as first aid training or emergency response plans				

Risk 2 Description				
				Comments
Likelihood of risk occurring	Low	Medium	High	
Consequences of each risk	Minor	Moderate	Severe	
List measures to prevent risks happening - eg proper training, safety guidelines, or equipment use				
Identify measures to mitigate the impact of risks if they occur, such as first aid training or emergency response plans				

Risk 3 Description				
				Comments
Likelihood of risk occurring	Low	Medium	High	
Consequences of each risk	Minor	Moderate	Severe	
List measures to prevent risks happening - eg proper training, safety guidelines, or equipment use				
Identify measures to mitigate the impact of risks if they occur, such as first aid training or emergency response plans				

Note further risks on additional pages.

### Emergency Procedures

Provide emergency contact details for key personnel, local emergency services, and relevant medical facilities.

Name	Role	Contact details

### Emergency Response Plan

Outline the steps volunteers should take in case of emergencies, including evacuation procedures and first aid protocols.

### Volunteer Training

Specify any necessary training for volunteers to safely participate in the fundraising activity.

### Communicating Risks

Describe how information regarding risks and safety measures will be communicated to volunteers.

**Review and monitoring**

Outline procedures for ongoing monitoring of risks during the fundraising activity.

**Declaration**

I acknowledge that I have read and understood the risk assessment for the  
[..... fundraising activity].

I agree to follow the outlined safety measures and guidelines to minimize the risks associated with  
this activity.

Volunteer Name:

Signature:

Date:

## **Appendix 2**

### **The Duke of Edinburgh's Award (DofE) Volunteer Fundraiser Agreement**

#### **Purpose and Scope**

This Volunteer Fundraiser Agreement outlines the guidelines and expectations for individuals participating in the Duke of Edinburgh's Award (DofE) scheme and volunteering to conduct fundraising activities in aid of The British Porphyria Association (BPA). The policy is designed to ensure a positive and ethical fundraising experience, maintain the integrity of the charity, and comply with relevant laws and regulations.

#### **Definition of DofE Volunteer Fundraiser**

A DofE volunteer fundraiser is an individual who is participating in the Duke of Edinburgh's Award scheme and voluntarily engages in activities to raise funds in aid of The British Porphyria Association without financial compensation.

#### **Eligibility**

DofE participants interested in becoming volunteer fundraisers for The British Porphyria Association must meet the following criteria:

- Be currently enrolled in the Duke of Edinburgh's Award program through an Approved Activity Provider.
- Agree to adhere to The British Porphyria Association's values, mission, and fundraising guidelines.

#### **Fundraising Activities**

DofE volunteer fundraisers may engage in various fundraising activities suitable for their level of the award, including but not limited to:

- Organising events (subject to prior approval).
- Seeking donations from individuals and businesses.
- Participating in sponsored activities.
- Distributing promotional materials with prior consent.

#### **Fundraising Guidelines for DofE Participants**

In addition to the general fundraising guidelines:

- DofE participants must align their fundraising activities with the requirements of their Duke of Edinburgh's Award program.
- The British Porphyria Association will work with DofE participants to ensure that their fundraising activities fulfil the necessary criteria for the award.

#### **Support for DofE Participants**

The BPA recognises the DofE scheme's commitment to personal development and will provide additional support, guidance, and verification for DofE participants engaging in fundraising activities.

This policy acknowledges the specific requirements of the Duke of Edinburgh's Award scheme and is designed to complement the participant's overall experience and achievement within the programme.

### **DofE Leader Approval**

Before initiating any fundraising activity, DofE participants must seek approval from their DofE Leader, who will ensure that the proposed activity aligns with the DofE program requirements.

### **Additional risks**

It is the responsibility of the DofE fundraiser/participant to consider all risks associated with the activity and that a risk assessment is fully followed. We suggest this is checked by your DofE Leader to ensure you have considered the potential risks and any safety precautions needed.

### **Agreement**

I have read and understood the DofE Volunteer Fundraiser Policy and agree to abide by its terms.

DofE Participant

Name:

Signature:

Date:

The British Porphyria Association

Name:

Signature:

Date: