



Telephone: 020 7679 6325

Email: [info@chordoma-uk.org](mailto:info@chordoma-uk.org)

Website: [www.chordoma-uk.org](http://www.chordoma-uk.org)

## Chordoma UK. Supporter Information & Fundraising Policy Guidelines

**Thank you for deciding to raise money for Chordoma UK (referred to as CUK) and support research into treatment for this rare and relentless bone cancer. We hope this information will be of use when talking about what we do and will help support your fundraising initiatives.**

**These guidance notes are intended to help your fundraising go as smoothly as possible and ensure everyone involved has an enjoyable and safe time. Please take a moment to visit our website [www.chordoma-uk.org](http://www.chordoma-uk.org) for more fundraising initiatives and support. These notes are relevant to those organising events and those who are participating in organised or one-off events.**

Chordoma UK is an organisation dedicated to advancing awareness of chordoma within the patient and clinician communities and raising funds for chordoma research at UCL Cancer Institute. The work of the Institute is cutting edge and recognised globally as a centre of research excellence. Chordoma UK is integrated into The UCL (University College London) Cancer Institute Research Trust (registered charity number 1135220). All finances and charity compliance matters are conducted through UCL CIRT. Chordoma UK was started by Gerald and Susan Fitz-Gibbon in the first ¼ of 2013.

### Website

The website of Chordoma UK is [www.chordoma-uk.org](http://www.chordoma-uk.org). This website is run and maintained by the advisory team and contains the latest and most up to date information. If you or any supporters need further information, the website is the best place to start. The team can also be contacted via the website.

### Twitter

We can be found on [@ChordomaUK](https://twitter.com/ChordomaUK) on twitter where we'll share information about fundraising and what we're up to as well as other items of interest.

### Giving Accounts

Many of our supporters choose to set up online giving accounts through companies such as Virgin Money Giving and Just Giving. We prefer [Virgin Money Giving](#) as we receive more money from each donation as the fees are smaller.

As Chordoma UK is financially administered by UCL Cancer Institute Research Trust, any money raised on giving sites will be directed through the umbrella charity to Chordoma UK; it is therefore important that this is mentioned in the statement on your giving account to avoid confusion. A template for you to adapt is shown below; please make this personal – you'll get more donations that way:

*I am fundraising/taking part in XEVENTXXX to raise money for Chordoma UK. [please elaborate what, when and why]*

*Chordoma is a rare and relentless bone cancer that can occur in people of all ages.*

*The aim of Chordoma UK is to raise awareness of chordoma within the patient and clinician communities and to financially support and ensure the future of high-impact research initiatives being carried out by a team of scientists and researchers led by Professor Adrienne Flanagan at the UCL Cancer Institute where important discoveries have already been made for the diagnosis of chordoma.*

For more information on chordoma, please visit [www.chordoma-uk.org](http://www.chordoma-uk.org)

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### **Chordoma UK name, logo & web address**

Please note that any publicity material, notice or advertisement where the fund's name, logo etc is to be used must be pre-approved by the Chordoma UK administration office. The logo can be added to online giving pages. Jpeg's and pdf's of the fund's logo are available from the Chordoma UK office.

### **Collection Tins**

These are available from the Chordoma UK office . You will need a licence from your local authority to collect funds on the street or in a public place. Please contact us for guidance.

### **Raffles and Lotteries**

If you are planning any type of lottery (such as a raffle, tombola or sweepstake), please be aware that there are strict rules about what you can do. Please visit [www.gamblingcommission.gov.uk/gambling\\_sectors/lotteries\\_raffles.aspx](http://www.gamblingcommission.gov.uk/gambling_sectors/lotteries_raffles.aspx) for further information. Alternatively contact our administration office.

### **Insurance**

You should ensure that you have appropriate Public Liability Insurance (PLI) in place before your event. Find out if your venue has its own PLI, and ensure that any third party providers, such as caterers, DJs or bands have their own PLI. Chordoma UK cannot provide PLI for your event.

### **Events**

- Please ensure that your event is organised efficiently and safely. Chordoma UK cannot accept any responsibility for your event nor towards anyone who participates in it.
- You should conduct a risk assessment to ensure that you have proper plans for the safety of participants.
- Please ensure that participants are fully briefed about the event, including where relevant, any risks, fitness requirements, special equipment or clothing required and standards of behaviour expected.
- Ensure that your event is properly and adequately supervised. Where children (under 16) are included, this includes:
  - (1). Providing proper adult supervision
  - (2). Checking that the child's parents or guardians have given their permission for their child taking part
  - (3). Carrying out appropriate background (CRB) checks if adults are to have unsupervised access to children

Check whether you need any special licences e.g. a public entertainment, to sell alcohol etc.

### **Event entry fees**

Upon a specific request, Chordoma UK will consider paying entry fees for bona-fide professionally organised fundraising events up to a maximum of £300.00 per individual on the strict understanding that a minimum of 3 x the entry fee is raised for Chordoma UK and at least 2 x the entry fee has been committed prior to the start of the event. Example:- Entry fee £200.00. Participant commits to raising a minimum of £600.00 of which £400.00 is committed prior to the event. The participant agrees to reimburse Chordoma UK in the event insufficient funds are received to cover any entry fee. Where Chordoma UK pays for an entry fee the participant agrees to solely raise fund for Chordoma UK and to wear any Chordoma UK branded clothing that may be supplied by CUK.

### **Gift Aid**

Please ask donors/sponsors to sign a gift aid declaration form which are available through our administration office. This enables CUK to claim the tax back from the Government and increases the overall benefit to Chordoma UK.

### **Data Protection**

Please keep details of the names and addresses and amount donated or pledged by all donors and provide details of this information to Chordoma UK. Information obtained in the course of fundraising, will be owned by Chordoma UK, and any other client or charity will not be allowed to have the benefit of that information without Chordoma UK's consent. You must abide at all times by the Data Protection Act 1998 and all other relevant legislation and regulations.

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### **Fundraising Materials and Publicity**

All materials must include the reference "Chordoma UK is part of the UCL Cancer Institute Research Trust (registered charity number 1135220)". All your fundraising materials and publicity should make clear that you are fundraising in aid of Chordoma UK, but that you do not represent the fund/charity. Please contact us for further information.

### **Monies raised**

You must only use sponsorship forms issued by Chordoma UK and not use any other type of sponsorship form (unless otherwise agreed with us). We strongly advise that you should count monies raised (cash) in the presence of another person. Cheques are to be made payable to **Chordoma UK** and sent to

Helen Quirke  
Chordoma UK  
c/o UCL Cancer Institute Research Trust  
72 Huntley Street  
London, WC1E 6BT

All funds raised in the name of Chordoma UK should be sent to us within four weeks of the event date.

### **Progress Report**

You should provide Chordoma UK with a progress report and information on income and money spent when requested.

### **Health & Safety**

We very much appreciate everything you do to raise money for Chordoma UK and your safety is paramount. Therefore, we advise you to ensure you have identified any potential accidents or hazards before you decide to hold an event. Risk assessments can help you to reduce any risks, and keep yourself and those attending your event safe. Please make sure you conduct a risk assessment in the early stages of planning for your event or activity. If you are catering for your event (rather than using professional caterers), please follow basic food hygiene procedures such as washing your hands, keeping raw and cooked foods separate and keeping foods chilled if necessary.

### **Responsibility**

Every event must be overseen by at least one responsible adult and at some events it may be necessary to have person/s with official first aid qualifications present. Visit [www.sja.org.uk/sja/what-we-do/event-first-aid-cover.aspx](http://www.sja.org.uk/sja/what-we-do/event-first-aid-cover.aspx) for guidance from St John Ambulance. If children (under 16) are involved in fundraising in any way, please make sure that they have written permission from a parent or guardian, and are properly supervised by a responsible adult. Children should never approach strangers about fundraising.

### **What else can Chordoma UK do to help fundraisers:**

In order to help your fundraising the following are available to help you raise money:

- Chordoma UK wristbands (suggested donation £1 each)
- Information leaflets (Introducing Chordoma UK)
- Collection tins
- Banners
- Gift aid forms to maximise the value of donations
- Our website can help to publicise fundraising events - so please let us know what you are planning
- For any other resources, just get in contact

**Thank you for supporting Chordoma UK, everyone in the community will really appreciate your time and efforts.**

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