



SVC Fundraising Procedure

Thank you for contributing to our fundraising events to raise money for Skills & Volunteering Cymru (SVC) and our volunteering projects. As a charity, SVC are highly dependent on donations from organisations and individuals who wish to help our cause. This support enables us to continue to deliver the fantastic work our volunteers do with vulnerable and disadvantaged members of the community across South Wales – thank you so much for your support! We really appreciate it.

When a charity such as SVC decides to hold a fundraising event there are certain rules and regulations that must be followed as outlined by Charity Law.

A very important rule that fundraisers must adhere to is –

- **Make it clear to any donors or sponsors, exactly what we are raising money for.**

This is important because no one should imply money will be benefitting one cause when the money will actually be spent on another. When you are contributing towards an event make sure you know what cause will be benefitting from the money raised at the event. For example, a specific SVC Project, or a specific SVC event, or perhaps general running costs of the Charity?

Ensure the all money donated is brought into the SVC office as soon as possible, to allow the SVC staff to record key information about the fundraiser. Such as – the exact amount raised, the date and location of the fundraiser, the volunteers involved and the specifics of what the money was raised for. This will then allow the SVC Manager to bank the money to ensure it is kept safe.

If SVC wanted to raise money for another charity, such as one of our partner organisations. We would have to clearly show to our donors that any money donated would be spent in this manner.

From time to time volunteers may wish to contribute towards a fundraising event in some way. For example, when holding a cake sale to raise funds for SVC projects, we may ask if we have any keen bakers who would like to bake cakes for our event.

We are super grateful for the support from our volunteers in these events. However please be aware that any contributions you make (e.g. baking cakes for a cake sale) will be seen as your donation to the charity. Therefore, we are unfortunately unable to reimburse you for any costs you may incur from fundraising (e.g. the ingredients to make the cakes). *If you have any questions about this issue please talk to a member of staff in the SVC office.*

If you have any fundraising ideas and would like to organise an event, or if you would just like to be involved in an event that is already due to go ahead, please contact the office to discuss this further.

Thank you for your support.
“Give a little, gain a lot”