

Fundraising Safely and Responsibly for Langham

Thank you for fundraising for Langham Partnership UK & Ireland.

Whether you're running a marathon, organising a coffee morning, celebrating a birthday, taking on a personal challenge or doing something completely different, your support helps Langham equip the global Church.

We want your fundraising to be enjoyable, safe and responsible. Please follow these simple guidelines.

This guide should be read alongside the Langham Partnership UK & Ireland Fundraising Page Terms and Conditions.

Be open and honest

When asking people to support you:

- explain clearly that you are fundraising in support of **Langham Partnership UK & Ireland**;
- tell people honestly what you are doing;
- don't exaggerate or make misleading claims;
- don't promise that money will be used for a particular person, country or project unless Langham has approved this;
- give people enough information to decide for themselves whether they want to donate; and
- respect someone's decision not to give.

Never pressure someone into donating.

Treat people with respect

Fundraising should always be respectful.

Please don't:

- put undue pressure on anyone to donate;
- repeatedly ask someone who has said no;
- make someone feel guilty or uncomfortable about not donating; or
- take advantage of someone who may be vulnerable or unable to make an informed decision about donating.

If you have any concern about someone's ability to make an informed decision, do not pressure them to give.

Keep yourself and others safe

You are responsible for making sure your fundraising activity is suitable and reasonably safe.

Depending on what you're planning, think about:

- potential risks;
- the venue;
- appropriate insurance;
- first aid;
- food safety;
- permissions or licences;
- supervision;
- weather conditions;
- equipment; and
- the needs and abilities of everyone taking part.

For larger events or activities with particular risks, we recommend completing a simple risk assessment.

If you're unsure, please contact us before your event.

Children and young people

We love seeing families and young people involved in supporting Langham, but fundraising activities involving children must be age-appropriate.

Children should have appropriate permission and supervision from a parent, guardian or responsible adult.

Children under 16 should not have overall responsibility for handling or counting money.

Never put a child or young person under pressure to fundraise.

Please follow any safeguarding guidance provided by Langham.

Safeguarding

Everyone involved in fundraising should be treated with dignity and respect.

If your fundraising involves children, young people or adults at risk, we request that you please take particular care.

If something happens during your fundraising that raises a safeguarding concern, or you would like to seek assistance or make a complaint, please contact Langham promptly via our [feedback form](#). **If in doubt, ask us.**

Photos and social media

Photos and videos are a great way of telling people about your fundraising.

Before sharing them:

- make sure the people shown are happy for the image to be used;
- take particular care with photographs of children;
- avoid publishing information that could put someone at risk;
- don't share private information about someone else without permission; and
- only use images, music or other material that you have permission to use.

Remember that anything posted publicly online may be copied or shared beyond your original audience.

Using Langham's name and logo

Please describe your activity as:

“Fundraising in support of Langham Partnership UK & Ireland.”

This helps make it clear that you're generously organising the activity yourself rather than that Langham is organising it.

If we've supplied you with an approved Langham logo or fundraising materials, please use them only for your Langham fundraising.

If you want to create your own materials using the Langham logo, please check with us first.

Cash donations

If you collect cash:

- keep it secure;
- where possible, count it with another person present;
- keep appropriate records;
- don't deduct your expenses from the money collected unless Langham has agreed this beforehand; and
- send the money to Langham as soon as reasonably practicable using an approved method.
- do not complete or use a Gift Aid declaration on behalf of a donor; each eligible donor must make their own declaration through Langham's approved process.

Raffles, lotteries and collections

There are legal rules governing raffles, lotteries, prize draws and some public collections.

Please **contact Langham before organising one of these activities** so that we can help you check what rules apply.

Don't assume that because an activity is for charity it is automatically exempt from licensing or other legal requirements.

Gift Aid

Gift Aid can increase the value of eligible donations from UK taxpayers.

However, not every payment qualifies.

In particular, payments connected with things such as raffle tickets, purchases or certain benefits may not qualify.

Please allow donors to make their own Gift Aid declaration through Langham's donation process. Never complete a declaration for someone else.

Donor information

Please respect the privacy of everyone who supports you.

If you can see a donor's name or other information through your fundraising page, only use that information in connection with your fundraising.

Don't:

- give or sell donor information to anyone else;
- add donors to a mailing list without appropriate permission; or
- try to identify someone who has chosen to donate anonymously.

Langham handles personal information in accordance with our Privacy Policy.

If someone complains

If someone has a concern about your fundraising:

1. Listen and treat them respectfully.
2. Don't argue with them or discourage them from complaining.
3. Explain that they can contact Langham.
4. Tell us promptly if the complaint is serious.
5. Cooperate with us if we need to look into what happened.

[Langham has a publicly available Feedback and Complaints Policy.](#)

If your plans change

Sometimes things don't go to plan.

If your event is cancelled, your challenge changes significantly, or you can no longer complete what you told donors you were going to do, **please contact us**.

Don't promise donors that Langham will automatically refund their donations.

We'll consider what should happen based on the circumstances and the relevant charity-law requirements.

Follow the fundraising standards

Langham Partnership UK & Ireland is committed to responsible fundraising.

When fundraising for us, you agree to follow:

- our **Fundraising Page Terms and Conditions**;
- this **Fundraising Safely and Responsibly** guide;
- any specific instructions we give you for your activity; and
- the relevant sections of the [Fundraising Regulator's Code of Fundraising Practice](#).

The Code is designed to make sure charitable fundraising is legal, open, honest and respectful.

We're here to help

If you're unsure about anything — particularly safeguarding, using Langham's name or logo, handling money, organising an event, raffles or collections — please ask us before going ahead.

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Thank you for fundraising for Langham.