**Guidelines for Volunteer Fundraisers**

**What is a Volunteer Fundraiser?**

A volunteer fundraiser is someone who, without payment or other material benefit, raises money or engages in a fundraising activity for a charity or other philanthropic or benevolent institution.

NB: *the reimbursement of pre-agreed, reasonable, out of pocket expenses incurred by a volunteer and supported by a receipt is not a material benefit.*

Volunteer fundraisers are split into two categories:

1. Those acting with authority to represent the organisation are described as acting ***on behalf of*** the organisation.

2. Those acting entirely on their own initiative and with no special authority to represent the organisation are described as acting ***in aid of*** the organisation.

This document is for volunteers fundraising ***in aid of*** an area of the University of Edinburgh.

**What support is available to Volunteer Fundraisers?**

The University of Edinburgh’s volunteer fundraising platform, *Fundraise Your Way*, is managed by Kerry Mackay, Senior Community Fundraising Officer.

Kerry is available to discuss fundraising information and advice from 9.30am – 5.00pm, Monday to Friday.

Kerry manages the Fundraise Your way website at [www.ed.ac.uk/fundraise-your-way](http://www.ed.ac.uk/fundraise-your-way) ensuring all the information is accurate and up to date.

All volunteer fundraisers have access to the Fundraise Your Way information pack, which can be downloaded from [www.ed.ac.uk/fundraise-your-way](http://www.ed.ac.uk/fundraise-your-way), requested by emailing [kerry.mackay@ed.ac.uk](mailto:kerry.mackay@ed.ac.uk), or phoning 0777 299 7429.

There are separate guidelines for fundraising via static collection cans. These guidelines can be accessed as above.

**Coronavirus (COVID-19)**

You must adhere to the latest Covid-19 government guidelines whilst fundraising. Check your local government website for current Coronavirus information.

**Wellbeing and Safety**

Volunteer fundraisers have no obligation to fundraise in aid of the University of Edinburgh and should ensure any fundraising they undertake does not put them at any risk.

Volunteer fundraisers should keep in regular touch with the Senior Community Fundraising Officer; letting her know if they have any concerns about fundraising, or need any kind of support.

When fundraising, it’s best to work in pairs or groups (adhering to current government guidelines), opposed to alone.

If possible, ensure that a friend or family member is aware of where and when you are going and check in with them when you return home.

Ensure that you have a working, charged mobile phone with you that you know how to use.

If working in a public place (e.g. setting up an information stand at a public event) ensure you have completed and submitted a risk assessment form. This may sometimes be part of a wider risk assessment (e.g. for a whole event).

**Your safety comes first…**

1. **Don’t** attempt anything that cannot be done safely alone
2. **Don’t** take unnecessary risks
3. **Don’t** be afraid to trust your instincts

Volunteer fundraisers are not insured by the University of Edinburgh.

This document contains guidelines only and is not a legal document or requirement.

Either party can stop the relationship between University and volunteer fundraiser at any time and without any notice.

**Expenses**

Repayment for pre-agreed reasonable expenses accompanied by an official proof of purchase can be claimed in accordance with University of Edinburgh policy. All expenses should be agreed in advance with the Senior Community Fundraising Officer before any purchase is made.

**Fundraised donations**

Donations received through volunteer fundraising will be sent to the area of the University indicated by the fundraiser. Donations will then be allocated to priority research areas on a case by case basis by a senior member of staff. Volunteer fundraisers are not entitled to influence their decision, receive exclusive information, or other privileged access to data or results emerging from the programme of activity.

**Problem solving**

The first point of contact for volunteer fundraisers should be Kerry Mackay, Senior Community Fundraising Officer. If she is not available, or you would like to escalate your enquiry or concern, please contact Lucy Buchanan, Supporter Engagement Manager ([Lucy.Buchanan@ed.ac.uk](mailto:Lucy.Buchanan@ed.ac.uk)). Any dispute about use of funding will be resolved by the Head of the College whose decision will be final.

**Further information**

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Development and Alumni

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Website: [www.ed.ac.uk/fundraise-your-way](http://www.ed.ac.uk/fundraise-your-way)

**Privacy statement**

All personal information is held securely by the University and in accordance with Data Protection Law. We use information about you because we have a legal obligation to do so, you have provided consent, or we believe it is in our legitimate interest. The data we hold will be used by the University, or other parties acting under the instructions of the University, for a range of activities. These include sending publications and information, offering benefits and services, organising events, membership administration and in our fundraising and volunteering programmes. We do not and will not sell any of your personal information to third parties. We conduct due diligence and research into the philanthropic interests and means of a limited number of individuals to help decide whether and on what basis to approach them, and to ensure that our fundraising activity is directed in the most appropriate and effective way. If you’d like to find out more, you can view our full privacy notice on our website <https://www.ed.ac.uk/development-alumni/privacy>. If you wish to update your details or how we contact you, or to opt out of our communications, please email [yourdata@ed.ac.uk](mailto:yourdata@ed.ac.uk) or write to us at Development and Alumni, University of Edinburgh, Charles Stewart House, 9-16 Chambers Street, Edinburgh EH1 1HT or call us on +44 (0) 131 650 2240.