

# **PUBLIC FUNDRAISING AND LEGACY POLICY**

**LAST REVIEWED:  
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## METHODS OF DONATING TO GOOD VIBRATIONS

People wanting to donate to Good Vibrations can:

- Make a one-off or regular donation [through our online JustGiving platform](#)
- Send a cheque payable to Good Vibrations (Music) Ltd.
- Transfer money by BACS to Good Vibrations' bank account
- Sell items on E-Bay and select for all proceeds to go to Good Vibrations (Music) Ltd.
- Bequeath a legacy in their will to the charity
- Set up a Give as you Live account for shopping with most big online retailers - with Good Vibrations (Music) Ltd. at their nominated charity

This policy sets out the Good Vibrations procedures for public collections and legacy gifts.

### 1. PUBLIC COLLECTIONS AND FUNDRAISING EVENT PROCEDURES

These procedures are to be followed by team members when carrying out public collections or fundraising events for Good Vibrations.

1. At least two people, including one Good Vibrations team member, must be involved in handling and recording money received. Both individuals must be present while money is counted and both to sign a receipt of sum received.
2. Collection boxes must be sealed before use so it is apparent if they have been opened before they are returned to the staff member responsible for counting the money. Collection boxes must be individually numbered and their issue and return recorded. If ongoing collections take place they must be regularly opened and contents counted by a team member who will be witnessed by one other person.
3. Cash collected must be banked by Good Vibrations as soon as possible without deduction of expenses.
4. Good Vibrations is permitted to collect in places where the public has free access but which are not considered public places, and so are not subject to regulations, e.g. churches, stations and shopping precincts. Collections may still require permission from the owner/landlord so permission must be obtained by a member of the Good Vibrations' management team.
5. If a public collection takes place, e.g. outside a shopping centre or on the street, Good Vibrations must seek a licence from the local authority or police. In these cases, Good Vibrations fundraisers must also be able to:
  - Produce a valid local authority or police licence where applicable
  - Give a solicitation statement detailing how they are remunerated to the donor
  - Wear an official identity badge
  - Have a sealed collection container with our registration number and name on it that matches the details on the identity badge
  - Tell the public how to contact us directly and how to donate using other methods
  - Prove that the people collecting have our permission to collect

- Follow any other rules and regulations as set out by the authority who has granted the licence.
6. For fundraising and sponsored events:
- Records must be maintained for each event in sufficient detail to identify gross receipts or takings and costs incurred. Individuals taking part in sponsored events are encouraged to arrange collections via JustGiving
- For events that are ticketed, all tickets must be pre-numbered, a record kept of people who have been issued with tickets to sell, which tickets numbers they have, and how many have been sold - with all money from tickets and unsold tickets being collected and reconciled by a member of the Good Vibrations staff team.
- Where external fundraisers are engaged, the trustees must comply with the requirements of Part II of the Charities Act 1992 - Charities and fundraising (CC20).
  - If a sale of food to the public is organised, the catering supplier must be licensed. The local council or [food.gov.uk](http://food.gov.uk) has more advice on this.
  - If a raffle is held, and there is a single prize worth >£200, or tickets are sold before the day, a license may be needed - see [gamblingcommission.gov.uk](http://gamblingcommission.gov.uk) for more information.
7. Larger events organised on behalf of Good Vibrations, or by the charity, are likely to require first aid cover. The amount of cover needed depends on the event size and local councils can give more advice. Good Vibrations recommend St John Ambulance [sja.org.uk](http://sja.org.uk) and The Red Cross [redcross.org.uk](http://redcross.org.uk) as providers.
8. Some events will require the organiser to apply for a temporary event license, for events where there will be alcohol or live music. See [gov.uk/temporary-events-notice](http://gov.uk/temporary-events-notice) for more details and to check the event being organised does or does not need a licence.
9. If an external party is organising an event on behalf of Good Vibrations, a charity team member will liaise with the third party on a regular basis to ensure that all policies and procedures are followed.
10. If organising a lottery or raffle, permission must be gained from the CEO beforehand, who will then apply for a licence to run the campaign from <https://www.gamblingcommission.gov.uk/> and all guidelines set out by The Gambling Commission and the local authority must be strictly followed.

## 2. LEGACY INCOME

Good Vibrations understand that Legacy Income is a sensitive and emotive subject and endeavours to consider:

- the freedom of the person leaving the legacy (the testator) to provide for their family and others; and
  - any sensitive circumstances of the potential testator and their family and friends.
11. Good Vibrations will make sure fundraisers do not provide legal advice to any potential donors. When writing to potential testators Good Vibrations will make it clear that this is not legal advice and it will recommend that the testator should seek their own legal advice.
12. Good Vibrations may offer the potential testator suggested wording for legacies to be included in their will, but we will make sure that the suggested wording is accurate (which

may involve getting legal advice) and that we have clearly identified our full charity details including name, registered address and registered charity numbers.

13. Any meetings held with a testator will be held outside of the individual's home, will be minuted, a record of these minutes will be held on file for a minimum of 7 years, and Good Vibrations staff, or trustees, will never put pressure on an individual to leave a legacy donation to the charity, will accept the testator's right to have other individuals of their choice present at the meeting and agree to end the meeting at any point at the request of the testator.
14. Good Vibrations will not pay for wills to be made, even if the testator is leaving a legacy to the charity.
15. If a testator asks Good Vibrations to explain to family members why they are not included in their will, or why a legacy has been made to the charity, Good Vibrations must refuse and can only comment on why the legacy is important to the charity.
16. If a legacy is left under the condition that it is used for a particular purpose or project, but we cannot meet that condition, a representative of the Good Vibrations team will contact the testator's personal representatives before accepting the legacy. If a legacy is left under the condition that it is used for a particular purpose, Good Vibrations will not use the legacy for a different purpose without proper authority from the Charity Commission for England and Wales, Scottish Charity Regulator (OSCR) or Charity Commission for Northern Ireland, or the Attorney General for Northern Ireland.
17. Good Vibrations will respect the testator's or their estate's wishes about any public recognition of the gift and will respect the dignity and privacy of the testator by not using them as a case study for the promotion of legacy giving.
18. Good Vibrations recognise that significant time can elapse between the notification of a legacy and its final receipt. Internal financial controls should be directed at ensuring that all legacy income to which the charity is entitled is actually received and properly recorded in the accounting records. This is the responsibility of the Head of Delivery.
19. Records will be maintained of all legacies notified to Good Vibrations. Agents such as Smee & Ford, can also be used to check probate records to ensure a charity is aware of all legacies to which it may be entitled. Good Vibrations does not currently consult probate records as the volume of bequests received does not merit the cost of the subscription but this will be reviewed on a regular basis.
20. The Head of Delivery and CEO will ensure that legacies to which the charity is entitled are recorded in accounting records and that correspondence files are maintained. The Head of Delivery and CEO will hold regular reviews of progress on collection of outstanding legacies.
21. Good Vibrations will ensure that chattels and property received are held securely, valued and sold or realised, this will be the responsibility of the CEO and the Board of Trustees.