

Cash handling and fundraising for volunteers

As a charity, Lymphoma Action relies on voluntary donations to help deliver our work. We are extremely grateful to all our wonderful supporters and volunteers who give their time to raise money which helps make sure that no one has to face lymphoma alone. Thank you!

This guide complements your volunteer induction and role-specific information. It's here to help you feel confident and supported when handling cash and facilitating, supporting or organising fundraising in your volunteer role. Pages 1-3 cover our general fundraising and cash handling information, the later pages share information for specific fundraising activities, for example how to organise a raffle or a collection day.

It's important that you follow our guidance at all times for your own safety and to protect the money you raise or collect in support of Lymphoma Action.

Always discuss the fundraising activities you'd like to do in your volunteer role with your staff contact, before carrying them out. Your staff contact and the Fundraising Team can provide further help and support, top tips and resources to help you in your fundraising, particularly around safety and security. You can contact the team by emailing fundraising@lymphoma-action.org.uk or by phone on 01296 619419.

General fundraising information

- When carrying out any fundraising, you'll need to be absolutely clear that the money is being raised in support of Lymphoma Action and share how the charity will benefit from any donations received.
- Please clearly display our logo and charity number on all promotional materials: England and Wales (1068395) and in Scotland (SC045850). The fundraising team have lots of resources you can use which already have all this information on.
- It's important that Lymphoma Action volunteers do not take part in, or organise fundraising for any other charity or cause during your volunteering activities. If you wish to do so, this must be done outside of your Lymphoma Action volunteer role and activities.
- If a business or organisation speaks with you about charity of the year partnerships, donating money or taking part in fundraising in support of Lymphoma Action, please signpost them directly to the Fundraising Team. This is so the business or organisation can be supported through our corporate partnerships scheme and that the Fundraising Team can make sure there are no conflicts of interest.

Gift aid allows charities to claim tax back on individual donations from UK taxpayers. If anyone wishes to make an individual donation towards your fundraising activity, you can ask them to fill in a [gift aid form](#) and send it back to Lymphoma Action.

Fundraising includes applying for a grant from a trust, foundation, local authority or another charity, which must be completed by a Lymphoma Action staff member – volunteers are not authorised to do so on our behalf. Many trusts and foundations are linked and a small application from a local volunteer could have a big impact on a centrally organised large application. If you identify an opportunity to apply for a grant, or there is a local project you wish to see developed, discuss this with your staff contact.

Cash and cheque handling information

If you wish to carry out a collection, or you'll be collecting money at your event, the Fundraising Team will supply you with either a branded collection tin or bucket. These will be sealed and should only be opened to count up the money raised by the volunteer who is responsible for the fundraising activity, along with another unrelated, responsible person. Money in these tins should not be used to purchase any items or pay event expenses, as these should be claimed separately as per the [Expenses policy](#).

- You must let the Fundraising Team and your staff contact know if you're expecting to raise a large amount of cash at your event before the event takes place, particularly if you are expecting to raise over £1000. We'll help you plan how to safely and securely handle the money.
- Cash and cheques should ideally be counted and banked the same day, or at the very least within two working days. If they cannot be banked the same day, it should be stored in a secure place such as a safe, locked drawer or filing cabinet until it can be banked.
- Cash and cheques must never be left unattended at a fundraising activity - ideally two volunteers should stay with and be responsible for the cash at all times.
- Cash should be bagged by denomination in suitable money bags (available for free from banks and post offices).
- No person under the age of 18 is allowed to handle or count any cash/cheques, or be given any responsibility for it.
- All cash received should be entered onto our [cash collection form](#), which should be signed by those involved. Once the money has been banked, return the form to Lymphoma Action via post or email to your staff contact. Please remember to include any relevant gift aid or sponsor forms.
- Please refer to the '**sending money back to Lymphoma Action**' section in this guide.

Safety and security

- If you're expecting to raise a large amount of cash at your event, you must let the Fundraising Team and your staff contact know beforehand. We encourage you to count and securely store the money in intervals during the event to prevent large amounts of cash from building up.
- For your own safety, a secure area away from any public space must be identified in advance to count up the cash and cheques. If this is not possible, please do so away from all other activity happening at the event.
- Before the event, consider how you are going to pay the money in and do not put yourself at any risk when transporting it, including injury (coins are heavy and may require several people to carry them).
- Where possible, no one should be left to carry the money by themselves after an activity. Make sure you conceal all cash and collection items in a concealed bag, for example a rucksack. If travelling by car make sure you store everything out of sight; if travelling by public transport do not leave the concealed bags with the cash and collection items unattended at any time.
- In the unlikely circumstance you are challenged whilst handling cash, we urge you to hand over the money without any resistance and never put yourself in any danger. Report the theft to police immediately and get in touch with your staff contact straight away.

Keeping it safe and legal

Lymphoma Action's volunteering policies and procedures, as discussed in your induction, must be followed when you are carrying out all fundraising activities, alongside this guidance. This includes checking with your staff contact that appropriate insurance and risk assessments are in place for your activity. We have example risk assessment templates for fundraising events.

Please note Lymphoma Action can only provide insurance for funds raised by volunteers up to £1000, so if you are expecting to raise over this amount, please speak with the Fundraising Team so we can discuss additional insurance cover, as well as the arrangements for handling this amount of money.

If you are selling food items as part of your fundraising, it is now a legal requirement to state whether there are nuts or other ingredients that may cause allergies in the produce. A simple way to do this is to put up a sign which states that anyone with food allergies should not purchase any of the food items as you cannot guarantee the ingredients.

Sending money back to Lymphoma Action

There are various ways to pay in money. (If you have sponsorship forms or Gift Aid envelopes, please remember to send them in along with your [cash collection form](#).)

- **Donate by post**

Please send a cheque (do not send cash) made payable to Lymphoma Action and your cash collection form to: Lymphoma Action, Unit 3, Bell Business Park, Smeaton Close, Aylesbury, Bucks HP19 8JR.

Please also include your contact details and how you raised the money.

- **Donate by card**

Call us on 01296 619419 to pay by debit or credit card over the phone.

- **Donate online**

Visit www.lymphoma-action.org.uk/donate to make an online payment.

- **Make a bank transfer:**

Bank name: **NatWest Bank**

Account Name: **Lymphoma Action**

Account Number: **58471448**

Sort Code: **60-01-31**

Please use your name as a reference so we can track the donation. And don't forget to call the Fundraising Team on 01296 619419 to inform us of your donation.