

Thank you for choosing to support your local Mind by fundraising ‘in aid of’ Thurrock and Brentwood Mind.

An ‘in aid of’ fundraiser, as defined by [The Code of Fundraising Practice](#) is someone “raising funds but acting independently of the organisation. An organisation will often not know about the volunteer’s acts. This will give volunteer fundraisers control over, and complete responsibility for the fundraising activity. Although the organisation therefore has less control, if fundraising methods are used of which the charity disapproves, action can be taken to prevent the fundraising.”

We’ve put together some guidance on how to make sure your fundraising is safe and legal, so you can concentrate on the fun part!

How we can support you

We’ll provide you with a dedicated contact who will be on hand to answer your questions and support you, we can send you fundraising materials including posters and collection boxes to help make your activity stand out and look the part.

Using local Mind’s logo

We can provide you with our bespoke ‘in aid of’ logo to help support your fundraising. All of your fundraising should make it clear you’re fundraising ‘in aid of Thurrock and Brentwood Mind’ but that you do not represent the charity, i.e. you are not an employee of Thurrock and Brentwood Mind nor have you entered into a legally binding contract.

Organising your event

If you are under 18, please show this page to your parent or guardian and ask them to register your fundraising on your behalf.

Please don’t carry out any activity that may put Thurrock and Brentwood Mind’s reputation or name at risk. If you do, we may have to withdraw our support.

Before your activity, we’d advise planning a budget. Thurrock and Brentwood Mind cannot be held responsible for any costs, taxes or expenses incurred or arising in connection with your fundraising activity.

Remember, please keep any fundraising non-political and please get in touch with Thurrock and Brentwood Mind before approaching any celebrities, press or local companies to support your fundraising activity.

If you want to make your donations go even further, you can ask your donors to add Gift Aid, print one of our sponsorship forms for your supporters to fill out.

Keeping it safe and legal

Take all reasonable precautions to ensure the wellbeing of your guests, including complying with health and safety, food, or drink regulations.

Please ensure you have the correct insurance in place before the event takes place, as Thurrock and Brentwood Mind's insurance will not cover you.

Doing a charity collection is a great way to fundraise, but you need to ensure you have obtained the correct permissions and/or licences before carrying out any public collections, usually these are granted by the local council or landowner. You can review [The Code of Fundraising Practice guidelines](#) for more information on this.

We all love a raffle, but please take into consideration that raffles are subject to gambling legislation. If you're planning to sell tickets over several days, the likelihood is you will need a licence. We'd advise contacting the [Gambling Commission](#) to ensure you're keeping within the rules.

What to do with the money you've raised

Once your fundraising activity has taken place if you've collected any additional money from offline sponsorship or collections, please ensure that you handle the cash considerately. We'd advise that you:

- Have two trusted people present when accessing money and counting it.
- Advise us of any planned expense deductions prior to taking them.
- Once you've sent any money to us, sending us an email to let us know at fundraising@tbmind.org.uk
- All money collected should be sent to Thurrock and Brentwood Mind within two weeks, using your name as a reference.

Payments can be made to us via BACS:

Account Name: Thurrock and Brentwood Mind
Sort code: 20-34-69
Account code: 10748501

Your unique reference: [supporter's name]

Or by cheque payable to:

Thurrock and Brentwood Mind
152 Bridge Road
Grays
Essex RM17 6DB

We'd also be very grateful of any unused fundraising materials so we can use them for the next amazing event in aid of us.

For more information on this resource, please contact fundraising@tbmind.org.uk