

# The Newcastle upon Tyne Hospitals NHS Foundation Trust

## Staff & General Public Participation in Fundraising, Raffles, etc.

Version No.:	3
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Date Ratified:	12 September 2017
Ratified By:	Charitable Funds Committee

### 1 Introduction

The following details the process for members of staff and the general public engaging in fundraising activities in aid of the Newcastle upon Tyne Hospitals NHS Foundation Trust (the **Trust**) and its official Charity:- Newcastle upon Tyne Hospitals NHS Charity (registered charity number 1057213) (the **Charity**).

The Charity positively welcomes and recognises the importance of fundraising for the Newcastle upon Tyne Hospitals NHS Foundation Trust to complement innovation and improvements in service delivery ensuring the Trust remains a premier health care provider.

### 2 Scope

The policy covers all NHS employees and honorary consultant contract holders who engage in such activities for the benefit of the Newcastle upon Tyne Hospitals NHS Charity and the procedures for registering and recording of fundraising events. Due to the wide range and scope of such activities it is difficult to incorporate specific advice on every type of event however the procedure is designed to provide general guidance on the basic principles and acceptable practices of fundraising in aid of the official charity (as named above).

### 3 Aims

To ensure that a standard procedure exists for fundraising in aid of the Newcastle upon Tyne Hospitals NHS Foundation Trust and its official charity which accords with the Institute of Fundraising (IoF)/Charity Regulator acceptable procedures and adheres to any statutory requirements or regulations, licences and consents e.g. The Gambling Act 2005.

Use of the hospitals name, services and logos (and those of its official charity) in any fundraising event requires **prior** permission whether the event is initiated by staff or by the general public.

The procedure does **not** cover fundraising in aid of independent charities aligned to the NHS however it is expected that similar procedures are in operation to protect both staff and the general public. Staff should familiarise themselves with what are acceptable practices/procedures before becoming directly involved in supporting independent charities to ensure that their role as both a member of staff and a fundraiser is not compromised.

All staff should be familiar with the policy to ensure that reputational risk to the Newcastle upon Tyne NHS Foundation Trust (and its official charity) is minimised.

#### **4 Duties (Roles and Responsibilities)**

The Trust (Charitable) Funds Committee - Newcastle upon Tyne Hospitals NHS Charity (which is a sub-committee of the Trust Board) and the Charitable Funds Office (Peacock Hall, Royal Victoria Infirmary) are responsible for ensuring Trust-wide compliance with the policy.

Directorate Managers and Heads of Service are responsible to the Trust (Charitable) Funds Sub-Committee for ensuring policy implementation.

Managers are responsible for ensuring policy implementation and compliance in their areas.

Staff are responsible for complying with the policy.

Staff should be aware that any involvement in any fundraising activity in aid of the Newcastle upon Tyne Hospitals NHS Foundation Trust (or its official charity) requires **prior** approval from the Trust's Head of Fundraising (Charitable Funds Section). This is to ensure all fundraising is legally compliant, of a suitable nature to the ethos of the NHS and is officially recorded via a centralised fundraising system.

**All enquiries should be directed to the Charitable Funds Office, Peacock Hall, Royal Victoria Infirmary.**

#### **5 Definitions**

The guidance relates specifically to fundraising in aid of the official charity of the Newcastle upon Tyne Hospitals NHS Foundation Trust, viz. Newcastle upon Tyne Hospitals NHS Charity (Reg. 1057213).

Independent Charities supporting the NHS (or the Newcastle upon Tyne Hospitals NHS Foundation Trust) relate to bodies where the Trustees are not appointed by the Trust Board.

#### **6 Who may apply to raise funds and the Application process**

In simple terms anyone can fundraise for the Newcastle upon Tyne Hospitals NHS Charity **however** Staff and members of the public wishing to organise fundraising events will, in the first instance, are required to advise the Charity of the intention to raise funds.

Whilst the Charity does not wish to detract from the enthusiasm of the staff and public regarding fundraising, it is crucial that such events are carefully planned and supported to ensure the event is safe, legal and accords with the Charity Regulator Codes of Fundraising Practice.

Staff are reminded that enquiries from the general public to fundraise should in the first instance be referred to the Charity Funds Office who can provide help and advice on any fundraising activity and **provide approval for the events PRIOR to them being undertaken.**

Such events can be logged using:-

**(i) Staff fundraising on Trust premises: (Internal Events)**

Application for Staff Fundraising Approval Form (Appendix 1)-**See 6.1**

**(ii) General Public and Staff fundraising (External Events)**

Fundraising Registration Form (Appendix 2)-**See 6.2**

The Forms should be forwarded to the Charitable Funds Office where the event will be reviewed by the Fundraising team to ensure that it accords with the requirements of current legislation and fundraising practice and is carried out in an appropriate manner.

Unless the event is officially organised and directed by the Charity itself, anyone undertaking fundraising does so in a private capacity. The **Trust** needs to protect the integrity and reputation of both the Charity and the services it supports and care is taken to ensure that staff are fully aware of their role and responsibilities when undertaking such activities. The proposed activity whether undertaken by staff or the general public should not attract adverse publicity for the NHS Trust/Charity. Fundraising activities that meet with public disapproval can damage the reputation of the Trust/Charity. If in doubt please check the proposed activity with the Charitable funds team.

## **6.1 Staff - Guidance re: Fundraising Initiatives on Trust Premises (Internal Events)**

Staff wishing to undertake fundraising, hold an event, organise a raffle, or any other related initiative to generate money should contact the Charitable Funds Office to informally discuss their proposals.

Advice will be provided prior to the completion of the Application for Staff Fundraising Approval Form (**Appendix 1**). The Form will be submitted by the Charitable Funds Office to the Corporate Office for official approval and the staff will be advised once this has been obtained. A dedicated Charitable Funds Communications Team can help with the marketing and promotion of the event.

In order for the process to work smoothly, sufficient time should be given between applying and the actual event date.

Remember that the principle aim of any event is to obtain the maximum return possible and expenditure incurred should be minimal and proportionate to the event itself. Whilst the Trust are supportive of staff fundraising initiatives there is an added requirement to ensure that the event fully complies with both the Charity's and the Trust's expectations.

The Trust Board as Trustee to the Charitable Funds is responsible for ensuring that:

- a) Fundraising is properly carried out in accordance with the Charity Regulator's Code of Fundraising Practice
- b) Expenditure is reasonable and proportionate to expected returns
- c) A record of income/expenditure is maintained
- d) Adequate security arrangements are in place

### **Staff fundraising: Practical fundraising guide**

#### **'Keep it Safe, Keep it Legal':**

Where a group of staff decide to undertake fundraising in aid of the Charity it is advisable to form a working committee, this helps to spread the workload and allows the committee to delegate responsibilities to different individuals. The object of any fundraising event should be discussed in advance with the appropriate Directorate Manage to ensure that the aims are acceptable and comply with the Trust's business plan.

The election of an individual to act as a 'Fundraising Lead' is recommended.

This individual should complete the appropriate form (**Appendix 1 Staff Fundraising on Trust Premises (Internal Events)** or (**Appendix 2 Staff Fundraising (External Events)**) i.e. not on Trust Premises.

The Fundraising Lead will be responsible for the collection, recording and security of funds and maintain an accurate record of all funds received and expenditure incurred. Where a major fundraising event is to be undertaken e.g. charity ball or dinner, the Fundraising Lead should discuss the plans in advance with the Charitable Funds Office in order to assess potential risks and agree potential costs (hire of room/costs of catering etc.). It is important money handling is secure and processes are implemented to ensure that staff or volunteers are not put at risk.

A proposed income and expenditure statement should be submitted for review and will form part of the discussion. The Charity is keen to ensure that events are:

- (i) Achievable
- (ii) Costs are reasonable
- (iii) Income targets are meaningful
- (iv) Risks are manageable

It should be borne in mind that any costs in excess of income received are the responsibility of the nominated members of the staff fundraising committee and care must be taken to ensure that events are managed in such a way as to minimise such risks. The Charitable Funds Office has experienced personnel who are able to provide advice designed to mitigate such risks.

Please ensure that activities are being carried out in an appropriate and proper manner and in particular **refrain from exercising any undue pressure (either knowingly or inadvertently) on individuals during the course of or in connection with fundraising.** In addition, please do not request funding from any

individuals or organisations that have previously indicated that they do not wish to be contacted for such purposes. The Charitable Funds Office will provide advice of any such restrictions, where known.

### **Posters and Promotional literature:**

One of the key elements of a successful event is good promotion. Having this in place from the beginning is an essential ingredient to delivering an impactful and enjoyable event.

Promotion of the event will need to be discussed in advance with the Charitable Funds Office to ensure that the wording is appropriate and accords with acceptable practice and the official Charity logo and/or the appropriate fund logos are appended.

Promotion of a Staff-lead charitable fundraising project can be publicised within the Trust however must accord with Trust guidelines. Staff should initially contact the Charitable Funds Office who will provide advice in this area. The Charitable Funds Communications Team can also help to promote any fundraising activity and publicise the success of the fundraising project, through media releases, promotional material and generally support the fundraising project, where required.

### **Patrons:**

The Newcastle upon Tyne Hospitals NHS Charity and its charitable funds do not have official patrons as such (i.e. they are not named on any official literature) however there are a number of high profile individuals /celebrities who support the Charity. This is primarily restricted to publicising the Charity and/or charitable funds and its work by attending official engagements/events/cheque presentations/publicity opportunities etc. Access to hospitals sites in an official capacity (i.e. attendance at opening ceremonies/unveiling new facilities).is restricted and requires prior approval from the Chief Executive's office.

The profiles of such individuals, is monitored by the Charity Communications Officer and any action/involvement with the Charity is carefully managed.

The Charity has resisted appointing official patrons because of the inherent reputational risks which are linked to such associations and the Head of Fundraising reviews the suitability of individuals in promoting the hospital Charity to ensure compatibility with the Charity's aims and objectives.

### **Sponsored Events:**

The Charitable Funds Office can provide official sponsorship forms, either in paper form or electronically, (in a format agreed with H.M.R.C) to support an applicable event. Wherever possible, donations should be linked to the Gift Aid Scheme and sponsors should be asked to provide their full name, home address and postcode and tick the Gift Aid column, (this enables the Charity to recover base rate tax paid by an individual at no further cost to that individual). The tax is recovered from H.M.R.C and currently this adds a further 25% to the contribution.

All completed sponsorship forms should be returned to the Charitable Funds Office, together with the sum collected. The completed sponsorship forms are used to support an official claim to H.M.R.C to recover the tax element.

Any additional funds received via the Gift Aid Scheme are added into the charitable fund for which the fundraising has been undertaken.

### **Online Giving:**

An Online giving site, which accepts Debit/Credit card contributions, is currently being developed by the Charity. At present such payments are being made via JustGiving/Virgin Money Giving (JG/VMG) who provide secure and approved services to the charity sector. The Charity is registered with both JustGiving and Virgin Money Giving and individual Fundraising pages are created by the Charitable Funds Office (for identifiable funds within the Charity structure) and/or individual fundraisers seeking to promote a specific event. The facilities provided by JG/VMG make giving easier, attracts a wider audience and incorporates the Gift Aid facility. Donations received by JG/VMG are remitted to the Charity on a regular basis (usually weekly) and are subject to an administrative charge for card processing/administration. Reports provided by JG/VMG enable donations to be linked to specific pages and individual charity funds. The creation of individual fundraising pages on the Newcastle upon Tyne Hospitals NHS Charity Online giving sites need to be notified and agreed in advance by the Charitable Funds Office.

All funds raised from such activities must be paid into the Newcastle upon Tyne Hospitals NHS Charity (Registration number 1057213).

## **6.2 Guidance to the general public, Commercial organisations and staff fundraising (for external events)**

In **all** instances, requests by members of the public, outside organisations or (Staff wishing to fundraise - not on Trust premises) should be referred to the Charitable Funds Office for guidance and advice.

Completion of a Fundraising Registration Form (**Appendix 2**) will be required to establish the nature of the event, participants, location and additional support.

It should be noted that some fundraising events will not be deemed acceptable or accord with the general principles of the NHS, as they may be seemed to conflict with the ethos of the service and may be declined on such grounds.

### **Fundraising Activities not deemed suitable**

#### **High Risk and Extreme Danger Events**

**Sky Diving**

**Boxing**

Certain other activities may need additional approval/scrutiny and advice will be provided by the Charitable Funds Office as to the suitability/or otherwise of such events.

Once the fundraising initiative has been fully clarified and agreed, a Letter of Association will be issued by the Charitable Funds Office confirming the fundraising event, event date, named Organiser(s)/Participant(s), and confirming that the named individuals are fundraising in aid of the Charity. A unique identification reference is allocated for every Letter of Association issued and is used to track and record all monies received.

A four monthly reminder is issued by the Charitable Funds Office for any outstanding events where monies have not been received (four months from the date of the event) to ascertain reasons for this.

The Charitable Funds Office will provide support and guidance to all potential fundraisers to ensure that good practice is observed and that any regulations (Local Authority licenses/Gambling Act) are adhered to.

The Letter of Association ensures that there are clear demarcation lines between the responsibilities of the fundraiser and the NHS Charity and that the fundraising is 'in aid of' and not being carried out by the Charity itself or 'on behalf of the Charity'.

This letter sets out the terms under which the individual(s) are entitled to fundraise 'in aid of' the Charity and ensures that the individual(s) do not carry out or engage in inappropriate fundraising practice, particularly in relation to soliciting donations from vulnerable members of the public.

Fundraising aids/resources are also available from the Charitable Funds Office, including, official sponsorship forms with the Gift Aid facility, collecting tins, collecting buckets, advice of Online Giving, promotional materials/leaflets and a presentation cheque (for publicity/promotions).

### **General:**

The Letter of Association issued by the Charity is designed to conform with good fundraising practice and adheres to the requirements laid down by **Charity Regulator**. The terms contained therein makes it clear as to the responsibilities imposed on individual fundraisers when raising funds for the Charity.

Neither the Trust nor the Charity can accept responsibility for any breaches of accepted practices or any injury or damage to property or individuals. The Charitable Funds Office will make every effort to ensure that fundraisers are appraised of any regulations or potential risks, and recommend ways of mitigating such issues and generally will provide as much support as possible to achieve their aims.

The following may be potential factors in achieving such aims:

- Fundraising on private premises (including shops/shopping centres or public houses) requires the express written permission from the owner/management of the premises. In addition, if collecting in public

houses/bars, a licence will be required from the Local Authority in addition to obtaining permission from the landlord of the premises.

- Street collections or any collections in public places, require a licence issued by the Local Authority. Licensing regulations/permissions may vary between Local Authorities. Official guidance states that:

“No collection shall be in such a manner as to cause, or be likely to cause, danger, obstruction, inconvenience or annoyance to any person.”

- Remember to check the conditions of any licence as they may contain additional stipulations and vary from region to region.
- Static collection boxes must be secure and tamper proof and require the permission of the business owner.
- Raffles or lotteries should not be undertaken without prior discussion with the Charitable Funds Office.

## **7 Commercial Partnerships**

From time to time the Charity enters into a legal agreement with a **Commercial Participator**. Broadly speaking a Commercial Participator is any person who carries on for profit a business and in the course of that business represents that it will make donations to a charity. The agreement sets out the terms on how such a project will operate and the duties on each party to the agreement.

## **8 Licensing of Raffles and Lotteries**

With effect from 1<sup>st</sup> September 2007, the Gambling Act (2005) replaced the provisions contained in the (former) Lotteries & Amusement Act 1976. The regulations on lotteries and gaming are complex and these notes provide the basic principles only and should not be read in isolation (without further guidance from the Charitable Funds Office or the Local Licensing Authority).

To ensure that it satisfies the conditions of the new Gambling Act 2005 and assist in staff organised raffles/lotteries the NHS Trust has taken out a Small Society Lottery Registration for the hospitals under its administrative control (Freeman Hospital, the Royal Victoria Infirmary and the Centre for Ageing & Vitality). **The registration primarily covers raffles/lotteries run on Trust premises.**

Use of this Registration/Licence

### **9.1 Small Society Lotteries**

The following criteria must be observed:

- i. Tickets in accordance with the requirements of the Gambling Act must be printed.
- ii. Records of tickets sales/monies received and expenditure must be maintained. (Please see **Appendix 3** for ticket sales spreadsheet). Ticket sales for a single lottery are restricted to £20,000 (or £250,000 in a one year period).
- iii. The draw must be made on a specified date and independently verified.
- iv. The Act requires that lottery tickets may only be sold **by** persons over the age of 16 **to** persons over the age of 16.
- v. Tickets should not be sold in the street (street including any bridge, road, lane, footway, subway, square, court or passage – including passages through enclosed premises such as shopping malls) however tickets may be sold from a kiosk, in a shop or door-to-door (**where permission has been granted**).
- vi. Prizes awarded in small society lotteries can be either cash or non-monetary. However the amount of money deducted from the proceeds of the lottery to cover prizes must not exceed the limits set out by the Act.
- vii. The maximum ticket price of £2.00 for society lotteries has been removed so that there is no maximum price, but every ticket must cost the same.
- viii. A new 80/20 rule for society lotteries provides that if at least 20% of the proceeds are guaranteed to go to the charity or other cause for which funds are being raised, the promoters can then choose how to divide the remainder between prizes and expenses. Donated prizes would not be counted as part of this 80% (as no money would be withdrawn from the proceeds to cover their purchase) but should still be declared on the return following the lottery draw.
- ix. No single prize may be worth more than £25,000 (whether money or money's worth or a mixture of both).
- x. Rollovers between lotteries are only permitted where every lottery affected is also a small society lottery promoted by the same society, and the maximum single prize does not exceed £25,000 or 10% of the gross proceeds.
- xi. The sale of tickets by automated process is permitted. (A virtual ticket being non-physical, for example in the form of an email or text message). Schedule 11(36) requires that a purchaser of a small society lottery ticket must receive a document which identifies:

- a. the name of the promoting society
  - b. the price of the ticket (must be the same for all tickets)
  - c. the name and address of the member of the society who is designated as having the responsibility at the society for promoting small lotteries, or (if there is one) the external lottery manager; and
  - d. the date of the draw, or enables the date to be determined
- xii. Alcohol prizes can be given only if the premises are licensed for the sale of alcohol or have a temporary event notice.
  - xiii. A return, in accordance with Local Authority regulations, must be produced within three months of the draw taking place.
  - xiv. Security of prizes and cash received must accord with laid down guidelines.
  - xv. The purpose of such fundraising must accord with the objectives of the Newcastle upon Tyne Hospitals NHS Charity.
  - xvi. Funds raised must be deposited with Newcastle upon Tyne Hospitals NHS Charity.

## **9.2 Incidental Non-Commercial Lottery**

For Trust purposes, a lottery that is held which is incidental to a non-commercial event, for example, a raffle at a Summer/Christmas Fair, Fête, Dinner or Ball or some similar event, provided that all of the money raised at the event, including entrance fees, is for purposes other than private gain, is classified as an *Incidental Non-Commercial Lottery*. This type of lottery can be conducted using cloakroom tickets.

**Tickets can only be sold at the event and on the premises where the event is being held and results will be made public while the event is taking place.**

These provisions are designed to accord with Local Authority regulations and to protect staff involved in the fundraising activity.

**Please note that the guidance on Raffles and Lotteries is of a generic nature and further advice and authorisation to undertake such a lottery on Trust premises needs to be obtained, in advance, from the Charitable Funds Office.**

## 10. Training

Guidance or advice on all fundraising events (instigated by staff or the general public) and matters related to charitable funds in the Newcastle upon Tyne Hospitals NHS Charity can be obtained from the Charitable Funds Office (Peacock Hall, Royal Victoria Infirmary). It is recommended that the following policies relating to the Donation of Money and Celebrity VIP and Non VIP Visitors should also be referred to.

[Donation of Money Policy](#)

[Celebrity, VIP and Non VIP Visitors to the Trust](#)

## 11. Equality & Diversity

The Trust is committed to ensuring that it does not unlawfully discriminate against staff on any grounds. This policy has been properly assessed.

## 12. Monitoring compliance

Staff engaged in any fundraising event in which the Trust's hospitals or services are quoted as being a beneficiary must have **prior** agreement from the Charitable Funds Office. Where it is apparent that such an agreement is not in place, the Trust's Head of Fundraising will follow this up and if necessary report to the Trust's Chief Executive and the Charitable Funds Committee.

Fundraising events and lotteries are subject to regular review by the Charitable Funds Office. In addition enquiries are regularly received from the Local Licensing Authority and the Police requiring confirmation or validity of an event.

Income from Fundraising events, previously agreed through the Charitable Funds Office, is monitored by the Head of Fundraising and is reported to the Charitable Funds Committee on a quarterly basis. Any outstanding events will be followed up within a reasonable time period (in relation to the type and complexity of the event) and any issues of concern will be raised with the individual fundraiser and may be reported to the Trust's Chief Executive and the Charitable Funds Committee.

Any fundraising event which comes to the notice of the Charitable Funds Office and for which, prior knowledge or agreement has not been received, will be followed up by the Head of Fundraising. If the proposed activity/event is contrary to the Charity's guidelines for fundraising activities and unfortunately is one that the Charity is unable to endorse a 'Cease and Desist' letter may be issued.

Raffle/Lottery returns (**Appendix 3**) together with any unsold tickets should be forwarded for the attention of the Head of Fundraising (Charitable Funds Office) within an agreed timescale (usually within four weeks of the draw having taken place), as this information must be relayed to the Local Licensing Authority. Any differences or queries will be taken up with the nominated member of staff responsible and if necessary reported to the Chief Executive and the Charitable Funds Committee.

A Fundraising Return (**Appendix 4**) should be completed by the organisers of the event and returned to the Charitable Funds Office. Failure to submit this Return within a reasonable timescale will be followed up by the Head of Fundraising and any discrepancies/errors investigated.

<b>Standard / process / issue</b>	<b>Monitoring and audit</b>			
	<b>Method</b>	<b>By</b>	<b>Committee</b>	<b>Frequency</b>
The Charitable Funds team will monitor on a routine basis to ensure compliance with policy.	Each process is monitored on an individual basis and records maintained for review/audit	AuditOne (Internal Audit & Counter Fraud Service	Charitable Funds Committee/ Trustees of NHS Charities	Annually

### **13 Consultation and review**

The policy has been reviewed by the Charitable Funds Committee on behalf of the Trustees of the NHS official charity.

### **14 Implementation of the policy (including raising awareness)**

The policy reflects the agreed protocols for fundraising practice within the Newcastle upon Tyne Hospitals and staff are routinely reminded of the processes as and when events are notified or identified. The Charitable Funds team regularly meet with staff either individually or in groups to discuss and advise on the fundraising protocols and routinely hold seminars to raise awareness.

The Newcastle Upon Tyne Hospitals NHS Charity

STAFF APPLICATION FOR FUNDRAISING APPROVAL ON TRUST PREMISES

APPLICANT'S NAME ..... JOB TITLE .....

DIRECTORATE/DEPARTMENT/WARD .....

SITE ..... EXTENSION NUMBER .....

DETAILS OF FUNDRAISING TO BE UNDERTAKEN (e.g. Raffle, Event, Tombola, Cake Stall)

.....
.....
.....

LOCATION ..... DATE .....

PURPOSE OF FUNDRAISING (e.g. general patient benefit (hospital/ward) .....

.....

OTHER NOMINATED STAFF RESPONSIBLE FOR CONDUCT OF FUNDRAISING:

NAME ..... JOB TITLE .....

WARD/DIRECTORATE/DEPT ..... EXT. NO.....

NAME ..... JOB TITLE .....

WARD/DIRECTORATE/DEPT ..... EXT. NO.....

RAFFLE/AUCTION/TOMBOLA PRIZES (how are prizes to be obtained) .....

.....

I declare that the information that I/We have given on this form is correct and that I/We agree to follow the procedures/guidelines provided by the Newcastle upon Tyne Hospitals Head of Fundraising (Charitable Funds Office).

SIGNATURE(S) OF ALL NOMINATED FUNDRAISERS

..... DATE .....

..... DATE .....

..... DATE .....

SIGNATURE OF DIRECTORATE MANAGER ..... DATE .....

APPROVED ..... DATE .....

Corporate Office

Please submit completed form to:

Charitable Funds Office (Peacock Hall, Royal Victoria Infirmary).



Newcastle upon Tyne Hospitals  
NHS Charity (reg. 1057213)

## Fundraising for the NHS in Newcastle

### REGISTER YOUR EVENT

The Newcastle upon Tyne Hospitals NHS Foundation Trust is directly supported in its aims and activities by its own registered charity: the Newcastle upon Tyne Hospitals NHS Charity (reg. no. 1057213). The charity administers the many generous donations made by the general public which allow us to provide that little bit extra in terms of more sophisticated equipment, additional patient comforts, specialist staff training and funding of local research projects to develop new treatments and technologies to improve patient care.

These donations allow us to keep pace with continual developments in medical equipment and treatment and means that we can achieve things more quickly than would otherwise have been possible. We are so grateful when we receive donations for our local hospitals, as it not only recognises the care we provide but also means we can make things even better for our future patients.

We also ensure that those wishing to raise money for any of our charitable funds receive the appropriate advice on current fundraising legislation and are given support with raising awareness of their event.

*If you are interested in organising a fundraising event for one of our hospitals or services, we would love to hear from you. Simply download and fill in our **Fundraising Registration Form** and post or email it to the address below. You can give us a call on 0191 213 7235 if you have any questions and we'll be able to give support and advice on fundraising regulations and accepted practice, along with an appropriate letter of association. We can also supply sponsorship forms on request and provide access to our online Just Giving facilities.*

## FUNDRAISING REGISTRATION FORM

APPENDIX 3

### Notes for completion

\*If you are an individual wishing to fundraise please complete sections A and D.

\*If you are a company/organisation/school, please complete section A, B and D.

\*If you are fundraising as a group/team please complete section A or B and sections C and D.

Section A (Individual details)			
Title:		D.O.B	
First name:			
Last name:			
Home address			
Address line 1:			
Address line 2:			
Town:			
County:			
Postcode:			
Phone number:		Mobile number:	
Email address:			

Section B (Company/Organisation/School details)			
Your Job Title in Company:			
Name of Company/Organisation/School			
Address line 1:			
Address line 2:			
Town:			
County:			
Postcode:			
Phone number:		Mobile number:	

\*your name and address will automatically be entered into our database for you to receive information in the future. If you **do not** wish to receive correspondence from us please tick

Section C (Group/Team details)	
Name of Group	
Name of participants/group members	

Section D (Fundraising plans)	
Proposed event or activity:	
Date(s) of event or activity:	
Name of the charitable fund you would like to support:	E.g. Freeman/RVI, and name of unit/ward or fund name
If you have set up a JustGiving page, please provide us with the link	www.justgiving.com/
Do you have any other information you'd like to tell us about your event?	
What made you decide to support Newcastle upon Tyne Hospitals?	E.g. Is this in memory of a loved one?
Tell us about your hobbies	

Please complete and post or email to us at the address below:

**THANK YOU**

**We are very grateful for your support**

For more information or a friendly chat about ideas and practical guidance call our charity team on 0191 213 7235 [Charity.Matters@nuth.nhs.uk](mailto:Charity.Matters@nuth.nhs.uk)

Charitable Funds Office, Peacock Hall, Royal Victoria Infirmary, Queen Victoria Road,  
Newcastle upon Tyne NE1 4LP





The Newcastle upon Tyne Hospitals NHS Foundation Trust

**Equality Analysis Form A**

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

**PART 1**

1. **Assessment Date:**
2. **Name of policy / strategy / service:**
3. **Name and designation of Author:**
4. **Names & designations of those involved in the impact analysis screening process:**
5. **Is this a:**
- |                        |   |               |                              |                 |                              |
|------------------------|---|---------------|------------------------------|-----------------|------------------------------|
| Policy                 | <input checked="" type="checkbox"/> Yes | Strategy      | <input type="checkbox"/>     | Service         | <input type="checkbox"/>     |
| <b>Is this:</b>        | New                                     | Revised       | <input type="checkbox"/> Yes |                 |                              |
| <b>Who is affected</b> | Employees                               | Service Users | <input type="checkbox"/> Yes | Wider Community | <input type="checkbox"/> Yes |
6. **What are the main aims, objectives of the policy, strategy, or service and the intended outcomes?** *(These can be cut and pasted from your policy)*
7. **Does this policy, strategy, or service have any equality implications?**      Yes       No

**If No, state reasons and the information used to make this decision, please refer to paragraph 2.3 of the Equality Analysis Guidance before providing reasons:**

**8. Summary of evidence related to protected characteristics**

Protected Characteristic	✓ Evidence, i.e. What evidence do you have that the Trust is meeting the needs of people in various protected Groups	Does evidence/engagement highlight areas of direct or indirect discrimination? If yes describe steps to be taken to address <i>(by whom, completion date and review date)</i>	Does the evidence highlight any areas to advance opportunities or foster good relations. If yes what steps will be taken? <i>(by whom, completion date and review date)</i>
Race / Ethnic origin (including gypsies and travellers)			
Sex (male/ female)			
Religion and Belief			
Sexual orientation including lesbian, gay and bisexual people			
Age			
Disability – learning difficulties, physical disability, sensory impairment and mental health. Consider the needs of carers in this section			
Gender Re-assignment			
Marriage and Civil Partnership			
Maternity / Pregnancy			

**9. Are there any gaps in the evidence outlined above? If ‘yes’ how will these be rectified?**

No

**10. Engagement has taken place with people who have protected characteristics and will continue through the Equality Delivery System and the Equality Diversity and Human Rights Group. Please note you may require further engagement in respect of any significant changes to policies, new developments and or changes to service delivery. In such circumstances please contact the Equality and Diversity Lead or the Involvement and Equalities Officer.**

Do you require further engagement?    Yes     No

**11. Could the policy, strategy or service have a negative impact on human rights? (E.g. the right to respect for private and family life, the right to a fair hearing and the right to education?)**

No

## PART 2

**Name:**

Pauline Buglass/Mike Love

**Date of completion:**

28/09/17

(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified, please refer to the Policy Author identified above, together with any suggestions for action required to avoid/reduce the impact.)