



FUNDRAISING EVENTS POLICY

SNAPS YORKSHIRE CIO

July 2026

Purpose

This policy sets out SNAPS' approach to planning, delivering, and monitoring fundraising events in line with the Fundraising Regulator's Code of Fundraising Practice (effective November 2025) and associated guidance.

Scope

This policy applies to all SNAPS' employees, volunteers, contractors, trustees, and third-party fundraisers involved in organising or supporting fundraising events, including charity challenge events.

Responsibilities

The Head of Fundraising is responsible for ensuring compliance with this policy and the Code of Fundraising Practice. All employees and volunteers must follow the procedures outlined and report any concerns.

Planning and Risk Assessment

All fundraising events must be planned with a documented risk assessment. This includes consideration of health and safety, safeguarding, financial and reputational risks, and accessibility. Risk assessments must be updated as plans evolve and retained for record-keeping.

Insurance

Adequate insurance must be in place for all events, including public liability and event cancellation cover. Responsibilities for insurance must be clearly defined in any agreements with third parties.

Safeguarding

Events must be planned and delivered in line with SNAPS' safeguarding policies. Appropriate checks (e.g. DBS) must be carried out for staff and volunteers where necessary. Any safeguarding concerns must be reported immediately.

Working with Third Parties

Written agreements must be in place with any third-party providers, including event organisers, venues, and challenge event companies. These agreements must outline roles, responsibilities, and compliance with the Code.



Permissions and Licences

All necessary permissions and licences must be obtained for events, including venue hire, local authority approvals, and any legal requirements for public fundraising activities.

Health and Safety

Health and safety arrangements must be appropriate to the event and location. This includes medical cover, evacuation procedures, food, and training for marshals and stewards. Depending on the size of the event, Martyn's law and any associated requirements should also be considered.

[Martyn's Law: the SIA's new regulatory role - GOV.UK](https://www.gov.uk/government/news/martyns-law-the-sia-s-new-regulatory-role)

Financial Transparency

Fundraising communications must be clear, honest, and not misleading. All promotional materials must explain how funds will be used. Records of income and expenditure must be maintained and reported transparently.

Complaints

It is our aim that everyone who engages in our fundraising activities/events has a positive experience, but we understand that sometimes this may not happen, and supporters may not be happy with their experience. If this happens complaints should be reported in line with the complaints policy. If we get things wrong, we will be open and transparent about our mistakes and take swift action and learn from them. Complaints will be investigated promptly and in line with the Fundraising Regulator's expectations.

Compliance and Review

This policy will be reviewed annually or in response to changes in regulation. Compliance with the Code of Fundraising Practice is mandatory and monitored by the Head of fundraising.

Drafted: 15 th August 2025 Approved by Board: 15 th July 2026 Next Review Date: July 2027
