

We are blessed with supporters, like you, who are willing to take time out to raise funds for our ministry with young people. If you would like to organise an event, anything from a dinner party to a hike through a desert, please let us know.

We can offer you a range of support and resources to help your event succeed, and ensure that the staff at SU Scotland remember your event in prayer.

As these events are often very memorable, we would love to be sent any stories or photographs of your event. These may well act as a catalyst for other events in the future.

Below are some [guidelines](#) that we would like you to read and follow as far as possible. Please note this is not an exhaustive list on how to run a safe event. If you have any concerns or questions you would like to talk through please contact us.

## Collecting Money

We recommend, wherever possible, the use of online giving for the business of collecting money. This option is more secure and drastically cuts down the amount of required paperwork. Online giving is also easier to link with social media, which can help raise the profile of your event. We recommend using [www.justgiving.com/suscotland](http://www.justgiving.com/suscotland). Donations can also be made directly at [www.suscotland.org.uk/donate](http://www.suscotland.org.uk/donate) or by calling our finance team on 0141 352 7628.

Where online collection is not possible, we have paper forms that should be used. The reason for this is that the UK Government has issued precise wording requirements which allow us to claim Gift Aid, and we ask that you do not amend these sheets in any way. In addition the form also allows your sponsors to find out more about the work of SU Scotland by asking to be sent our magazine - @SU. This is an excellent non fundraising target as it will spread the word of our ministry and may open new doors for young people to explore the Bible and respond to the significance of Jesus.

If your event involves a cash collection in a public place (a park, shopping centre or supermarket for example) additional guidelines must be followed. Please contact us to talk through your event

## Safety and Security

Please be careful to check that any event organised takes place without undue risk or danger to participants, the general public or property. Scripture Union Scotland cannot accept any liability for your activity or event. If permission is needed from any authority, or advice on First Aid is needed, please consult the appropriate agency.

Please contact Scripture Union Scotland if you have any questions or concerns before the event.

## Recording the Event

A good picture really does speak a thousand words. The use of media to promote your event enhances interest and draws more funds, much more effectively than lines of text. It is very useful to arrange for photographs and/or video to be taken at your event as they can act as a prompt for future fundraisers, helping to generate more support in the years to come.

As we would love to share in your event, we would like you to send these to us with the possibility of the media being used in future promotion material. For this reason, and if you would like to use the photos for your own future use, it is important to include an opt-out option for parents and guardians of children under the age of 16. A simple statement such as the following should be used at the event,

*'My child is under the age of 16 and I do not wish their photo/video to be used for SU Scotland publicity'.*

This can be on permission slips, handouts or as a verbal prompt with a dedicated sheet for parents/guardians to sign. This is a Child Protection issue and should be treated with due respect.

Please contact Scripture Union Scotland if you have any questions.

## Fundraising Involving Children

It is understandable that you may well want to include children in your fundraising efforts. They can enhance an event, boost energy and are sure to focus on the fun aspect of fundraising.

When children under the age of 16 are concerned, Child Protection guidelines need to be followed. A fundraising event is not covered under the Child Protection Policy of SU Scotland, even if you are an accredited volunteer. Please see the most recent National Guidance for Child Protection Scotland document for reference. This is available at [www.gov.scot](http://www.gov.scot).

Where possible encourage the parent/guardian to join the fundraising efforts. Where this is not possible parental consent should be sought. If this causes too many logistical issues, you may wish to modify your event.

Please contact Scripture Union Scotland if you have any questions or concerns.

## Contact Us

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[www.suscotland.org.uk/get-involved](http://www.suscotland.org.uk/get-involved)