

Virtual Fundraising Prewritten Activity Plan

To be completed by the Fundraising Group

We still require you to complete the main details of the event, but have pre-filled the activity plan below. Please read the guidance below to ensure your event is safe.

Name of Fundraising Group		
Main Contact		
Activity Name		
Date and Time(s) of Activity		
Address of Activity		
Raffles	Are you holding a raffle at your event?	Yes / No
Contracts	Do you have to sign any agreements / contracts with suppliers or venues? NB – you should share these with your volunteer manager for signing as we will need to check them.	Yes / No

How much do you hope to raise, and any costs?

Income – change examples where needed		Costs – change examples where needed		Upfront cost
Tickets/Admission (please show price per person)	£	Venue	£	
Stall Charges	£	Equipment	£	
Car Parking	£	Catering	£	
Raffle/tombola/auctions	£	First Aid	£	
Catering	£	Postage	£	
Donations	£	Printing	£	
Collections	£	Advertising	£	
Trading items	£	Prizes	£	
	£	Entertainment	£	
	£	Volunteer Expenses	£	

Estimated Total Income	£	Total Cost	£
Profit estimated £	£		
Will there be any upfront costs?	<u>Yes / No</u> If yes <ol style="list-style-type: none"> 1. Please ensure that they are addressed to either 'Marie Curie Fundraising Group Name' or 'Marie Curie' 2. Send details and invoices onto your Community Fundraiser. 3. To ensure Marie Curie can arrange a prompt payment of invoice in advance of an event, please send them on as soon as possible. 		
	NOTE: You should also identify deadlines for when deposits or full payment for your event must be met, i.e., the hire of venues or suppliers. The approval of any event will be reviewed against potential financial loss.		

Brief description of activity:

This activity plan and risk assessment covers activities related to hosting a virtual fundraising held at a volunteer's home (indoors and or outdoors).

Virtual Fundraising is where fundraising is being done online, using the support of individuals social media networks and often an online platform such as Zoom or Microsoft Teams

These could include but not limited to hosting a virtual collection, a baking challenge, an activity challenge, fancy dress, and quiz night. The list is endless. For suggestions of possible activities do visit

- [Fundraising Group event and activity page](#)
- [Ideas for fundraising at home](#)

Although your home should be a safe place, some of the fun and exciting things you could think about doing for your virtual fundraising could cause some unexpected issues.

This basic safety plan has been designed to get you thinking about what these issues could be and what needs to be done to prevent any problems.

It has been specifically documented for virtual fundraising which is held at an individual's home.

Always let your local community fundraiser know about your fundraising events in advance.

If you feel there is something missing on this list, please let your community fundraiser know so they can feed it back to update this document appropriately.

Raffles: Are you planning a raffle? Due to lottery law, we cannot host online raffles, however, do speak with your community fundraiser or read our raffle guidance for alternative ideas

NOTE: where you are unable to open a link let your community fundraiser know, so we can send copies to you and fix the documents.

Assessment carried out by:

Claire Guise – Head of Health and Safety
 Kerri Wheeler - Fundraising Volunteering Project Manager

Date: 13 April 2022

Important: Let us know when there has been an incident.

- Incident definition: *“An event or circumstance that could have or did lead to unintended or unexpected harm, loss, damage to any individual/s involved or damage or loss of Marie Curie property”*
 - For example, theft of a collection tin or becoming injured while volunteering.
- If you have an incident or become aware of one within normal hours, contact your Community Fundraiser.
- If out of hours you should call the Community Fundraising Incident Team on **0800 3047112**.
- A member of the team will be able to support you and give you guidance.

Safety Plan

Things to Consider	Recommended Controls
Personal Safety	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure the space you are planning on holding your activity, challenge etc is suitable. <input type="checkbox"/> Always have a charged mobile telephone or landline on hand in case of emergency. <input type="checkbox"/> Let your partner/family know you are planning a virtual fundraising event. <input type="checkbox"/> Get someone else to hold the phone/camera while you are doing your activity or use a phone/camera stand. <input type="checkbox"/> Only do challenges you feel comfortable and physically able to do.
Slips, Trips and Falls	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure the area you have hosting your virtual fundraising challenge or activity is kept clear and free of any trip hazards. <input type="checkbox"/> Monitor the activity, so if any spillages occur, they are cleared up quickly. <input type="checkbox"/> Move furniture or items which could be knocked or broken during the activity.
Social Media Safety	<ul style="list-style-type: none"> <input type="checkbox"/> Chose a social media platform you are comfortable with. <input type="checkbox"/> Ensure you have set your personal security settings to ensure you do not accidentally share your personal information. <input type="checkbox"/> Do not share yours or others personal information on social media e.g., your home address. <input type="checkbox"/> Only share images or videos you are happy to be shared on a public platform. This includes being aware of your personal space and photographs behind you which you may not wish to be seen on screen. <input type="checkbox"/> Try to avoid sites which will require others to set up accounts or personal data. Always use platforms which you and your friends and family are familiar with. <input type="checkbox"/> Be aware that there is an increase amount of spam and phishing emails, social media posts and text messages. <input type="checkbox"/> Do not open messages, emails, or links if source is unknown and do not share/forward on.
Audience participation	<ul style="list-style-type: none"> <input type="checkbox"/> Are you able to restrict how your audience can engage with your event? Look at the online video software you are using. <ul style="list-style-type: none"> <input type="checkbox"/> Set up passwords to join your event, and email to participants separately. Do not share on social media <input type="checkbox"/> Ensure participants receive clear communication on how to join the event. <input type="checkbox"/> If you have audience participation set out the "House Rules", including <ul style="list-style-type: none"> <input type="checkbox"/> Be considerate of language they are using <input type="checkbox"/> Be respectful everyone on the call <input type="checkbox"/> Talk them through how they can engage e.g., use the like button, use the chat box, cameras & mute on or off. <input type="checkbox"/> What # tag would you like them to use? <input type="checkbox"/> Have someone monitoring messages, not only to respond approbatory but to be able to remove participants if required. <input type="checkbox"/> Share the JustGiving link during the event.
Manual Handling & Desk Set Up	<ul style="list-style-type: none"> <input type="checkbox"/> When manual handling, it is important to ensure that you: <ul style="list-style-type: none"> <input type="checkbox"/> Wear suitable clothing and footwear (closed shoes are ideal in case you drop things). <input type="checkbox"/> Use good handling techniques – bend those knees, not your back. <input type="checkbox"/> Break loads down into manageable weights. <input type="checkbox"/> Use a trolley or other handling aid if you need to move lots or items or larger items, especially over long distances. <input type="checkbox"/> Share the load, make sure you don't carry/move everything on your own.

- Ensure your computer/laptop is set up to ensure your comfort and reduce risk of injury, by taking the following steps
 - Using a chair which you can adjust and supports your back.
 - Rest your feet on the floor
 - Place your screen at eye level.
 - Have the keyboard straight in front of you.
 - Keep your mouse close.
 - Avoid screen reflection.
 - Room is well lit
 - Volume on your laptop and headset are not too load

Being at height /potential for falls

(e.g., when putting up bunting or balloons as decoration)

- Avoid being at height where possible.
- Always use purpose designed equipment such as a ladder or kick stool to stand on (not a chair or a table).
- Check equipment is in good condition before standing on it.
- Ensure someone else is at hand to help and pass items to you, if needed.
- Don't leave ladders and other equipment out unsecured when members of the public are attending an activity/event.

Children, Pets and Animals

- If you have Children and/or pets, ensure they are kept away from the area which you are hosting your virtual challenge if they are not joining in. This is to prevent accidental injury to you and them.
- Ensure your virtual event is age appropriate.
- If they are joining in, ensure they are not being asked to perform something which will themselves or you at risk.
- Ensure you have consent for children to participate.

Cash Handling

- Set up JustGiving accounts to for your supporters to make donations safely and securely.
 - Request a page from your community fundraiser
 - This can be done through the Fundraising Group Campaign Page, follow guidance
- Provide the Marie Curie account details for a BACS transfer, this can be provided by your community fundraiser
- There should be no cash prizes being given out.
- Do not give out personal bank account details.

Baked Goods / Allergen/Hygiene Risk

- If doing a cooking or baking challenge, ensure the following
 - Follow good hygiene practice including regular hand washing during food preparation and after handling packaging.
 - All foods are clearly labelled with **all** ingredients (if giving food to other people outside your household).
 - Clean as you go.
 - Do not leave items on the cooker or in the oven unattended.
- Ensure items with cream in them are kept refrigerated, until needed.
- If you (or anyone you are giving the food to) have food allergies then ensure you have checked the ingredients being used, before helping to prepare/serve food.
- If your virtual fundraising event involves taking food to supporters' houses, please read the Doorstep Drop Activity Plan [here](#)

Weather/ Outdoors

- If hosting in your garden, do check the weather forecast in advance.
- If weather is going to be unsuitable e.g., heavy rain or strong winds, look to either move inside, re-arrange, or cancel the event. Either of these options are perfectly okay to go with.
- If the weather is hot or sunny, have a parasol or small marque/gazebo.
- If you do use a marque/gazebo, please ensure it is safely anchored against winds and do not put up/leave up if strong winds are forecast or occur.

- Check that your Wi-Fi signal reaches outside
- Again, having the option to go indoors will also be beneficial.