**~~~~ Volunteer Led Fundraising Activity Plan Template**

**Introduction**

* As we return to fundraising ensuring your own safety and your supporters’ safety is essential. This adapted document enables you to cover your COVID safety while considering all other aspects of your safety plan.
* Please ensure you have read the Marie Curie COVID Event Guidance [here](https://www.mariecurie.org.uk/fundraising-group-resources/raising-money/organising-an-event/printable-materials), as well as considering the Government COVID guidance.
* It is important when first thinking about your activity/event to let your Community Fundraiser know so that they can support with the planning process.
* After this initial confirmation of activity/event, this activity plan document must be completed for each fundraising activity organised by a fundraising group or fundraising volunteers and submitted **6 weeks** in advance of the planned activity date to your Community Fundraiser.

Ideally this form should be electronically completed and emailed to your Community Fundraiser, if not possible please print clearly in the boxes.

**ALL activities and events including when you are taking part in someone else’s event**

*Please note that failure to meet these requirements will potentially lead to activities not being approved and / or not being covered by Marie Curie insurance.*

***Guidance on how to complete this plan can be found here:***

[www.mariecurie.org.uk/fundraising-group-resources](http://www.mariecurie.org.uk/fundraising-group-resources)

If an accident or incident was to occur out of office hours, please call the Community Fundraising Incident Team

0800 3047112

**To be completed by the Fundraising Group or Fundraising Volunteer**

|  |  |
| --- | --- |
| **Volunteer Main Contact**  |  |
| **Fundraising Group Name** |  |
| **Activity Name** |  |
| **Date and Time(s) of Activity** |  |
| **Address of Activity** |  |

**Basic Activity Details**

|  |  |  |
| --- | --- | --- |
| **What** | * What is the activity/event?
* What is going to be happening and the type of activities involved?
* Will there be other companies/service providers involved? e.g. DJ, children’s entertainer, food caterer
* Will the activity be part of someone else’s event, if so who?
 |  |
| **Where** | * Where will the activity take place?
* If outdoors, are there toilet facilities?
* If in a building, that type of building?
* Is there adequate parking (if required)?
 |   |
| **When** | * Will it clash with other activities and events taking place, either locally or nationally?
* Times/duration?
* Month/Season? (weather considerations)
* Day or night? (lighting considerations
 |  |
| **Who** | * Who will be involved in arranging the activity; fundraising group members and/or third parties?
* How many people are expected?
* Will children be attending?
* Will animals and pets be present at the activity? If so, what type?
* Is the activity suitable for vulnerable people such as those with disabilities?
 |  |
| **How** | * How will you promote the activity?
* Will you need posters/tickets/flyers? If yes, how many and when will you need them by?
* How will you sell tickets or collect donations?
* Do you need a float/change for the activity?
* Do you require any additional materials, balloons, tablecloths, bunting etc?
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|  |  |  |
| --- | --- | --- |
| **Raffles**  | Are you hosting a raffle at your event?   | 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  | £ |  |
|  |  | COVID Costs: PPR & Hand Sanitisers  | £ |  |
| **Estimated Total Income** | £  | **Total Cost** | £  |
| **Profit estimated £** | £ | **Are there any upfront costs?** |  |
| **If yes**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 in the event of COVID restrictions/lockdown being implemented.  |

**Safety Plan (separate guidance is available to help support with completion of this section)**

**Please note**, if your planned event is one of the following you will not need to complete the safety plan below. Tick the appropriate event title and your CF will send you the pre-written safety plan.

|  |  |
| --- | --- |
| [ ] Fundraising Group General Activity[ ] Blooming Great Tea Party, as a house[ ] Speaker Talks | [ ] Doorstep Drop [ ] Virtual Fundraising [ ] Speaker Virtual Talks |

**To be completed by the Fundraising Group –** *we have tried to pre-populate with common activity/issues, which you can delete or add to as appropriate, and you will need to provide specific details. Feel free to add additional rows if required if completing electronically or photocopy page if hand completing***.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity/Issue** | **What could go wrong?** | **What needs to be done to stop things going wrong?** | **Who is responsible for completing the action(s)?** |
| Slips, tips & falls  |  |  |  |
| Electrical equipment  |  |  |  |
| Travel to and from activity (volunteers) |  |  |  |
| Manual handling  |  |  |  |
| Weather  |  |  |  |
| Medical Emergency  |  |  |  |
| Dehydration  |  |  |  |
| Cash handling |  |  |  |
| Personal Safety |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Additional Covid-19 Considerations**

**Please read** the Fundraising Group [COVID Event Guidance here](https://www.mariecurie.org.uk/fundraising-group-resources/raising-money/organising-an-event/printable-materials), or your community fundraiser for a copy. This will cover the specific control measures you must take.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity/Issue** | **In Place? YES/NO** | **Additional Comments**  | **Person responsible** |
| **Fundraising Group members general health (do you feel safe to be involved in events)** |  |  |  |
| **Physical Distancing Measures (products/posters)**  |  |  |  |
| **Minimisation of face to face Interaction Measures/Numbers of People**  |  |  |  |
| **Cleaning and Hygiene Measures (products and processes)**  |  |  |  |
| **PPE and Physical Protective Equipment Measures e.g. wearing facemasks**  |  |  |  |
| **Venue Suitability & you have a copy of their written COVID safety plan/risk assessment** |  |  |  |
| **Does the venue have sufficient ventilation in place – e.g. can you open doors and windows to let fresh air in?** |  |  |  |
| **Handling Money**  |  |  |  |
| **Travel Planning**  |  |  |  |
| **Track and Trace** |  |  |  |

**Regular/Repeat Activities**

Is this a repeat/regular activity? No / Yes

* If yes, has anything changed since the original plan was documented other than the date of the activity? If yes, please complete a new activity plan.
* If no, please print, sign and date below.

I confirm that the activity has remained the same and that no changes are required to the activity plan above.

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Date** |
|  |  |  |

The new date of the activity is:

|  |
| --- |
|  |

***Community Fundraiser Note – this form, once completed is to the uploaded to the shared drive (if handwritten, scan and upload)***