

**Protocols for persons seeking sponsorship, donations, gifts or prizes on behalf of Children’s Group Link, hereafter referred to as “the collector”.**

1. Individuals must be aged 18 years or over and approved / authorised by the C.E.O.
2. Each collector should have an official Children’s Group Link identification badge which will have our logo (in colour), stamp & photograph of individual.
3. Collectors should be appropriately dressed when collecting or calling.
4. Letters of request must be on official headed paper; photocopies must **not** be used.
5. Letters of request should have specific information relating to the event / initiative etc to include the following;
  - Name / type of event / initiative
  - Day, dates, time & location / venue
  - What we are seeking i.e. money, time, spot prizes, gifts or specific items.
  - Commitment to acknowledge receipt of donation, prizes etc within 3 weeks of receipt of contribution.
6. Each letter must be dated and signed (not stamped or copied) with an authorising signature – usually the CEO or Fundraising Co-ordinator but can be other appointed officers or staff / volunteer members.
7. Each letter should have its own unique number as part of a designated numbered set e.g. 1 of 10, 2 of 10 etc.
8. Authorised collectors must sign, record the number of letters taken and sign & log back in those letters that are unused.
9. Collectors should make donors aware of the options available for payment of monetary donations / sponsorship. These are;
  - a. Cheques (made payable to Children’s Group Link, crossed for a/c payment)
  - b. Bank transfer (details will be forwarded by finance administrator or fundraising Co-ordinator).
  - c. Cash – Note: cheque or bank transfer is our preferred method of payment.
10. Only individuals directly authorised may distribute letters of request.
11. Collectors must not pass on request letters to third parties offering to act on his / her behalf or on behalf of Children’s Group Link.

**Read, understood & acknowledged by:**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_