

PENGUINS AGAINST CANCER



Kicking Cancer Into Touch!

Events Policy

In order to organize successful fundraising events PAC has drafted the following events policy which should provide helpful guidance to event organizers.

- Avoiding undertaking activities which might place at undue risk the organisation's service users, beneficiaries, volunteers, staff, property, assets or reputation.
- The event organizer is responsible for the hire of a venue, catering company and other logistical arrangements in order to host the event. It is essential that a cancellation date is set within any contractual agreement and the organizer either confirms or cancels the event in good time knowing how many individuals have/or have not committed to the event.
- The organizer provides a financial log for PAC in order to satisfy the audit process for the charities commission. The treasurer is happy to assist the event organizer producing a financial log.
- The event organizer can utilize the PAC bank account to deposit funds for the event or the online 'Virgin Giving' website that provides the ability to give tax efficiently to PAC as gift aid can be claimed back.
- The event organizer should conduct a risk assessment of the event if appropriate.

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