



# Canine Partners

Amazing dogs. Transforming lives.

## Fundraising Group Handbook 2025 edition



[caninepartners.org.uk](http://caninepartners.org.uk)

# Contents

<b>What is a Fundraising Group?</b>	<b>2</b>
<b>Managing the money</b>	<b>3</b>
<b>Health and safety</b>	<b>4</b>
<b>Further information</b>	<b>5</b>





# Managing the money

We're so grateful for your support in fundraising for Canine Partners in your local area. The information below is provided to ensure that all appropriate processes that the charity requires are followed. Since a CPFG is an 'on behalf of' volunteer, it is the charity's responsibility to ensure legal and secure handling of funds.

- 🐾 Money from an event should be counted and banked the same day if possible but at least within two working days. If money cannot be banked immediately, then it must be stored in a secure place such as a locked drawer or cupboard or a safe.
- 🐾 Cash should be counted in a secure environment by two unrelated individuals
- 🐾 Cash and cheques should never be left unattended at an event – ideally two volunteers should stay with and be responsible for the money at all times.
- 🐾 No person under the age of 18 should handle or be responsible for money.
- 🐾 Your Canine Partners Staff Contact should be alerted when money has been paid to ensure the income is processed correctly
- 🐾 Only income raised directly by the group and activities they have organised will be attributed to the group total. Any individual sponsorship will be attributed as such.
- 🐾 Any collection tins in your area should be emptied when full or every three months. We will need to know where the collection tins are located but it will be the responsibility of the group to manage the tin.



# Canine Partners

# Health and safety

As an 'on behalf of' volunteer, your health and safety and that of the fundraising you're undertaking is of utmost importance. For more information on general health and safety, you can refer to your Volunteer Handbook where there are comprehensive guidelines or the Volunteer Portal which you can access using the following details:

**Link:** [caninepartners.org.uk/volunteer-portal](https://caninepartners.org.uk/volunteer-portal)  
**Password:** C@n1ne1990!

If your group is hosting an event where homemade food will be sold, such as a cake sale, it is best practice to identify the food item (eg. Carrot cake) and provide a list of the ingredients used. This will make sure that all allergens and dietary requirements are clear to attendees.

Risk Assessments should be put in place for certain events such as those which might attract large numbers of attendees. You will be provided with a template form and support from your Canine Partners Staff Contact to fill this in.





# Further information

For more information about 'on behalf of' fundraising, please visit the Fundraising Regulator:

[Volunteers | Fundraising Regulator](#)

For some helpful tips and a guide on organising an event please visit: [Organising a voluntary event:](#)

[A 'can do' guide - GOV.UK](#)



[caninepartners.org.uk](https://caninepartners.org.uk)

[f caninepartners](#) [@ caninepartnersuk](#) [X canine\\_partners](#)

# What is a Fundraising Group?

A Canine Partners Fundraising Group is a group of registered volunteers fundraising locally in their community. A geographical boundary will be agreed and all fundraising activities should remain in this locality. A Fundraising Group are raising funds 'on behalf' of the charity which means there are certain requirements we expect the groups to adhere to.

A Canine Partners Fundraising Group (CPFG) should have a group leader and someone who looks after the financial side of things. Any other roles are at the discretion of the group but could include Secretary, Events Co-ordinator, Talks Co-ordinator or Collection Tin Co-ordinator.

The activities undertaken by the CPFG can be varied and dependent on location of the group. All potential activities and their plans should be shared with your Canine Partners Staff Contact to allow for appropriate support to be offered. All events raising money for Canine Partners should clearly state that the money will be coming to the charity. Our logo and charity number should be on all promotional materials.

Examples of activities could include bucket collections, support of static collection tins within the local community, attendance at fayres/fetes, planned events by the group. The primary purpose of a CPFG is to raise money for Canine Partners.

If a business or organisation speaks with you about supporting Canine Partners whether that be through a Charity of the Year partnership, a donation or taking part in fundraising activity, please let your Canine Partners contact know so they can receive the appropriate support.

## Expectations of a CPFG from Canine Partners

- 🐾 Appropriately representing Canine Partners at all times
- 🐾 Regular communication with your Canine Partners Staff Contact
- 🐾 Regular banking of money
- 🐾 Undertaking any volunteer training required for the role
- 🐾 Regular group meetings to plan events and fundraising activity

## What you'll receive from Canine Partners

- 🐾 Support from your Canine Partners Staff Contact
- 🐾 Training and templates to help you fulfil your volunteer role/duties
- 🐾 Selected fundraising materials to support your activities
- 🐾 Public Liability Insurance

