

Offline Donations Policy

Part of Fundraising Terms which we ask all parents to read and agree to prior to having their application approved and becoming fully on-boarded with the charity)

Fundraising under the Tree of Hope umbrella means all donations made to your child's campaign must be deposited with the charity. The majority of donations are likely to come digitally, via your dedicated Tree of Hope fundraising page, but you may also receive additional cash and/or cheque donations. It is important that all such donations are declared to Tree of Hope, and paid into the charity's bank account. The process for this is as follows:

- 1) Notify our donations specialist, Elizabeth Alvey, of all cash or cheque donations you have received by email: accountsreceivable@treeofhope.org.uk .
- 2) Transfer the money electronically to **Tree of Hope**
Account Number 31498045 **Sort Code** 40 10 14
- 3) You will receive a confirmation email from Elizabeth Alvey once the funds have been received by Tree of Hope.
- 4) You will then need to update the **Offline Donations** section of your fundraising page, to show that the funds have been received by Tree of Hope.

Please only update your offline donations once you have followed the process above.

It is important to note that retaining funds raised for a charity campaign within a private bank account constitutes fraud, and it is our duty to inform the relevant authorities if donations raised under the Tree of Hope name are not being declared to the charity.