

## Rules and Regulations for holding a 'Fundraising Event' during 27<sup>th</sup> Grand Finale charitable collection

1. A 'Fundraising Event' (hereinafter referred to as *Fundraising Event*) is a sporting, artistic, entertainment or any other social event taking place as a part of fundraising efforts organised in aid of the 27<sup>th</sup> Grand Finale fundraiser (hereinafter referred to as the *Finale*). The Fund-raising Event can take place between **15.12.2018 and 13.01.2019**. All donations made during this fundraising event must go to towards the aim of the collection, stated by the Great Orchestra of Christmas Charity Foundation (hereinafter referred to as the *Foundation*).
2. The objective of the Fund-raising Event is to enable volunteers to collect funds by means of cardboard Collection Boxes. Each Collection Box should be assigned to one volunteer and it should be labelled with their ID number. A Collection Box cannot be left with third parties, who do not have IDs issued by the Foundation.
3. A Fundraising Event Collection Centre (hereinafter referred to as the *Collection Centre*) must be established at a public location (such as a public library, school, community centre). A Collection Centre cannot be established in a privately owned residential building or an apartment.
4. The Collection Centre organizes a Fund-raising Event independently on their own premises or on the premises rented or offered to be used for this purpose (such as public library, school, community centre, sports hall),
5. Only a person with unblemished reputation and exercising a full legal capacity can be appointed the Chief of the Collection Centre.

Responsibilities of the Chief of Collection Centre include:

- a. managing the work of the Collection Centre in its entirety;
- b. representing the Collection Centre;
- c. providing contact details such as phone number and e-mail address necessary to ensure effective operation of the Collection Centre;
- d. making the contact details, mentioned above, available to the staff at the Foundation, volunteers, sponsors, and other parties.

### Handling the funds raised at the charitable collection

7. Chief of Collection Centre chooses the members and oversees the work of a Finance Committee (hereinafter referred to as the *Committee*), which is responsible for counting money raised by the volunteers on the day of the Grand Finale. The Committee at the

Fundraising Event Collection Centre should consist of at least one trustworthy person, who has been registered on the application form.

7.1 Only a person with unblemished reputation and exercising full legal capacity can be appointed as the member of the Committee. The member of the Committee reports to the Chief of Collection Centre. The members of the Committee cannot be related (by marriage or otherwise) to the Chief of Collection Centre.

7.2 The members of the Committee are responsible for counting and securing the money raised in the course of the public collection.

### How to establish and register of the Collection Centre

8. In order to establish a Collection Centre, Chief of Collection Centre should fill in an online application form to request the permission (*Application to establish the 27<sup>th</sup> Grand Finale Fundraising Event Collection Centre*).

The application form is available online. The application form should contain:

8.1 Name and address of the institution, premises of which are used by the Collection Centre;

8.2 Name and address of the venue where the Fundraising Event will be taking place;

8.3 Contact information for the Collection Centre such as phone number and e-mail address (as mentioned in § 6 point c and d);

8.4 Personal data of the Chief of Collection Centre (name, surname, personal identification number, and all other relevant data);

8.5 Personal data of the members of the Committee (name and surname, personal identification number, address, phone number).

9. The printed, duly signed and stamped application must be delivered to the Foundation's office by **19.11.2018**. The application must be signed by the Chief of the Collection Centre and member of the Committee.

10. Having received the original of the application form, the Foundation grants the Collection Centre a written permission to run a public charitable collection. The Foundation reserves the right to reject an application form without stating the reason for doing so.

11. The Foundation issues the permission to hold the charitable collection in writing. The collection should be held according to the relevant decisions made by the Ministry of Internal Affairs and Administration, as stated in the Act of March 14th 2014. The permission form is sent to the Collection Centre's address, as stated on the application form.

12. Collection Centre is officially established as soon as the permission form is delivered to the premises of the Collection Centre.

13. The Chief of Collection Centre and the members of the Committee are bound by the provisions of the these Rules & Regulations.

#### Recruitment & registration of volunteers

14. Chief of Collection Centre is responsible for recruiting and registering volunteers. The detailed guidelines for recruitment and registration are available online.

#### Responsibilities of the Foundation

15. The Foundation provides the Collection Centre with all materials and items necessary to hold the charitable public collection such as cardboard collection boxes, seals, banderols, 5 ID cards for volunteers fundraising during the event, promotional posters, and around 20 sheets of heart stickers per volunteer registered at the Collection Centre.

16. In case of any additional queries or questions concerning the registration, running, and activities undertaken by the Collection Centre, the Chief of Collection Centre can get in touch (via e-mail or via phone) with the office of the Foundation ([sztaby@wosp.org.pl](mailto:sztaby@wosp.org.pl))

#### Duties and responsibilities of Chief of Collection Centre

17. Chief of Collection Centre assumes personal responsibility for all activities leading to the Fund-raising Event and work of the Collection Centre until the time that the Foundation approves of the financial report submitted by the Collection Centre, and thus dissolves the Collection Centre.

18. Chief of Collection Centre is responsible for overseeing that the Fundraising Event collection is held according to the provisions of:

18.1 the permission form they have received from the Foundation;

18.2 the application to hold a public collection made according to the Act of March 14<sup>th</sup>, 2014 on the organization of public charitable collections;

18.3 regulations and laws applicable for the venue or area where the collection is taking place.

19. Collection Centres cannot accept material donations, such as items or goods, on behalf of the Foundation. In exceptional cases, the Foundation can issue an official permission, allowing the Collection Centre to accept material donations.

20. Collection Centres can accept financial donations made by persons, who have obtained the funds through the sale of items and services made on the premises on which the Fundraising Event is being held.

21. Delegating responsibilities connected with the organisation of the public collection to third parties does not free the Chief of Collection Centre from responsibility.

22. All members of staff at the Collection Centre work on voluntary basis and cannot profit financially from the work they do at the Collection Centre.

#### Financial accounts of the money raised in the public collection

23. Each volunteer should receive a document stating the sum of money they have collected as soon as their collection boxes have been handed in and money has been counted by the members of the Committee. The volunteer's collection balance sheet serves as a confirmation of the amount of money raised and confirms their participation in the public collection. What is more, the balance sheet serves as an acknowledgement for the volunteer. The money should be counted in the volunteer's presence and they should sign the balance sheet to confirm the amount entered by the members of the Committee.

24. The overall collection ledger, which lists the amount of money collected by each volunteer, should contain:

24.1 ID number of each volunteer

24.2 amount of money raised by each volunteer

24.3 signature of each volunteer attesting the sum entered into the ledger

25. Chief of Collection Centre is responsible for providing the Foundation with a complete financial report of the Fundraising Event. The report should be submitted online by 31.01.2018. Online report should be confirmed by a written report, which is described in detail below.

26. Chief of the Collection Centre is responsible for providing the Foundation with written financial report of the funds raised during the Fundraising event. The report must contain:

26.1 the overall collection ledger, listing sums raised by each individual volunteer;

26.2 the complete income summary of the collection which took place during the Fundraising event (generated through an online form);

26.3 clear and legible copy of the deposit slip in order to confirm that the funds have been transferred into the Foundation's account, or a document issued by the bank which confirms that the money has been delivered to the bank for re-counting & transfer.

27. Chief of Collection Centre is obliged to keep the originals of the documents mentioned above for period of 5 years and to be ready to present them at the Foundation's request at any time.

28. The entirety of the money raised in the Grand Finale collection should be transferred into the Foundation's account by **18.01.2019**. The account number is available in the Database.

29. The written income report of the fundraiser should be sent by registered mail or delivered personally to the office of the Foundation by **31.01.2019**.

30. Chief of Collection Centre should commit to promoting and publicizing the public collection and other accompanying events to the best of their ability and using all available means.

31. Chief of Fundraising Event Collection Centre is obliged to:

31.1 economize on the organization event and make sure that the money is being spent sparingly

31.2 if the collection is held during a concert, or any other event where artists performances are being held, the Chief of Collection Centre should not pay the artists for their performance. The artists, performing in aid of the collection agree to be reimbursed for travel expenses only. When possible, travel expenses should be covered by the sponsors of the event;

31.3 notify the Foundation about all and any marketing, commercial, or publicity undertakings making use of the Foundation's legally protected trademark and name of the Foundation;

31.4 make sure that the sponsors are aware of the ways the money they have offered in support of the Collection Centre is being spent;

31.5 having received the financial report from the Collection Centre, the Foundation will send blank acknowledgement forms. The Chief of Collection Centre is obliged to state the number of forms required and then to deliver them to sponsors and partners of their Collection Centre.

31.6 make sure that the volunteers receive their balance sheets and sponsors receive their acknowledgement forms after the income report has been delivered to the Foundation.

32. All means to hold the Fundraising Event should be procured from the sponsors of the Collection Centre. Chief of Collection Centre can also use of services offered by sponsors. It is forbidden to use the money raised at the public collection to pay for the events held as a part of the collection or to cover the costs of organizing and promoting the collection itself.

33. The Foundation cannot reimburse any costs incurred by the Chief of Collection Centre. It also means that the Foundation cannot pay any bills issued for the organization of the Fundraising Event.

34. Chief of Collection Centre cannot transfer responsibilities listed in the rules herein to any third party.

35. The Foundation, as the personal data controller and administrator, grants the Chief of the Collection Centre, as the data processor and in the accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, the right to process the following personal data of:

- person responsible for the venue where the Collection Centre is registered (name, surname, phone number, e-mail);
- volunteers (name, surname, personal identification number, address, e-mail, telephone number, school or work address, and in case of underage volunteers name and surname of their guardians);
- members of the Committee (name, surname, personal identification number, address, e-mail, telephone number);
- event organizers (personal identification number, address, e-mail, telephone number);
- people responsible for fundraising events (name, surname, telephone number, e-mail) in order to enter their data into the online database and to carry out charitable collection.

Chief of the Collection Centre is obliged to:

- process personal data only following instruction from the Foundation, unless otherwise obliged by the relevant laws and regulations of European Union or other member state, they are subject to. In this case, they are required to inform the Foundation about this legal obligation, provided that the law does not prohibit sharing such information due to public interest.
- follow disclosure agreement regarding personal data

- follow all procedures required by article 32 of GDPR act
- do not outsource data processing to any outside parties
- assist the Foundation in dealing with persons regarding their data processing practices
- take into the consideration articles 32-36 of GDPR act, assist the Foundation in fulfilling the provisions made in the act
- remove all personal data and copies made of it after the data processing is over or do so at the request of the Foundation
- share all relevant information which would serve to prove that the provisions made in the GDPR legislation is fulfilled as well as allow the Foundation to run audits and inspections of the data
- inform the Foundation immediately of any instances of data security breach. The Foundation must be notified within 24 hours of discovery of such breach.