



NB: If this is a printed copy – do you have the latest version?

Volunteer Activity Plan

Introduction

- It is important when first thinking about your activity/event to let your Community Fundraiser know so that they can support with the planning process.
- After this initial confirmation of activity/event, this activity plan document must be completed for each fundraising activity organised by a fundraising group and submitted **6 weeks** in advance of the planned activity date to your Community Fundraiser.

Ideally this form should be electronically completed and emailed to your Community Fundraiser. If not possible, please print clearly in the boxes.

ALL activities and events including when you are taking part in someone else's event.

Please note that failure to meet these requirements will potentially lead to activities not being approved and / or not being covered by Marie Curie insurance.

Guidance on how to complete this plan can be found here:

www.mariecurie.org.uk/fundraising-group-resources

If an accident or incident was to occur out of office hours, please call the Community Fundraising Incident Team 0800 3047112

To be completed by the Fundraising Group

Main Contact	
Activity Name	
Date and Time(s) of Activity	
Address of Activity	

Basic Activity Details

What	<ul style="list-style-type: none">✓ What is the activity/event?✓ What is going to be happening and the type of activities involved?✓ Will there be other companies/service providers involved? e.g. DJ, children's entertainer, food caterer✓ Will the activity be part of someone else's event, if so who?	
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Where	<ul style="list-style-type: none"> ✓ Where will the activity take place? ✓ If outdoors, are there toilet facilities? ✓ If in a building, that type of building? ✓ Is there adequate parking (if required)? 	
When	<ul style="list-style-type: none"> ✓ Will it clash with other activities and events taking place, either locally or nationally? ✓ Times/duration? ✓ Month/Season? (weather considerations) ✓ Day or night? (lighting considerations) 	
Who	<ul style="list-style-type: none"> ✓ Who will be involved in arranging the activity; fundraising group members and/or third parties? ✓ How many people are expected? ✓ Will children be attending? ✓ Will animals and pets be present at the activity? If so, what type? ✓ Is the activity suitable for vulnerable people such as those with disabilities? 	
How	<ul style="list-style-type: none"> ✓ How will you promote the activity? ✓ Will you need posters/tickets/flyers? If yes, how many and when will you need them by? ✓ How will you sell tickets or collect donations? ✓ Do you need a float/change for the activity? ✓ Do you require any additional materials, balloons, table cloths, bunting etc? 	

Raffles	Are you holding a raffle at your event?	Yes / No
Contracts	Do you have to sign any agreements / contracts with suppliers or venues? NB – you should share these with your volunteer manager before signing as we will need to check them.	Yes / No

How much do you hope to raise, and any costs?

Income – change examples where needed		Costs – change examples where needed		Upfront cost
Tickets/Admission (please show price per person)	£	Venue	£	
Stall Charges	£	Equipment	£	
Car Parking	£	Catering	£	

Raffle/tombola/auctions	£	First Aid	£	
Catering	£	Postage	£	
Donations	£	Printing	£	
Collections	£	Advertising	£	
Trading items	£	Prizes	£	
	£	Entertainment	£	
	£	Volunteer Expenses	£	

Estimated Total Income	£	Total Cost	£
Profit estimated £	£		
Will there be any upfront costs?	<u>Yes / No</u> If yes 1. Please ensure that they are addressed to either 'Marie Curie Fundraising Group Name' or 'Marie Curie' 2. Send details and invoices onto your Community Fundraiser. 3. To ensure Marie Curie can arrange a prompt payment of invoice in advance of an event, please send them on as soon as possible.		
	NOTE: You should also identify deadlines for when deposits or full payment for your event must be met, i.e., the hire of venues or suppliers. The approval of any event will be reviewed against potential financial loss in the event of cancellation.		

Safety Plan (separate guidance is available to help support with completion of this section)

Please note, if your planned event is one of the following you will not need to complete the safety plan below. Tick the appropriate event title and your CF will send you the pre-written safety plan.

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|--|---|
| <input type="checkbox"/> Fundraising Group General Activity (eg – meeting) | <input type="checkbox"/> Indoor Standard Collection (no entertainment) |
| <input type="checkbox"/> Blooming Great Tea Party, at a house | <input type="checkbox"/> Outdoor Standard Collection (no entertainment) |
| <input type="checkbox"/> Speaker Talks | <input type="checkbox"/> Cheer Station |
| <input type="checkbox"/> Small Stall at Community Event | |

To be completed by the Fundraising Group – we have tried to pre-populate with common activity/issues, which you can delete or add to as appropriate, and you will need to provide specific details. Feel free to add additional rows if required if completing electronically or photocopy page if hand completing.

Activity/Issue	What could go wrong?	What needs to be done to stop things going wrong?	Who is responsible for completing the action(s)?
Slips, trips & falls			
Electrical equipment			

Travel to and from activity (volunteers)			
Manual handling			
Weather			
Medical Emergency			
Dehydration			
Cash handling			
Personal Safety			

Regular/Repeat Activities

Is this a repeat/regular activity? No / Yes

If so, has anything changed since the original plan was documented other than the date of the activity. *No / Yes*

If yes, please complete a new activity plan.

If no, please print, sign and date below.

I confirm that the activity has remained the same and that no changes are required to the activity plan above.

Name	Signature	Date

The new date of the activity is:

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Community Fundraiser Note – this form, once completed is to be uploaded to the shared drive (if handwritten, scan and upload)

Document history

Author	Richard Scott Version 1.4	Head of Fundraising Volunteering	January 2024
Approved by	Claire Guise Head of Health & Safety		January 2024