



Policy & Procedure

Use of UK Deaf Sport Charity Number and Logo

Preamble

National Deaf Sport Organisations' (NDeafSO) who are paid up members of UKDS but are not registered as a charity may wish to use UKDS Charity Number and logo for the purpose of raising funds for their organisation.

Procedure

NDeafSO's wishing to make use of this provision shall in the first instance make a written application to UKDS.

On receiving a written application UKDS shall supply the NDeafSO with this policy procedure.

Conditions

NDeafSO's will be required to satisfy UKDS on the following points:

- ❖ The NDeafSO is a paid up member before permission will be given.
- ❖ All funds raised using UKDS Charity Number must be used for the benefit of the named NDeafSO, specified event and/or its members.
- ❖ All funds must be sent to UKDS which will be held in a 'holding bank account' and released back to the NDeafSO
 - UKDS can ensure appropriate fund-raising is taking place
 - Maximise Gift Aid on all personal donations both via justgiving.com and manual payments
 - Cheques must be made payable to 'UKDS' with the name of the NDeafSO on the back
- ❖ When using the UKDS Charity Number and Logo the following words must be used on any fund raising literature: *"Affiliated to UK Deaf Sport Registered Charity No. 1111776. <http://www.ukdeafsport.org.uk>"* with the UKDS logo placed in close proximity to the words.
- ❖ UKDS recommend the NDeafSO use JustGiving.com to maximise donations and the NDeafSO give the website link to its own Just Giving page. (Details on Just Giving are available from UKDS Office on request).
- ❖ There must be no financial implications for UKDS and any resultant costs arising from the use of UKDS's Charity Number shall be met by the NDeafSO in question.
- ❖ Should the NDeafSO fail to renew its UKDS Membership at any time the NDeafSO must cease using the UKDS Charity Number and Logo immediately.
- ❖ NDeafSO's are accountable for any fraudulent implications occurring from any misuse which arises from use of UKDS's Charity Number and Logo. The UKDS's Fraud Policy may apply. (Copy of this Policy is available on request).
- ❖ UKDS reserves the right to instruct the NDeafSO to cease using its Charity Number and Logo if it is felt there are sufficient grounds to show risk of misuse of same.