**British Psychotherapy Foundation**

**Challenge Event - Fundraising Agreement**

**Who We Are:**

We are the British Psychotherapy Foundation. We are registered as a charity with the Charity Commission and our registered charity number is 1150806. Our registered office is at 37 Mapesbury Road, London NW2 4HJ.

**How To Contact Us:**

You can contact a member of the Fundraising team using the details below. If you are unable to get through on the phone, please leave a voicemail message and we will respond to your query.

Phone: 0203 597 9406

Email: support-us@bpf-psychotherapy.org.uk .

**Event Participation Details**

1. This Challenge is being organised and operated by an external Challenge Event Organiser
2. The Challenge Event date is advertised on the bpf website and the event registration page on the Challenge Event provider website
3. When you register for an event, you accept the Terms and Conditions issued by the Challenge Event Organiser on their website at the point registering.

**Minimum fundraising target, Donations, and payment terms**

1. The registration fee is not refundable.
2. By entering a Challenge Event promoted by the bpf, you agree to raise the set fundraising target detailed in the Challenge Event information and registration. You will need to raise a minimum amount of your target before taking part in the event. Please refer to the individual Challenge Event details for fundraising targets and payment timelines.
3. You can collect the sponsorship money in any manner you wish, including the use of online fundraising platforms. Where the sponsorship money has been collected by you personally, you should arrange for this to be paid to the bpf in accordance with the payment options detailed in the Challenge Event information.
4. All fundraising must be payable to British Psychotherapy Foundation in pounds sterling (£). To make a payment by bank transfer, the payment reference needs to include the name of the Challenge Event, your first name, and surname. Please email the team for the bpf bank details at support-us@bpf-psychotherapy.org.uk .

**Changes, Postponement, or Cancellation:**

1. **Cancellation by you:** Should you, for whatever reason, make the decision to not take your place in the Challenge Event your registration fee will not be refunded. However, if you cannot take part due to a reason such as injury, you may be able to transfer your place in the Challenge Event. Please contact the Challenge Event Provider or Fundraising team support-us@bpf-psychotherapy.org.uk .

Each Challenge Event terms of payment will have a final date for payment or notice date of final cancelation. If you cancel after that date, the charity or Challenge Event Provider may seek to recover any costs incurred for costs associated with the place in this event.

1. **Cancellation or changes made by the Challenge Event Organiser:** The bpfhave no control over the Challenge Event. The Challenge Event Organiser may need to make changes to, postpone, or cancel the Challenge due to an event outside their control. They will contact you directly if this happens.
2. **Sponsorship money:** If the Challenge Event is cancelled (and you don't transfer to another event), or you decide not to participate, you are responsible for contacting your sponsors to inform them that you are no longer taking part. You will need to confirm with any sponsors whether they are happy for the money they have donated to be given to the bpf as a donation or returned/refunded. If you are using sponsorship forms for your fundraising, all sponsorship forms and monies collected should be forwarded to the bpf address below.

**Fundraising**

1. I will comply with any fundraising guidance or advice issued by the bpf and abide by the Code of Fundraising Practice issued by the Fundraising Regulator.
2. I will collect money only on behalf of the bpf in connection with the Challenge Event as part of my fundraising
3. I will use only lawful means to fundraise for the bpf and will not do anything that harms or is likely to harm the bpf
4. I will not use the bpf logo without permission and will obtain all fundraising materials from the bpf
5. My fundraising will not include:
	1. Raising funds by carrying out, door-to-door or unsolicited collections.
	2. Collecting in any public place without first obtaining a collectors’ licence from the bpf following an application with the local authority and any other licences or consent that the bpf require me to obtain.
	3. Collecting on private property (including shops, pubs etc) without first obtaining permission of the owner of the private property and being issued with an authority to collect form from the bpf to carry with me during the collection.
	4. Conducting any raffle or lottery or putting on any public event without first contacting the bpf and taking any steps which, the bpf require.
6. I will only use sponsorship forms issued by the bpf and not use any other type of sponsorship form (unless otherwise agreed with the bpf )
7. I will send the bpf my completed sponsor forms with details of the names and addresses, and amounts donated or pledged by all sponsors no later than 4 weeks after the Challenge.
8. I understand Gift Aid cannot be claimed against the registration fee and minimum payment required to participate. Gift Aid can be claimed on the fundraising income raised over the entry cost amount and where a sponsor Gift Aids their donations. The Gift Aid amount does not count towards the minimum pledge total.
9. I understand that the bpf can terminate my authority to fundraise on their behalf at any time by sending written notice to the address below.

**Personal data and use of photos and videos of the challenge:**

1. I give permission for my personal information to be shared with the Challenge Event Organiser by the bpf for the purposes of the organisation, promotion, and administration of this Event.
2. I give permission for my personal information to be stored and used by the bpf in connection with the organisation, promotion and administration of this Challenge Event
3. Contact details provided are used to keep you up to date about the event you are taking part in. All details will be stored securely and are used in relation to the event you are taking part in.
4. You confirm that you are happy for your name and any video footage or photographs taken of you during the Challenge to be used by the bpf to promote the event and future events
5. Further information on how the bpf collect, use, and store your data, please refer to the website [Privacy Policy](https://www.britishpsychotherapyfoundation.org.uk/policies-procedures/privacy-statement/)

**Complaints:**

1. If you want to make a complaint about a fundraising related matter please refer to our [Fundraising-Complaints-Procedure.pdf](https://www.britishpsychotherapyfoundation.org.uk/app/uploads/2025/05/Fundraising-Complaints-Procedure.pdf) available on the bpf website.

**Other:**

1. When you register for the Challenge Event, you will be entering into a legal agreement under the Challenge Event Organiser terms and conditions – please refer to their website.
2. Any correspondence regarding this Fundraising Agreement should be directed to Fundraising by email to support-us@bpf-psychotherapy.org.uk  or post 37 Mapesbury Road, London NW2 4HJ.