FRIENDS GROUP CONTRACT

We would like to launch the Friends of DEBRA Group, inspired by to help raise awareness and funds in our local community.

We would like the money raised by our group to:

- ☐ Be used wherever it is needed most
- ☐ Restricted to research for EB Simplex
- ☐ Restricted to research for Dystrophic EB
- ☐ Restricted to research for Junctional EB

DEBRA AGREES TO

ADMINISTRATION

Provide a dedicated Friends Group Account Manager specifically for the group
Provide full autonomy to act in aid of DEBRA within your local community
Only use the money raised by this group for the restriction asked for
Provide regular updates on relevant research projects to your group

RESOURCES

Provide fundraising resources from the DEBRA office including t-shirts, ID badges and hoodies for all group members
Help the Friends Group to make use of any and all potential PR opportunities
Offer complete fundraising support at all times
Create a bespoke logo and webpage for the Friends Group
Provide expertise and advice on all aspects of fundraising and P.R.
Offer a number of ways to safely pay the fundraised money into the DEBRA account

HEALTH & SAFETY/SAFEGUARDING

Protect your welfare in terms of time commitment and not ask you to over commit
Keep you updated with any necessary legal changes with regards to Health & Safety, Data Protection and Safeguarding
Provide expertise and advertise to ensure that all of your activities are fully compliant

MISC.

Provide the opportunity for any member of the group who isn't a DEBRA Member to become one
DEBRA reserves the right to amend this contract at any point without prior warning.

THE FRIENDS OF DEBRA AGREES

FUNDRAISING

To reach a mutually agreed target
To let DEBRA know if we wish to take a break from fundraising
To pass on contacts with potential major donors, national businesses and high profile individuals
To keep DEBRA updated with our fundraising activity/plans
To inform DEBRA of all volunteers that fundraises for the group as per requirements set out by the Fundraising Regulator

FINANCE

To nominate one contact to be Treasurer of the group, with duties as set out in the handbook
To only raise money for the restriction stated on this contract

MARKETING

Not to create my own branded materials without prior consultation with my account manager
To follow DEBRA brand guidelines to ensure a consistent message is promoted

POLICIES AND PROCEDURES

To produce a risk assessment for all events carried out by the group
To inform DEBRA immediately in the case of any data breach or subject access requests
To inform DEBRA of any safeguarding concerns
Not to bring the name of DEBRA into disrepute
To comply with all data protection, safeguarding and banking policies/procedures as per the Friends Group handbook

DEBRA reserves the right to dissolve the Friends Group at any point, although this will be a last resort following meetings with the Group.

AGREEMENT

Contact Name _____ Contact Name _____
Signed _____ Signed _____
Date _____ Date _____

On behalf of DEBRA _____
Signed _____
Date _____

A charity registered in England and Wales (1084958) and Scotland (SC039654).
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