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| ORGANISER’S GUIDANCE INFORMATION - FUNDRAISING |
| ACTIONS BEFORE THE EVENT |
| Prior to each event, the Organiser should check government COVID-19 requirements (links below) and local COVID-19 requirements (via local news outlets) to see if they apply to the activity: For example, rules on numbers of people meeting. |
| The Organiser must read the [HSV 921B](https://volunteers.mssociety.org.uk/resources/hsv-921b) COVID-19 guidance sheet and ensure that all attendees have access to a copy. |
| Links to your nation’s COVID-19 guidance web pages |
| The official COVID-19 guidance varies between the UK nations and changes regularly. You can keep updated at:   * England: <https://www.gov.uk/coronavirus> * N Ireland: <https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19> * Scotland: <https://www.gov.scot/coronavirus-covid-19/> * Wales: <https://gov.wales/coronavirus> |
| Complete the relevant Guidance / Risk Assessment document for your fundraising activity: HSV: 935 – Collection in pre-agreed premises  HSV: 934 – Cheering points, information points and single stalls  VERA: 940A – Collections not in HSV 925  VERA: 912A – Low-level physical activity events  [**All the forms (and other documents) that you need can be found here**](https://volunteers.mssociety.org.uk/node/4951)(click the link and then scroll to the bottom of the page)**.** |
| Sign and upload the completed Guidance form to the Portal:  [Click here to log on to the Portal](https://portal.mssociety.org.uk/user/login?destination=branch)  [Click here for video guidance on uploading Guidance and/or Risk Assessment documents to the Portal](https://www.loom.com/share/8494fdb219264f8f98d16e7a8912daa6)  Email the Volunteer Support Team to let them know that you have uploaded the form – [volunteersupport@mssociety.org.uk](mailto:volunteersupport@mssociety.org.uk) Once the forms have been received and checked, you will receive an email to say that your event is good to start. |

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| **Attending group events and vaccinations:**  Currently, the Government have not announced any plans for COVID vaccination passports for members of the public. Without such a scheme, or any other reliable way of checking that people are vaccinated, it is not a requirement at this time for service users or volunteers to be vaccinated in order to attend our events. Should the Government position on this change then we will review this decision.  It is therefore up to each individual to decide whether they want to attend, and would feel safe attending any group- or staff-led event.  **COVID testing using lateral flow test kits:**  In nations where lateral flow test kits can be obtained free of charge, it is recommended that volunteers take advantage of these and undertake self-testing where they can. This is not obligatory, however, and it is up to each individual attendee, whether a volunteer or service user, to decide if they wish to do so.  **Attendees testing positive after an event:**  If an attendee tests positive for COVID-19 following an event in a managed venue, the event Organiser must contact the venue to inform them. The venue will take responsibility for passing this information on to NHS Test and Trace.  If the event was an outdoor gathering, then the Organiser must contact each of the attendees of the event, who will have been recorded on the COVID attendance register ([HSV: 111C](https://volunteers.mssociety.org.uk/resources/4736)).  If you do need to contact attendees to inform them that someone at the event has tested positive, please **do not** declare who it was - just say ‘someone’.  You must then complete incident form [HSV: 123](https://volunteers.mssociety.org.uk/resources/HSV-123) and return as instructed on the form. |
| If you require additional support, or have any questions, please contact our Volunteer Support Team at [volunteersupport@mssociety.org.uk.](mailto:volunteersupport@mssociety.org.uk)  Or you can call them on 0300 500 8084 (Option 3) |