



Rokpa UK Overseas Projects

Fundraising & Information Pack

ROKPA UK Fundraising Pack

Around the country there are people who are actively fundraising and working to increasing the awareness of Rokpa's activities in Tibet, Nepal & Africa. The following information is to help you go about this. We are here to give you the help you need, so keep in touch. We love to know how you are getting on. Please phone, email or write if you want support in any way. Contact:

Tsultrim-Tarchin or Victoria Long
Rokpa UK Overseas Projects
Kagyü Samye Ling
Eskdalemuir. LANGHOLM
Dumfriesshire DG13 0QL
Scotland
Tel – 013873 73232 Ext 230 Fax – 013873 73223
Email: charity@RokpaUK.org
Website: www.RokpaUK.org

Your pack includes the following:

- About Rokpa
- Extracts from Rokpa guidelines, including legal guidelines for fundraising.
- Procedures for the handling of donations, with forms. (for photocopying.)
- Ideas for fundraising.

You can also receive the following:

- Newsletters
- Leaflets
- Displays
- A4 Posters
- Collection Boxes and Buckets
- Information on Projects

N.B. Turnaround time for producing display material may vary depending on what volunteers we have in the office at the time – if you can let us know well in advance and give us a deadline, this will help.

About ROKPA – overseas projects

ROKPA is a humanitarian aid organisation, working predominantly in Tibetan areas of China, but also Nepal, Zimbabwe and South Africa. It is non-political, non-sectarian and is run almost entirely by volunteers, though it does employ two or three people.

The word Rokpa means 'help' or 'serve', in Tibetan.

Rokpa (International) was started in 1980 by Akong Rinpoche, a Tibetan doctor and refugee and Lea Wyler, who is based in Switzerland. There are now 14 associated Rokpa organisations in Europe and America, fundraising for the projects in Tibetan areas of China, Nepal, Zimbabwe and Sth. Africa. Rokpa International acts as the headquarters for overseas humanitarian projects and distributes the funds to the project areas.

Rokpa UK is the name of the branch of ROKPA Trust in the UK that is fundraising for overseas humanitarian projects and is based at Kagyu Samye Ling Tibetan Centre in Scotland. Rokpa UK is a branch of Rokpa Trust, registered charity number 1059293 and a Company Limited by Guarantee (no 3260031 England and Wales). It is in the process of application to becoming a Scottish registered charity as well.

Rokpa Trust was set up in 1995 and is the umbrella organisation for its spiritual, therapeutic and humanitarian work of its 15 branches. Rokpa UK was established in 1997 as a branch of Rokpa Trust.

The aim of **Rokpa's humanitarian projects** is to ease the burden of people in need regardless of their religion, origin or culture. They are concerned with education and care for children (schools, homes for orphans) emergency relief (soup kitchens and medical care for the homeless) and with basic needs in remote areas, health care and reforestation.

Our motto is "Helping where help is needed". Uniting compassion and wisdom in our actions is our aim. However, our will is not enough to relieve the misery of all those in need. Without the unwavering financial support of our kind sponsors and volunteers and a growing awareness of our work we would not be able to succeed.

Rokpa UK is run by volunteers.

Branch Guidelines (extracts) & procedures for UK fundraisers

These guidelines are compiled from decisions made by Akong Rinpoche and Lea Wyler. They apply to ROKPA fundraising branches, which in turn should affect the actions of any volunteer fundraisers for the Branch.

The Structure of the 'branches' associated with ROKPA International
Each branch of ROKPA has its own management committee, according to the law of each country.

The Management Committee for ROKPA UK is currently: Victoria Long: Manager
Marilyn Harris: Treasurer

The Representative of each branch (Executive Director or Manager) is selected by the President. Their responsibilities are:

- To manage all matters related to the projects for which that country is responsible.
- To deal with other organisations such as tax departments (unless someone else has been elected for these tasks).
- To keep the President updated with current information and to consult with him about questions and problems concerning their particular branch.

There should be only one main office of each branch but there may be different sub-departments in different cities or subsections of ROKPA which deal with different projects.

Communication

There is an AGM of all Rokpa members of Rokpa International, held at Samye Ling, Scotland and of Rokpa Trust, usually during the first week of August. All those working for Rokpa can send in items for the agenda of this meeting (suggestions or problems) and can attend the meeting. Items should be received by Rokpa UK, one month before the meeting. All Branch Representatives must submit a report to the meeting of their past year's activities (including that of any sub-branches/support groups), and their yearly balance sheet.

Branches and sub-branches should meet at least three times a year in order to discuss all matters relating to fundraising and new activities.

Finance

- All the funds collected for the various projects should be paid into the ROKPA account of the main branch in each country. Two people jointly must sign for this account. They are not to be of the same family or household.
- No funds for Rokpa whatsoever are to be paid into a private account.
- Each Branch should keep clear records of donations and sponsorships, with names, amounts and state the recipient.
- All funds destined for either Tibet, Nepal, Zimbabwe or South Africa should be sent at specific times to the Rokpa International account in Switzerland, from the main branch in the country.
- No branch is allowed to make any deduction from donations to projects/funds for their administration costs, except the head office in Switzerland.

- The expenses of each branch are to be paid by non-designated funds or from funds specifically raised for this purpose. Rokpa International is not responsible for the expenses of the branches.
- It is incumbent on each branch to keep its own expenses to an absolute minimum. Printing leaflets and other necessary expenditure should always be made as economically as possible.
- No one is allowed to incur any debts on behalf of Rokpa.
- All Rokpa branch workers should be volunteers. They may have other jobs to earn their living but their work for Rokpa is entirely separate and on a voluntary basis only. (Exception: Headquarters)
- Fundraising: Rokpa accepts all funds which are generated legally.

Public Relations & Corporate Identity

Politics:

- **Anybody working for ROKPA in any capacity cannot be involved in any political activity, especially not political activities concerning Tibet.**
- **All ROKPA activity must be free from political involvement. This is very important and pertains equally to everything that is to be published about Rokpa.**

Written Information

All literature about Rokpa regarding the aims and objectives, should be edited by Rokpa's President, Dr Akong Tulku Rinpoche, or Vice-President Lea Wyler, in the event of any changes to the existing basic information.

Rokpa sub-branches/support groups should use the current information and publicity distributed by the UK office, or information taken from that, if making notices or posters advertising events.

Printed Information

Any new material to be printed (or put on website) must be read by Akong Rinpoche or Lea Wyler or staff at Rokpa International, before going to press. This is necessary not only because of the political question but also to prevent conflicting sets of information about Rokpa's work being presented to the public. So, if fundraisers wish to write publicity material, contact the Rokpa office.

No branch and no individual is allowed to change the basic information or to publish his/her own ideas about ROKPA.

All written information about Rokpa has to be checked thoroughly by different people for mistakes in spelling and style before they are printed. It is important to present Rokpa in the best possible way. (In Tibet, 9 different people go through the proof reading)

The Logo in publicity

Consistency of presentation by all Branches is important so that whoever sees the Logo instantly recognises it as the Rokpa organisation.

The Logo – either colour or line - should be used on all publicity material. Copies of Logos are available from the main branch in each country.

Placement of Logo should always:

- be on the front page at the top in the middle.
- be no smaller than 4 cm high

ROKPA UK fundraising volunteers (around the UK)

All funds raised by volunteers in the UK should be sent to ROKPA UK Overseas Projects.

All fund-raising activities done in Rokpa's name should be sanctioned and supervised by the Branch representative: Victoria Long.

Volunteers within each country should only use the written and printed information about Rokpa distributed by the branch headquarters, otherwise it must be checked by the branch headquarters before finalising.

Fundraising Activities

Increasingly, fundraising is done in a general way, and funds received in this way are the most useful, as we can choose where the funds are to go. However, this does not always suit donors, and quite frequently it is done for specific areas of work, i.e. children in Tibet. Nepal, Africa, etc.

ROKPA accepts all funds which are generated legally.

General

- It is important that we do things very slowly and carefully.
 - It is important that whoever we are involved with legally or officially can trust us to do our job properly and efficiently.
 - It should be made clear to all that any money donated to ROKPA will be received by the person or project for which it is intended. The organisation is run very cost effectively and no funds are wasted. Only 10% administration costs are deducted by Rokpa International. (Most other charities deduct much more).
 - There should be no competition between the areas of fund-raising: i.e. Nepal fundraisers should not try to make Tibet-sponsors change to paying for Nepal instead. The only competition should be that fundraisers should be aware of the amount of money others raise and be inspired by that.
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Fundraising and the Law

There are regulations how people can collect and fundraise for charity in the UK. These laws are designed to protect the public from fraud and nuisance, rather than to help the fundraiser and the charity. When fundraising on behalf of ROKPA UK, you are acting as ambassadors of the charity, so we have outlined below some points to bear in mind which may help you avoid problems.

Charity Statement

On all the printed materials you use, such as posters, tickets, sponsorship forms, etc. you must state 'ROKPA Trust is a registered charity no. 1059293'. This is a legal requirement under the Charities Act 1992 and it is a criminal offence not to include it.

Donations

It is very important to apply one very fundamental concept when dealing with donations: if you ask for money for a particular reason or project you must apply that money to that purpose. i.e. If you ask for a donation to feed the homeless you must not use that donation for any other purpose such as providing shelter for the homeless. You are better advised to word your appeal for donations more broadly, for example: "Please give generously to help ROKPA carry out work with the homeless". If you say "...in London" it is important that this money is applied in London.

Public Collections

Street and house to house collections are governed by a number of laws involving application of licences or permits to Local Councils and the Police. They contain detailed regulations covering the conduct of collections with submission of accounts and so forth. An application for a collection must be made by an authorised Rokpa fundraiser by the Branch office. You will need to apply at least a month before the date of your collection.

Conditions will be applied by the Local Authority which must be adhered to. These could include a system for the payment of donations, personal conduct of collectors, badges or other ID etc. Minimum age of collectors is 16 yrs.

The laws do not extend to controls on static collection boxes found in shops, pubs etc.

The law also governs jumble collections and all sales of goods on Rokpa's behalf in a public place.

Events

It is important to contact the Branch representative before deciding on the staging of an event. This relates to the promotion and publicity which if not done in the appropriate manner could be illegal or taxable.

Events are exempted from tax if they meet all the following criteria:

- a. They are not held on a regular basis - this means there must not be continual repetition and the Inland Revenue regards more than 15 times a year in the same locality as "regular". Each type of event is regarded separately so it is acceptable to have 15 cocktail parties, 15 concerts, 15 fetes etc. per year.
- b. The event is not in competition with other traders who are not VAT exempt.
- c. The event is clearly organised and promoted primarily to raise money for the benefit of the charity and the public are aware that any profits will be devoted to that charity.
- d. The profits are applied for charitable purposes.

Events such as jumble sales or auctions which sell only donated goods are not regarded as trading and are therefore also exempt from tax.

Not only profits from entrance fees are covered by this exemption but also any ancillary source of income such as sale of refreshments, sale of raffle tickets, programs, advertising space etc. The turnover from such sources must be sufficiently modest, so that it can properly be regarded as incidental to the main event.

If doubts arise as to the qualification of an event for exemption from tax please do not hesitate to contact the Branch Representative.

Alcohol

If you want to sell alcoholic drinks at your event and the venue is not already licensed, you will need an Occasional Permission from the local police. However, it is legal to sell tickets, which can then be exchanged for drinks. If you have alcoholic prizes for a raffle, you will also need to apply for an Occasional Permission.

Lotteries and raffles

To hold a lottery or raffle you will need a Lotteries Licence from your local council. As the Promoter of the lottery, you will be personally liable for its organisation. The exception to the rule is for raffles held at a one-off event like a dinner or dance. This is known as a Small Lottery. Tickets for Small Lotteries can only be sold at the event and you must not have money prizes (although store vouchers are fine) or spend more than £250 on prizes (donated prizes do not count). The result of the raffle must be drawn at the event.

Trading

Any idea that involves selling goods either in person or by using a charity shop must be discussed with the Branch Representative. There are ways and means of carrying out Trade on behalf of ROKPA but it is important that this is done correctly so that the Trustees are protected and the tax benefits are enjoyed to the full.

PAYING IN YOUR FUNDRAISING MONEY

There are two ways that funds raised can be transferred to Rokpa UK:

1. By sending cheques in the post.
2. By paying cash into the Rokpa UK account directly.

1. Sending cheques by post.

All cheques should be made payable to Rokpa UK and should be forwarded to us as soon as you receive them

Cheques should be accompanied by a completed DONORS TO BE THANKED form and sent to Rokpa UK (unless you have thanked them yourself).

Do not send cash, even notes.

Ideally, we should try and get donors names, addresses, including post code, telephone and email. Ask them if they would like their donation to be 'gift aided'. Also ask them if they would prefer to receive the twice yearly newsletter by email.

2. Paying cash into the Rokpa UK account.

You can pay cash into our account using paying in slips, available from the Rokpa UK office. Our account details are as follows:

Name of Account:	Rokpa UK Overseas Projects
Account Number:	00181978
Bank	The Royal Bank of Scotland
Sort Code:	83-25-03
Branch	Lockerbie, Dumfries & Galloway DG13 0QL

You might find the following procedure helpful:

- 1. Identify a bank close to you from which BANK GIRO CREDIT transfers can be made as cheaply as possible. (The Royal Bank is associated with NatWest and probably do not charge).**
2. Rokpa UK will issue the Group/Member with pre-printed (Rokpa UK) Bank Giro Credit forms that can be used.
3. Complete the PAYMENT OF DONATIONS and DONORS TO BE THANKED forms. This is essential to identify you and the project that the funds will go to.
4. Fill in the Bank Giro Credit form. The payments and amounts should also be listed on the Bank Giro Credit Stub for the members/support groups own records.
5. Pay into bank and get bank to stamp stub of pay -in slip.
6. Send the PAYMENT OF DONATIONS and DONORS TO BE THANKED forms to Rokpa UK.

DONORS TO BE THANKED

Name

Address

Post Code:

Tel / email

Funds to go to:

Name

Address

Post Code:

Tel / email

Funds to go to:

Name

Address

Post Code:

Tel / email

Funds to go to::

Name

Address

Post Code:

Tel / email

Funds to go to:

Name

Address

Post Code:

Tel / email

Funds to go to:

Name

Address

Post Code:

Tel / email

Funds to go to:

Name

Address

Post Code:

Tel / email

Funds to go to:

RETURN TO: ROKPA UK Overseas Projects, Samye Ling Tibetan Centre, Eskdalemuir, Langholm, Dumfriesshire DG13 0QL. Tel: 013873 73232 ext. 3ROKPA TRUST Reg. Charity. 1059293

IMPREST CASH FLOAT SYSTEM

If administration costs need to be covered, a cash system, separate from the funds received from donors that are generally for particular projects, can be set up. This ensures that funds allocated to particular projects are not misused. It is not necessary to have this system if you wish to pay for expenses yourself.

Procedure:

1. The Member decides the amount of the cash float needed for a 3 month period. This should be discussed with your contact at Rokpa UK.
2. Make a written request for this to Rokpa UK.
3. Rokpa UK sends a cheque (or gives cash) made out to the member for the amount and includes a receipt form.
4. Receipt form is signed by member and returned to Rokpa UK.
5. This money can then (if needed) be used for expenses incurred on behalf of Rokpa UK.
6. Receipts/vouchers are kept to verify and explain the expenditure.
7. At such a time as the float money is running low and is in need of 'topping up' (minimum time: quarterly), the float form is completed and the receipts/vouchers are attached to it. (see attached form: CASH FLOAT SHEET).
8. The form and attached receipts are then sent to the Rokpa office and a cheque is returned payable to the volunteer for the amount of expenditure submitted thus replacing the amount spent to top up the float to its original level.
9. At all times, cash held plus receipts/vouchers will equal amount of original float.
10. If the member is unable to continue fundraising, the remaining receipts are returned (within 3 months), plus any balance due (by cheque), which together equal the original float.

IMPREST CASH FLOAT RECEIPT

This is to confirm receipt of £..... being a float for expenditure on behalf of ROKPA UK Overseas Projects. I understand that this amount is repayable at any time and any balance or shortfall that is due must be supported by receipts/vouchers representing expenditure incurred in connection with my voluntary work on behalf of the charity.

Signed..... Dated.....

Name _____

Address _____

Post Code _____

**ROKPA UK OVERSEAS PROJECTS
CASH FLOAT SHEET**

Receipt no	Date	Description/purpose	Amount (£)	Office use
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

I confirm that the above expenses have been incurred wholly on behalf of Rokpa UK Overseas Projects in connection with my volunteer work.

Signed _____ Dated _____

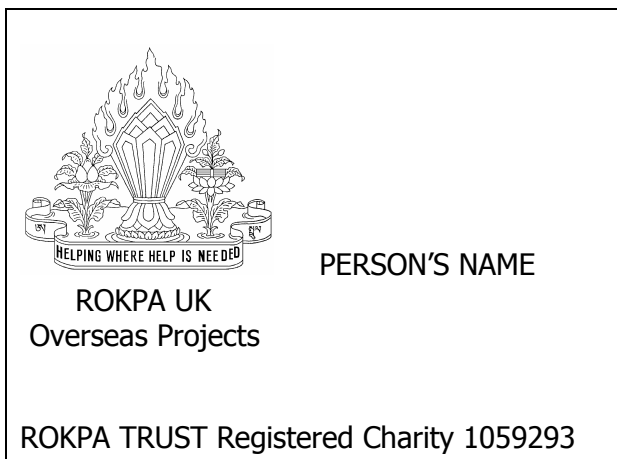
BADGES

To present a unified image of Rokpa to the public and also to show that Rokpa has officially approved the fundraiser, it was generally felt that identification badges with a photo of the Member and a signature of a Trustee of Rokpa Trust would help.

Procedure

1. Member to send a passport size photo (or even smaller) to ROKPA UK.
2. ROKPA UK will make a badge, with a clasp, that includes the photo, the signature of a Trustee, the charity number and the name of ROKPA UK.

If Members wish their helpers to also have badges, the attached is a suggested layout.



Fundraising Ideas For Rokpa

Aa **Abseil, Aerobathon, Afternoon tea party, Antiques Fair, Apple bobbing, Arts/Crafts stall/exhibition/fair, Auction of promises, Auctions**

Bb Bad hair day, Bad tie day, Baked beans bath, Balloon race, Barbecue, Barn dance, Bedroom tidying, Bingo nights, Blind date, Book/comic sale, Boot sale, Bring and buy sale.

Cc Cabaret, Car boot sale, Car wash, Cartwheel competition, Carol singing, Coffee morning, cake bake, cream cracker eating race, Competitions, Computer games marathon, Concert, Conker championship, Corny joke competition, Cover a distance with coins, Craft fair.

Dd Dance marathon, Darts tournament, Dinner dance, Disco, Dog walking, Donkey derby, Drawing competition

Ee Eating baked beans with a cocktail stick, Egg and spoon race, Egg painting, Exhibitions, Expert talk

Ff Face painting, Fairs, Fancy dress party, Fancy dress football, Fashion show, Fete, Film show, Fireworks party, Flower/fruit sale, Foam party, Football tournament, Funny face competition.

Gg Gala evening, Game shows based on TV quizzes, Garden party, Girls v Boys day, Gigs, Go-karting, Golf match, Guess the height/weight/amount/name, Gymkhana.

Hh Hair plaiting, Halloween party, Hangman competition, Head shaving, Hockey match, Hopscotch, Hug-athon.

Ii Ice skating show, International food - dinner party, It's a knockout.

Jj Japanese evening, Jelly eating, Jigsaw puzzle, Joke competition, Judo competition, Juggling, Jumbo sale.

Kk Karaoke, Keep fitathon, Kite flying, Kiss chase, Knobbly knees competition, Knockout pillow fighting.

Ll Lambada marathon, Leg waxing for men, Line dancing, Lottery, Loud tie day, Luncheons.

Mm Magic show, Maggot racing, Marathon, Masked ball, Midnight feasts, Mufti-non uniform day, Murder mystery event, Musical bumps, Musical chairs, Music quiz.

Nn Nepalese dinner, Nature walking, Netball tournament, New Years party, No smoking day, Non uniform day.

Oo Obstacle course, Odd jobs, Odd clothes day, Odd one out, Onion peeling competition, Open garden day.

Pp Pancake day, Panel games, Pantomime, Parties, Penalty shoot out competition, Pet show, Photo competition, Pie eating, Plant sale, Poetry writing competition, Pyjama party, Play, Pram push.

Qq Quiz night.

Rr Races, Radio controlled car racing, Raffles, Rapping competition, Record breaking, Rock n Roll night, Rugby match.

Ss Santa's grotto, School fair, Shakespeare reading/play/marathon, Shoe shining, Silly games, Skateboarding, Slide evening, Soapwatching, Songwriting competition, Sponsored slim, Sponsored bike ride, Sponsored dog walking, Sponsored knitting, Sponsored haircut/headshave, Sponsored swim, Sponsored silence, Sponsored ANYTHING YOU WANT, Sports competition, Stalls at fairs, Swap shop, Swear box.

Tt Talent competition, Tea party, Teddy bears picnic, Theme day/evening, Three legged races, Throw wet sponge at teacher, Tombola, Treasure hunt, Tug of war.

Uu Underwear as outerwear dares, Uniform day, University challenge, Unwanted gift sale.

Vv Valentine Ball, Vanity fines, Variety show, Vicars and nuns day.

Ww Water games, Wear wellies full of jelly, Wellie throwing competition, Wacky races, Wheelbarrow racing, Wine tasting evening.

Xx X Files day, Xmas ball, Xmas bazaar, Xmas card sale, Xmas panto, Xylophone concert.

Yy Yacht race, Yeti hunt, Yogathon, Yo yo competition.

Zz Zany clothes day, Zany parties, Zany races, Zoo trips, Zodiac readings.