

# Martha Trust – Do your own fundraising | Covid-19 Guidance

## Thank you

A huge Thank you for choosing to fundraise for Martha Trust. Your fundraising is vital to help us support the young people and adults with profound disabilities who live at Martha.

This guidance has been designed to help you to plan your fundraising activity in a safe way during the Covid-19 pandemic. It signposts you to the right places for advice and support.

Please be aware that you have responsibility for the activities you run in aid of our charity. Martha Trust do not accept any liability for your fundraising and you must let people know you are fundraising in aid of us. Our registered charity number is 1067885.

If you want to see our tips, hints and 'how to' guide for doing your own fundraising;

**visit** [www.marthatrust.org.uk/toolkit](http://www.marthatrust.org.uk/toolkit)

**call** 01304 610448

**email** [fundraising@marthatrust.org.uk](mailto:fundraising@marthatrust.org.uk)

Don't forget we are on hand to help so please do not hesitate to contact the fundraising team.

## Key Questions

Before you get started, here are some important questions you should consider:

1. Do you understand the government guidance issued on Covid-19, including the restrictions in your area and guidance around how to fundraise safely? Make sure to follow government guidelines above all else and adapt your event to keep in line with them and what's best for you
2. Are you in an extremely clinically vulnerable group, or in a support bubble with someone who is? Remember you can always fundraise for us virtually and our fundraising team can assist you with some great ideas!
3. Do you have any coronavirus symptoms? If so, please follow the NHS' guidance by contacting NHS 111 and cancel or postpone your fundraising activity until you've got your test results.
4. Do you feel comfortable in running a face-to-face activity? We are in a situation of constantly evolving circumstances, risk levels and reactions towards. Anyone can withdraw at any time, for any reason.



Martha Trust, Homestead Lane, Hacklinge, Deal, Kent, CT14 0PG  
T 01304 610448 F 01304 615462 E [fundraising@marthatrust.org.uk](mailto:fundraising@marthatrust.org.uk) W [www.marthatrust.org.uk](http://www.marthatrust.org.uk)

If you feel comfortable running your activity, please read on.

### Step 1: Planning your activity

Try to plan your activity in a way that is most safe to you and others. Make sure any plans you make are allowed in the context of government guidance within your local area, including the legal limits of people, indoors and outdoors. You should also think about:

- Keeping it short so you're not out for too long
- Creating a 'packing' list of what you might need to keep safe, including your face mask and hand sanitiser
- If your activity is going to involve any form of public cash collection, please speak to our fundraising team.

### Step 2: Preparing for your activity

Our online toolkit has a range of useful templates, posters and flyers that are free to download and our fundraising team are always available with advice and support.

[www.marthatrust.org.uk/toolkit](http://www.marthatrust.org.uk/toolkit)

Consider what steps you can take to minimise the risk of spreading Covid-19. For example, you could:

- Keep any materials, such as leaflets, 'quarantined' (untouched by anyone yourself) for a period of at least 72 hours before your fundraising activity.
- When touching the materials (for example, packing them), make sure you clean or sanitise your hands before and after.

### Step 3: Travelling to your activity

If travelling is involved, keep to any rules around number of people and household, if travelling together, maintaining social distancing rules at all times. You could also consider:

- Where possible, avoid public transport to your activity site
- Where possible, avoid travelling during rush hour to reduce the risk

### Step 4: During your activity

If your activity takes place outside of your home, where appropriate you should speak to the venue or location to make sure safety requirements are met and follow government guidelines above all else. Some of the things you may need to think about are:



Martha Trust, Homestead Lane, Hacklinge, Deal, Kent, CT14 0PG  
T 01304 610448 F 01304 615462 E [fundraising@marthatrust.org.uk](mailto:fundraising@marthatrust.org.uk) W [www.marthatrust.org.uk](http://www.marthatrust.org.uk)

- Make sure you keep to the legal limit of participants in your area, in an indoor or outdoor setting.
- Maintain the required rule of distance for social distancing (normally 2 metres)
- Keep track of who has attended your activity so that you can contact them in the event of someone developing coronavirus symptoms, in line with government advice.
- Avoid touching anyone.
- Ensure that your hands and equipment are regularly sanitised and try to reduce sharing of equipment.
- Wear a face covering in line with government advice in your area.
- Fundraising collectors should position themselves away from each other during activity and remain socially distanced unless they are already in a 'bubble'.
- If you're collecting cash, think about where you can put your bucket so you can maintain social distancing while keeping an eye on them at all times.
- Alternatively, offer supporters the opportunity to donate online at [www.marthatrust.org.uk/donate](http://www.marthatrust.org.uk/donate) or on your own online giving page.

### Step 5: After the activity

Consider keeping any materials or cash in quarantine for 72 hours before arranging payment to Martha Trust. Contact our fundraising team on how the money can be paid to Martha.

Importantly, if you become ill with a suspected Covid-19 symptoms, or have been in contact with someone who has, you should follow NHS advice. If you receive a positive test result, you may be contacted by NHS Test and Trace who will ask you where you've been and who you have been in close contact with; this may include people at your activity.

### NHS advice on symptoms and isolation

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>

### NHS test and trace

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youre-contacted-after-testing-positive-for-coronavirus/>



Martha Trust, Homestead Lane, Hacklinge, Deal, Kent, CT14 0PG  
T 01304 610448 F 01304 615462 E [fundraising@marthatrust.org.uk](mailto:fundraising@marthatrust.org.uk) W [www.marthatrust.org.uk](http://www.marthatrust.org.uk)