



<i>Policy:</i>	Northumbria Blood Bikes Definition: Agreeing NBB Attendance at Events		
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<i>Approved:</i>	25 January 2018	<i>By:</i>	Executive Committee
<i>Doc Ref</i>	Funds001	<i>Version</i>	2.0

A. Why do we need this Policy

This document sets out the requirements and gives guidance for agreeing NBB attendance at events.

B. Who is Responsible for this Policy

The Executive Committee members responsible for Fundraising and Publicity are responsible for the maintenance of this policy.

The Executive Committee is responsible for approving this policy.

Any person approached re attendance at events or considering initiating such attendance is bound by the rules laid out in this policy.

C. When will this Policy be reviewed

The policy will be reviewed a maximum of one year following its approval.

D. How will changes be notified

The latest version of the procedure will be made available via the members' library on the group website. New versions will be announced via email to all members of NBB and the executive committee.

Aim of Attendance of Events

- 1.1.** NBB attendance at events can fulfil a number of purposes, e.g. fundraising, generating general awareness, stimulating interest in joining NBB, as a thank you to sponsors or to impress potential sponsors etc.
- 1.2.** It is likely that when NBB decides to attend an events that more than one of the purposes at 1.1 will be addressed.

2. Agreeing Attendance

- 2.1.** Invitations to attend events may come from a variety of sources, this procedure does not cover leads or ideas generated by the Fundraising or Publicity leads within their own areas.
- 2.2.** If a member of NBB other than the Fundraising or Publicity leads are either approached by an outside organisation or themselves consider that attendance at a particular event is worthwhile they should be 'cautiously positive' but avoid making any commitment to attend. The member should contact the Fundraising or Publicity lead (whichever they deem to be most likely to be appropriate) as soon as possible and pass all the details over to them. The Fundraising and/or Publicity lead will then determine whether to agree participation.
- 2.3.** If the Fundraising or Publicity leads determine that there are issues requiring wider consideration they should consult the committee member(s) directly concerned or they should consult the Chair of the charity who may determine that a committee wide discussion and decision is needed.

3. Exceptions and Variations

- 3.1.** None.

4. Administration

4.1. NBB Documentation

- 4.1.1.** The member passing the proposal to one of the leads will be informed of the decision asap and of the reasons for deciding not to go ahead, if any.

Northumbria Blood Bikes Definition:

Version Control and History

<i>Date</i>	<i>Version</i>	<i>Author:</i>	<i>Reason For Change</i>
<i>15 March 2015</i>	<i>1.0</i>	<i>Peter Robertson</i>	First Version
24 January 2018	2.0	Graham Moor	Revision