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**FRIENDS OF CANTERBURY UMBRELLA**

friends@canterburyumbrella.org

**AIM:** To promote and support the work of Canterbury Umbrella.

**OBJECTIVES:** To serve as a means of fundraising through a monthly subscription but to also enable the charity to become better known within our local community. By becoming a Friend , the income will help to support services for our members.

**PROCESS:**

The setting up of the ‘Friends of Canterbury Umbrella’ (FCU) will enable Canterbury Umbrella (CU) to receive a regular monthly income from donors who are in support of the work that takes place. Friends will be invited to contribute what they can afford by monthly Standing Order, with a minimum of £2 each month (suggested amount £5).

In return for committing to be a Friend, CU will provide the following:

1. **A welcome pack containing:**

* An introductory voucher to receive two free teas/coffees. with any purchase from the Social Health Cafe. Every purchase in the cafe helps pay it forward, through Canterbury Umbrella’s Social Pantry Scheme, which supports those who are locally impacted by food poverty
* A ‘Thank you’ card for becoming a member and highlighting what your membership supports
* A Canterbury Umbrella ‘Friendship Card’ which entitles the owner to certain discounts, namely:
* 20% discount on purchases at the Café -
* 30% discount on room hire
* Discounts will also be offered on Corporate evening events held at CU which will include waitress service
* An introductory free gift of a ‘Friends’ lapel pin.
* Daily car parking for £5 on Mondays, Thursdays and Fridays between 8am and 4pm, depending on the availability of spaces on the day.

1. **Communication and involvement:**

* A 6 monthly email Newsletter to include information about CU work and achievements
* An invitation to attend an annual social evening to include buffet and drinks, with the opportunity to hear first-hand about the work undertaken at CU and to witness the achievements of members. This event will include a raffle in aid of CU funds.

**IMPLEMENTATION:**

**Lifetime friends:** There are a couple of people who already contribute regularly to CU or who have given a sizable donation in recent years. It is proposed that these people should be considered as ‘Lifetime Friends of Canterbury Umbrella’ and receive the benefits immediately (at the discretion of the Trustees).

**Biannual Newsletter:** The Chairman of Trustees will be responsible for the production of the twice yearly newsletter and with support from volunteers maintain the database of members. He/she will also be responsible for maintaining GDPR compatibility

**Website & Social Media:** The Friends of Canterbury Umbrella will maintain a section on the CUC website and use Facebook and Twitter as a means of keeping Friends fully informed. Their email address is: *Friendsofcu1@gmail.com*

**Accounts:** The Friends will maintain its own section within the accounts of CU, overseen by Bay Tree Accountants. The accounts will be audited in the same manner as the accounts of CU and presented at the AGM of the Charity.

**Administration:** The administration of the Friends Group will be the responsibility of the Chair of Trustees, who will collate and administer Gift Aid information on behalf of CU with support from volunteers.

It is anticipated that ‘The Friends of Canterbury Umbrella’ will be relaunched July 2021

**PRIVACY:**

Canterbury Umbrella is committed to protecting individual’s personal information and we will only collect the following details:

* Name, address, email address and phone contact details
* Information on donations given
* Information regarding any particular fundraising activities that individuals are involved with

It will only use the information for the following purposes:

* To thank people for any donation
* To invite ‘Friends’ to events or to send newsletters
* To process any donations including to claim Gift Aid where applicable
* To make specific contact regarding questions or suggestions relating to the charity
* To record donations on a database for accounting/gift aid/ administrative purposes

Canterbury Umbrella will only hold any personal details for the duration of membership and any statutory required period of time after membership of the friends group terminates. Any member has the right to access and obtain a copy of any of their personal data that is held and to change any incorrect or incomplete information. Members can also ask CUC to delete or stop the processing of data that is no longer necessary for the purpose of processing. These rights can be exercised by contacting : [enquiries@canterburyumbrella.org](mailto:enquiries@canterburyumbrella.org)

Amended :*8/6/21*