

FUNDRAISING GUIDELINES



We want to do all we can to help your fundraising. So before you start, check these guidelines.

IS IT LEGAL?

Some methods of fundraising are restricted by local or charity law. Below you will find some basic guidelines you will need to bear in mind when organising your fundraising activities.

Collections

You must have a licence or permit from your local authority or Metropolitan Police if you want to hold a street collection, house-to-house collection or any other collection in a public place. Collections in pubs, factories and offices are counted as house-to-house collections, so you also need a permit for them.

Raffles and lotteries

If your raffle or draw is held within a 24-hour period, is in one single venue and is part of another event, you can use cloakroom tickets. Tickets should never be sold for more than £1 each. If your raffle lasts longer than 24 hours you will need a local lottery licence and printed tickets, as there are things that must be legally printed on each ticket.

Selling alcohol

If you plan to sell drinks like beer, wine or spirits at your event you'll need a licence.

Live music

If you're planning to have a band or singer perform at your event you'll need a licence.

Correspondence and publicity material

When you're writing to anyone about your event or producing any publicity items, remember to include CLIC Sargent's registered charity number. Please use these exact words: Registered charity number 1107328 and registered in Scotland (SC039857).



If you have any questions about the legality, or concerns about safety of your event or fundraising activities, contact us on **0300 330 0803** or email **fundraising@clicsargent.org.uk**

Collecting boxes

The law requires that boxes should be sealed and numbered. This is to reassure people making donations that their money will find its way to the intended charity. Boxes without seals, or with damaged seals, also look unprofessional and do not reflect well on CLIC Sargent. If you need replacement seals you can contact us.

If you need to open a collecting tin, make sure at least two people are present while the tin is opened and the money is counted and recorded using a CLIC Sargent counting form.

IS IT SAFE?

CLIC Sargent really appreciates everything you do to raise money for young cancer patients, but we want you to do this safely. Always plan an event carefully and well in advance. Remember, your fundraising idea doesn't have to be complicated to be successful, but it should always be fun!

Risk assessment

We advise you to identify any potential accidents or hazards before you decide to hold the event by completing a risk assessment.

The Health and Safety Executive provide some excellent free resources on health and safety, including their guide 'Five Steps to Risk Assessment' and a template for you to use. You can download these resources from:

hse.gov.uk/risk/fivesteps.htm

Security

Make sure your venue is safe and decide whether you'll need crowd control measures. Consider carefully what security arrangements you'll need, particularly if you're carrying money around or if there will be large amounts of money at the event.

First Aid

It's a good idea to consider first aid facilities as part of the risk assessment process. These may range from having a first aid kit on hand at small events to having a person available with a formal first aid qualification or 'partnering' with a voluntary first aid organisation such as St John's Ambulance or the British Red Cross.

St John's Ambulance 27 St John's Lane London EC1M 4BU Tel: 08700 10 49 50 sja.org.uk

British Red Cross UK Office 44 Moorfields London EC2Y 9AL Tel: 0844 871 11 11 redcross.org.uk

Public liability insurance

CLIC Sargent is unable to accept any liability or responsibility for anything that might happen to people or property as a result of your fundraising activity. If you are planning an event that involves the general public you will need to get public liability insurance.

CLIC Sargent suggests you contact your own insurance broker to check that you are covered to undertake your fundraising. Alternatively, see below for independent insurers who can give independent insurance advice.

hiscox.co.uk/events 0800 840 2469

events-insurance.co.uk 01425 484862

clarityeventinsurance.com 01245 500 433

If you are holding an event at a place which has public liability insurance (like a school or workplace) you should check the cover with them in case you need to secure extra cover.

Food safety

Whenever food is sold at events there should be adequate facilities to prepare and serve food safely.

Food handling procedures should avoid exposing food to risk of contamination. Food handlers must also receive adequate training, instruction or supervision. For more information please contact us.

Are children involved in your event?

As a charity supporting children and young people, we take the safety of children very seriously. If children are going to take part in your fundraising event, there are some things that we would like to bring to your attention for their safety and your protection.

If you have any questions or concerns about the involvement of children and young people in your fundraising event you can contact us.

- Do not hold an event which specifically encourages children to attend without their parents
- If children can attend your event, you need to make sure the environment is safe for them Think about any potential risks such as cars, equipment, doors, toilets, facilities for lost children, etc.
- If you plan to hold a crèche/supervised play area for children you need to seek advice from your Local Authority children's services department
- If you have asked other adults or organisations to provide a service at your event for children, e.g. Punch and Judy, a bouncy castle etc, check their insurance safety certificates and ask for references and their Disclosure and Barring Service check
- Do not take photographs of children without their parent's permission
- Do not allow children to enter raffles, competitions or games where the prize is alcohol.

Further information about fundraising guidelines can be found at the following websites:

The Charity Commission gov.uk/charity-commission

Institute of Fundraising institute-of-fundraising.org.uk

The Fundraising Regulator fundraisingregulator.org.uk

And finally...

Good luck with your fundraising. Remember, every penny you raise will make a real difference to children and young people with cancer, and their families.

Want to find out more?

Call us on **0300 330 0803**

clicsargent.org.uk

