



The Countess of Brecknock Hospice Trust

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Registered Charity: 1067238

Company Limited by Guarantee: 03481737

Helpful Information for Successful, Safe and Legal Fundraising

We are very grateful to everyone who raises money for us, however, the Countess of Brecknock Hospice Trust cannot accept liability for the events or activities that you undertake.

We don't want to put you off or dampen your enthusiasm but we do want you to hold a successful, safe and legal event or activity. Some fundraising activities are covered by law or best practice. We recommend you read the information below. If you are unsure about anything, please get in touch.

Budget

Think about whether your event or activity is going to cost anything to put on. Many fundraisers are very successful in getting their event supported by their contacts, local businesses and organisations which means you can raise more money.

If there are costs, you need to consider these when you are planning your event and build them into your budget. Any costs need to be reasonable and the type of expenses expected to be incurred by your activity or event. For example, you may need to print tickets or pay for a venue.

Insurance

Please consider whether you need to take out insurance for an event or activity. If you are fundraising as part of a group or company your fundraising may be covered by their insurance or by the venue where the event is being held. You must check this and take out insurance if you are not covered. Again, the organiser of the event could be held personally responsible in the event of a claim.

Health and Safety

You must consider the health and safety of your activity or event. You should produce a risk assessment. This is a list of all the risks that someone being part of your event (participating or involved in the organisation) may be affected by. Against each risk, you then need to decide what you can do to remove or 'mitigate' this risk. This may be something simple which can easily be done by putting up signs or removing the risk or it may be more complicated or dangerous which, if it goes wrong, could result in someone being hurt. This risk assessment needs to be shared so all those involved know what to do if they see a risk. The organiser of the event is legally responsible for the health and safety of the event.

If you are running a physical activity or event, you are recommended to ask participants to sign a declaration to say that they are physically fit and able to take part. You are also recommended to ask if they have any medical conditions or medication which you should be aware of. You should also collect next of kin details in case there is an accident.

First Aid

If you have members of the public at your event or you are organising a physical activity or event, you should have first aid cover. You need to publicise where someone can get First Aid and all those involved in the organisation of the event, should know what to do in the event of a medical emergency. Please note only a qualified first aider should administer first aid.

Handling Money

To raise money, you will be asking people to make donations, pay entry fees or purchase something. You need to decide how you will handle other people's money. Ideally you should have two people together wherever money is being handled. You may consider setting up a separate bank account if your event has lots of participants. Wherever possible give people a receipt for items purchased and donations made. This will help you to keep a record. You can buy printed receipt books so you can give a copy to the donor and keep one for your records.

It is vital that you keep a written record of the funds that you raise and any expenses that the event incurs. You must have an audit trail to show the money paid in, the date paid, how much and who paid it. You should have written receipts or invoices for any expenses you pay out noting the date paid, how much and who you paid. These records should be submitted to the Charity when you pay the funds to us for our accounts. This means that if someone queries or challenges your fundraising, we can show that you accounted for all the money received and paid out.

For some fundraising activities you will need a float. Think about what denominations of coins and notes, and how many you are likely to need. Don't forget to reclaim your float when you total up at the end of the activity. Have somewhere secure to put the money. At least one lockable box in a safe location is helpful so that as the sums build up they can be deposited safely.

You should have two people to total up the takings at the end of the day. Get both people to write the sum down on a piece of paper and verify that they agree on the same amount. Bank the money as soon as you possibly can.

Printed Materials

Please publicise your event as 'in aid of the Countess of Brecknock Hospice'. The law also requires that printed materials should have our charity number clearly displayed. Registered Charity No: 1067238. We also recommend that you print a contact name and number on any materials.

We can make our logo available to you. We are not able to share photographs of patients or staff as our consent for the use of these images do not allow us to share them with third parties. Please do not download images from our website as you could be infringing copyright or consent permissions.

If more than one charity is benefiting from your event, you need to clearly state the split each charity is receiving. It is normally accepted that if you are 'sharing the profits' that each charity will get an equal share.

Serving Food and Drink

Activities that involve selling or serving food are a good way of raising funds, but food hygiene, food poisoning and allergies need to be considered. By taking some simple steps, it should be possible to hold events which are both safe and enjoyable. The good news is that many of the foods traditionally served or sold at events are inherently fairly safe. This may be because they are low risk foods for example cakes and biscuits, or because the steps needed to prevent food poisoning are simple and easy to achieve.

Unfortunately, food poisoning is not the only concern when catering, especially for children. Food allergies, particularly to peanuts, can lead to severe adverse reactions and even death in rare circumstances. People with these allergies tend to be aware of the steps they should take to stay safe, but some simple precautions to prevent 'cross contamination' should be taken to ensure the safety of any food. We recommend if you are serving food, you use someone who has a Food Hygiene qualification.

If you are using a caterer, food or ice cream vendors, you should ask them to provide a copy of their qualifications, their procedure to prevent cross contamination and also their insurances.

Raffles

Raffles are popular and can raise lots of money. However, they are classed as a type of gambling and are therefore subject to legislation.

Raffles which take place on one day (during an event) or are only open to a closed group of people (for example a work place) can use printed cloakroom style tickets.

Under the Gaming Act, all players must have a fair and equal chance of winning. This means that you cannot sell 'discounted' or 'special deal' tickets for example one ticket for £1, five tickets for £4.

You are also not permitted to sell tickets to those under 16. Please also take care if you are offering alcohol as prizes as these can only be won by those over 18. Any 'game of chance' such as a Tombolo, Spin the Wheel is covered by these rules.

Any other types of raffle are considered a 'lottery'. Lotteries have a raft of legal requirements including a license and printed tickets. If you are looking holding a raffle or game of chance that could be considered to be a lottery, please contact us so we can talk you through the legal requirements.

Collections

If you wish to hold a collection in a public place like a town centre, you must apply for a street collection licence. They are usually free but take time to sort out and you may find other charities have got there before you.

If you wish to collect in a privately owned space such a shop or forecourt, you must get permission from the company that owns the building or site. It is advisable to get a letter confirming you have permission so that you can show it on the day if necessary.

We do not recommend that you collect or sell house to house.

Other Licences You will need a license for the sale of alcohol and for live performances. For further details go to: <https://www.hants.gov.uk/transport/licencesandpermits>

Sustainability

Please consider how you can make your activity or event as environmentally friendly as possible. Think about the 3 Rs – reduce, reuse, recycle. Communicate electronically rather than by paper. Be energy and water efficient. Minimise the impacts of travel. Think carefully before using items that could harm the environment such as plastic bags and balloons.

Defra produce an excellent Sustainable Events Guide which can be found at <http://webarchive.nationalarchives.gov.uk/20130403183402/http://archive.defra.gov.uk/sustainable/government/advice/documents/SustainableEventsGuide.pdf>

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