

# Fundraising need to knows

Here are some of our tips for keeping your event safe and legal:

## Charity Statement

All of your promotional material, signage and collection buckets must clearly state the charity you are supporting and include the registered charity number. St Helena Hospice's registered charity number is 280919.

We can provide you with St Helena Hospice collection buckets and pots and also provide you with the appropriate logos to use.

## Licences

Check with your local council whether or not you will need to obtain any special licences for example for public entertainment, alcohol, street collection. If you are planning or organising a collection in a publicly owned place there are strict legal requirements you must follow. Please advise us of your plans prior to applying.

## Raffles and Lotteries

If you are holding a raffle and have a single prize worth more than £200 or you are selling tickets prior to the event then you may need a license from your Local Authority. For more information visit [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

## Insurance

Ensure you have the correct insurance in place when holding your event, speak to the owner of the event location to ensure necessary Public Liability Insurance is in place. You will not be covered by St Helena Hospice.

## Risk assessments

Remember that you are solely responsible for your event and must ensure it poses no risk to others. Please take a look at our risk assessment template which can be found at [www.sthelenahospice.org.uk/resources](http://www.sthelenahospice.org.uk/resources) to help you with this. It is important to identify any potential risks associated with your event. Please ensure you have adequate First Aid cover for the size of your event. For further advice check with the local council or get in touch with us.

## Food hygiene

If there is food at your event please ensure you follow the appropriate food hygiene procedures. For more information visit [www.food.gov.uk](http://www.food.gov.uk)

## Data protection

Any information you keep about people in relation to your event must comply with the General Data Protection Act (GDPR). For more details about data protection visit [www.ico.org.uk](http://www.ico.org.uk)



## Photo Consent

You need to collect written permission from people if you are going to use a photo of them and the parent's/guardian's permission if you use any photos of children.

## Cash

All money raised from your fundraising event must be donated to St Helena Hospice. If you are splitting the proceeds between multiple charities this must be clearly stated in any promotional material and we must be aware of the split prior to the event date.

For your own protection always make sure there is at least one other person supporting you with your event to ensure money is not left unattended.

Ensure the collection pots and buckets remain securely closed at all times and return them to the fundraising office unsealed. We will then count the money and confirm the grand total to you.

If you do need to count your money because it is not in a sealed collection box, then for your own protection ensure another person is with you.

Alternatively, if you would like to make a bank transfer to us, please get in contact and we can provide you with the bank details. You can find out more about how to pay in your fundraising at [www.sthelenahospice.org.uk/payinfundraising](http://www.sthelenahospice.org.uk/payinfundraising)