

# Fundraising guidelines

## Collections

Written permission from the owner is required when you collect on private property eg pub or supermarket, and a licence is needed when you collect on council land or house-to-house. Always use sealed collection tins or buckets provided by Children's Hospice South West.

## Collection tins

If you place our tins on till points in local retail outlets there are legal requirements that we need to adhere to. Our tins are numbered and logged to a specific location, you will need to tell us where you place each tin and never remove the number. You will need permission from the owner of the outlet to place your tin there.

Tins require a seal by law, you should replace the seal (which we provide) each time you open the tin to empty it. Always have two people present when you open a tin and count/record the money.

## Children

If children will be at your event, you must consider their safety and your protection. Encourage parents to attend with their children, make plans to deal with lost children, do not take photographs of children without their parent's permission, request copies of DBS checks from suppliers such as children's entertainers and do not allow children to enter raffles or games where the prizes include alcohol.

## Sponsor forms

When completed, your sponsorship form will contain lots of personal information, so please keep it safe before you send it to us, and avoid leaving it on public display.

## Music

If you intend to play music at an event you may need a PRS licence. Visit [www.prsformusic.com](http://www.prsformusic.com) for more guidance.

## Health and safety tips

You should carry out a risk assessment to ensure you have properly addressed any hazards at your fundraising event; we can provide a template to help. Make sure you have first aid cover and you inform the local Police and council if your event is in a public area. Always get copies of insurance and certificates from any suppliers.

## Raffles

Books of raffle tickets are available from stationers; rules state the raffle should be drawn on the same day that you sell the tickets and each ticket should not exceed £2 in price. If your raffle lasts longer than 24 hours there are strict rules that apply, call us for more guidance.

## Alcohol and food

If you plan to sell alcohol at an event which is not already licenced you will need to arrange an alcohol licence, even if the premises is already licenced. Contact your local council for advice.

If you are serving food in a public area you may need a licence and you should always get copies of food hygiene certificates from caterers.

## Letters of authority

We can write you a letter which you can show to prove you are fundraising for Children's Hospice South West. If you would like one of these, please get in touch.

## Insurance

You may need to take out insurance for a fundraising event including Public and Products Liability Cover, insurance against theft of money/damage to property or special cover for valuable equipment.

