



Guidelines for Organising a Fundraising Event or Activity

Introduction

The purpose of this document is to provide accessible guidelines for people thinking of staging a Fundraising Event or Activity. This is not intended to be an exhaustive briefing, nor to substitute for proper legal advice, but to ensure that the organiser is aware of the most important areas, questions and answers. We are always available to give help and advice.

Being legal

These are some legal points that might apply to your event:

- If your fundraising involves collecting money or selling goods in a **public place** you need to obtain permission and a licence from the local authority.
- Where events take place on private property you must obtain permission from the owner or manager.
- Please do not collect money door-to-door, as this is illegal without a licence.
- Small raffles are fine as long as they don't contain cash prizes and are part of a larger event. Other raffles may be unlawful so you must check with us before holding these.
- If you are planning to raise £5,000 or more, you must tell us in advance about how you plan to raise it.
- If you are holding a competition you should ask for a copy of our standard "Competition Terms and Conditions". This will ensure that you operate within the law.

Safety first

It's important to make sure that everyone will be safe while they're having fun. Here's how:

- You must comply with the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
- The Caldecott Foundation cannot accept responsibility for accidents, so make sure that your event is safe for all concerned.
- If you are going to be carrying money around take care with personal security. Always use a safe route and always be accompanied and/or carry a personal alarm.
- Make sure that no-one is fundraising, working or spectating in an unsafe environment. Assess the risk involved and make sure that they are eliminated or minimized to an acceptable level, particularly in the case of children. For example, they must have suitable supervision and must only be allowed to use equipment that has been tested and maintained to the required safety standard. Remember that the Health and Safety Act applies to volunteers as well as employees. If you need further information on Health and Safety, visit the following website: www.hse.gov.uk
- With adventure activities - for example, abseiling, parachuting, white water rafting or any other hazardous event, particular care should be taken.
- Always ensure that you, or the owner of the land or building where the event will take place, have insurance for the event.
- If sub-contractors or facilities are used, make sure that they have the requisite experience and insurance facilities.

After the Event

- Please make sure that the money you raise or collect reaches the Caldecott Foundation safely and as quickly as possible.
- Always make sure that all the money is counted by two people.
- Make cheques payable to 'Caldecott Foundation' and send them to the address below, together with a brief description of where and how the money was raised.

Caldecott Foundation
Hythe Road
Smeeth
Ashford
Kent TN25 6SP

- Don't forget to include your name, address, postcode and details of the event with the amount raised so that we can thank you!
- If you can, please send us spare photos and stories about the event. You could end up in our newsletter, website or in the local paper!

Publicity

We recommend that organisers contact their local radio/TV stations and newspapers directly. The Caldecott Foundation sends out media information every month so you will be much more likely to receive coverage by approaching press and broadcasters direct.

Ticket Sales

Although Caldecott staff will do their best to promote your event we cannot sell event or raffle tickets for you.

Prizes

The Caldecott Foundation will be pleased to provide you with an 'Authority to Fundraise' form which you can use to contact businesses to provide raffle prizes.

Caldecott staff members are not able to source raffle prizes for individual events.

Event Insurance

The Caldecott Foundation is insured for Public and Employers Liability risks at all events which it organises. However, some activities and events are organised by other groups for the benefit of the Foundation. In these cases, our insurers do not recognise the Caldecott Foundation as being the promoter and as such it is the responsibility of the organiser to satisfy himself/herself that they have Liability Insurances for the event being planned and, if not, makes specific arrangements to cover that event.

**Thank You for your Support and
Good Luck with your Event.**