



## Fundraising Guidelines

We're delighted you'd like to fundraise for St Leonard's Hospice and want to help you to stay safe and follow all legal guidelines whilst you do so.

Here are some best practice guidelines; including advice and things to avoid, plus some rules and regulations you may not be aware of.

### Raffles and lotteries

For simple raffles run at an event, just remember to charge a standard price for tickets and to draw the name of the winner before the evening is over. If there is a chance the winner may not be around at the time of the draw, ask participants if they mind leaving contact details so winners can be contacted, if necessary, after the draw.

If you plan to run your lottery over a longer period of time or sell tickets at more than one venue, you may need to be registered with your local authority. Do your research and check with your local authority if necessary.

If you want to know more about organising a raffle or lottery, please consult your local council or visit the Institute of Fundraising website.



### Collections

If you are collecting on private property, such as a pub or supermarket, you will need to get written permission from the owner or manager. Keep this with you during collections.

You can also ask St Leonard's Hospice for a letter of authority before you start collecting. You can do this by contacting the Fundraising Team on [fundraising@stleonardshospice.org.uk](mailto:fundraising@stleonardshospice.org.uk) or calling 01904 777 777.



In order to collect funds in the street, in a public place or house-to-house, you will need a license from your local council. Most councils have details of how to apply for a license on their website. After applying, it can take up to two months before you receive your license, so it's important to plan ahead!

Finally, remember that anyone collecting money in public must be over 16.

## Events

### At home or with friends

If you are hosting a small event involving people you know, such as family and friends, whether that is at home or in a venue you have booked, take the time to consider whether your event is legal and safe for all those involved.

### Events in public areas or involving more than 50 people

When holding a large or public event we recommend that you:

- Contact your local council if you need special permissions or licensing, or require trading standards or health and safety advice.
- Consider First Aid and fire safety provisions. You can contact your regional branch of St John Ambulance and your local fire station for advice.
- If the event is going to affect or obstruct traffic, you should let your local police department know.
- Consider whether a risk assessment is necessary and seek advice from the Health & Safety Executive ([www.hse.gov.uk](http://www.hse.gov.uk)).
- If your event is to be held at work or with volunteers, make sure it complies with the Health and Safety at Work Act 1974.

## Raising Sponsorship

If you're taking part in a challenge or activity to raise money for St Leonard's Hospice, make sure that all sponsorship forms or fundraising pages are clear and detail the activity you are taking part in (e.g. running a marathon) and who you are raising money for.

If your sponsorship money is being split between a number of charities, you must indicate the % split. You must also be clear if all money raised is to be donated to the charity/charities or if there are to be expenses deducted e.g. travel abroad, accommodation etc.



If you are later unable or unwilling to take part in your event for any reason, you are responsible for contacting donors to ask if they are still happy for the money to be donated to your chosen charities, and issue refunds if not.

## Staying safe

Lastly, if you are carrying money you should always consider your personal safety and security. Always:

- Use safe routes
- Stick to well-lit areas
- Try to avoid walking on your own, or carry a personal alarm

## Thank you!

Thank you for your interest in fundraising for St Leonard's Hospice! If we can help you with anything else, please contact the Fundraising Team on [fundraising@stleonardshospice.org.uk](mailto:fundraising@stleonardshospice.org.uk) or calling 01904 777 777.

