

Fundraising Legal and Best Practice Guidelines



Health and Safety

Events at Home: If you are hosting a small event at home for family and friends, your local pub or local community groups, take some time to consider whether the event is legal and safe for those involved. If you are unsure about this you can contact us for help and guidance using the details at the end of this document.



Events in public areas or involving more than 50 people: It is important that you follow the professional advice and equipment of manufacturers and staff supervising any community centres or facilities. Events need to be risk-assessed to reduce and control the risk of those taking part, members of the public and yourself. This doesn't need to be hard work and you can do a simple risk assessment by following our Risk Assessment template which can be found in your fundraising pack or at uk.iofc.org/fundraise

You may need to contact your local council for any necessary permissions, licensing, trading standards and health and safe issues. We recommend having a first aider present for large events. You can get further advice by contacting St John's Ambulance and your local fire station. If your event is big enough, that it might obstruct traffic, you will need to also let your local police know.



Sponsored Activities: If you are taking part in a high risk event or activity, please seek advice from professionals and your doctor. Make sure you follow advice of supervising staff, professionals and equipment manufacturers when taking part in any high risk activity. Initiatives of Change cannot accept liability for any loss, damage or injury suffered by yourself or anyone else as a result of taking part in a fundraising event or activity organised in aid of Initiatives of Change.

Handling Food: Please follow the basic rules for

safe preparation, storage, display and cooking. You can download the Food Standards Agency booklet 'Preventing Food Poisoning – Good hygiene at home' from the Food Standards Agency at food.gov.uk

Holding Events in your Work Place: If you are holding or running an event in your workplace you will need to make sure that it complies with the Health and Safety at Work Act 1974 hse.gov.uk/legislation/hswa

Data Protection

When recording data about people involved in a fundraising event, make sure you comply with the Data Protection Act. Don't keep information about people any longer than you have to, and don't share information or data about someone without their written permission. For further information on the UK Data Protection Act visit gov.uk/data-protection/the-data-protection-act



Raffles

If you're organising a raffle, tickets must be sold on the same day that the winners are drawn. You can only offer alcohol as a prize if the raffle is being held on a premises with an alcoholic license. The amount deducted from ticket sales must be no more than £100 in the case of costs and £500 in the case of prizes.

We suggest that you buy a book of cloakroom tickets, which can be sold individually or in strips of five, it's not necessary to print raffle tickets for this type of raffle. If you plan to run your raffle over a longer period of time or sell tickets at more than one venue, you will need to purchase a local lottery license from your local council. You can find out more about how to do this by consulting with your Local council or visiting the Institute of Fundraising institute-of-fundraising.org.uk

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Collections

Make sure you get permission from the owner if you're holding a collection on private property such as a pub or a shop. You cannot collect funds for your challenge/activity through house-to-house or pub-to-pub collections.



If you wish to hold a collection in a public space on behalf of Initiatives of Change please contact us for advice. There are strict legal requirements that we need to make sure you are following. Due to these regulations we ask you not to run collections in public spaces (such as your local shopping centre) without speaking to us first.



Useful Links

For further help in completing a Risk Assessment visit: Health and Safety Executive [hse.gov.uk/risk/index](https://www.hse.gov.uk/risk/index)
Useful information on organising an event can be found at: Institute of Fundraising: [fundraisingregulator.org.uk/code-of-fundraising-practice/code-of-fundraising-practice-v1-4-310717-docx](https://www.fundraisingregulator.org.uk/code-of-fundraising-practice/code-of-fundraising-practice-v1-4-310717-docx)

Food hygiene responsibilities can be found at [gov.uk/food-safety-your-responsibilities/food-safety](https://www.gov.uk/food-safety-your-responsibilities/food-safety)

For advice on First Aid contact St John's Ambulance [sja.org.uk/sja/default.aspx](https://www.sja.org.uk/sja/default.aspx)

For more detailed information on data protection visit the Information Commissioner's Office website [ico.org.uk](https://www.ico.org.uk)

Institute of Fundraising [institute-of-fundraising.org.uk](https://www.institute-of-fundraising.org.uk)

Our Contact Details

If you require further support, guidance or help in your fundraising, you can contact us on the details below.

020 7798 6000

fundraise@iofc.org



#BeTheChange

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