



# FUNDING RESEARCH, FINDING HOPE



## Fundraising Guidelines

## Keeping it safe and legal

Please read the guidelines below. They are intended to help your fundraising go as smoothly as possible and ensure that everyone involved has a fun and safe time. Please visit our website [www.actionforat.org](http://www.actionforat.org) for more fundraising ideas and support.

## Collecting Tins & Buckets

You will need a licence from your local authority to collect funds on the street or in a public place. Please contact us for guidance. We recommend that you do not undertake house-to-house collections without our prior consent.

## Raffles and Lotteries

If you are planning any type of lottery (such as a raffle, tombola or sweepstake), please be aware that there are strict rules about what you can do. Please visit [www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk) for further information or contact Action for A-T.

## Insurance

You may need to ensure that you have the appropriate Public Liability Insurance (PLI) in place before your event or planned activity. Find out if your venue has its own PLI, and ensure that any third party providers, such as caterers, DJs or bands have their own PLI. Action for A-T cannot provide PLI for your event.

## Events

- Please ensure that your event is organised efficiently and safely. Action for A-T cannot accept any responsibility for your event nor towards anyone who participates in it.
- You should conduct a risk assessment to ensure that you have proper plans for the safety of participants. Visit the Health and Safety Executive's website at [www.hse.gov.uk](http://www.hse.gov.uk) for guidance.
- Please ensure that participants are fully briefed about the event, including, where relevant, any risks, fitness requirements, special equipment or clothing required and standards of behaviour expected.
- Ensure that your event is properly and adequately supervised. Where children (under 16) are included, this includes:
  - i. Providing proper adult supervision

- ii. Checking that the child's parents or guardians have given their permission for their child taking part
- iii. Carrying out appropriate background checks if adults are to have unsupervised access to children
- iv. Consider what insurance cover you need for your event, for example, public liability – call us for guidance
- v. Check whether you need any special licences e.g. a public entertainment, to sell alcohol etc – call us for guidance

### **Businesses**

If you are raising money in the course of a business, however small (e.g. selling jewellery and giving a percentage to Action for A-T), then you are deemed to be a commercial participator. As such, you would need an agreement with Action for A-T which reflects this relationship. Please contact us for guidance.

### **Gift Aid**

Please ask donors/sponsors to sign an official gift aid declaration form. This enables us (and higher rate taxpayers) to claim the tax back from the government and increases the overall benefit to Action for A-T. Please contact us for the forms.

### **Data Protection**

Please keep details of the names and addresses and amounts donated or pledged by all donors and provide details of this information to Action for A-T.

Information obtained in the course of fundraising, will be owned by Action for A-T, and any other client or charity will not be allowed to have the benefit of that information without the Charity's consent.

You must abide at all times by the Data Protection Act 1998 and all other relevant legislation and regulations.

### **Fundraising Materials and Publicity**

Ensure that all materials include text 'Registered Charity Number 1145303 (England and Wales).

All your fundraising materials and publicity should make clear that you are fundraising in aid of Action for A-T, but that you do not represent the charity. Please contact us for further information.

## Funds

You must only use sponsorship forms issued by Action for A-T and not use any other type of sponsorship form (unless otherwise agreed with Action for A-T)

We recommend that you count money in the presence of someone else. You can send funds to Action for A-T via cheque or BACS. Cheques are made payable to Action for A-T and sent to Action for A-T, Aruna House, 2 Kings Road, Haslemere, Surrey, GU27 2QA. For information on how to pay via BACS please contact the Action for A-T office on 01428 853313.

Be careful when carrying money with you. Always use a safe route and try to have somebody with you.

All funds raised in the name of Action for A-T should be sent to us within 3 months of the collection/event date.

## Progress Report

To provide Action for A-T with a progress report and information on income and money spent when requested.

## Health & Safety

We very much appreciate everything you do to raise money for Action for A-T, but your safety is paramount. Therefore, we advise you to ensure you have identified any potential accidents or hazards before you decide to hold your event.

Risk assessments can help you to reduce any risks, and keep yourself and those attending your event safe. Please make sure you conduct a risk assessment in the early stages of planning for your event or activity.

If you are catering for your event (rather than using professional caterers), please follow basic food hygiene procedures such as washing your hands, keeping raw and cooked foods separate and keeping foods chilled if necessary. For more information, the Food Standards Agency has a useful website: [www.eatwell.gov.uk](http://www.eatwell.gov.uk), or ask your local authority for advice.

## Responsibility

Every event must be overseen by at least one responsible adult and at some events it may be necessary to have person/s with official first aid qualifications present.

If children (under 16) are involved in fundraising in any way, please make sure that they have permission from their parent or guardian, and are properly supervised by a responsible adult. Children should never approach strangers about fundraising.

Please abide by the Codes of Practice issued by the Institute of Fundraising.

Thank you for your support and good luck with your fundraising!

Action for A-T,  
Aruna House,  
2 Kings Road,  
Haslemere,  
Surrey, GU27 2QA

T: 01428 853313

Or email it to [info@actionforat.org](mailto:info@actionforat.org)

Registered Charity Number: 1145303 (England and Wales)