

Keeping your fundraising safe and legal



The Sick Children's Trust

we're here, so you can be there

Registered Charity No. 284416

To help you organise a safe, legal, and successful fundraising event, here's an overview of a few key things to think about during your planning. For more details on keeping your fundraising safe and legal, please visit our website.

Public collections



If you are holding a street collection, you'll need a licence, which can be obtained from your local authority or, if the collection is in Greater London, from the Metropolitan Police. Alternatively, if the collection is on private property that is open to the public (like a shopping centre or train station), you'll need permission from the landowner or manager. For more information, please visit our website.

Food and drink



Please take great care when handling food, and work to basic rules for safe preparation and cooking, storage and display. It is best practice to label foods that may contain allergens such as dairy or nuts.

In general, if you will be selling alcohol, you'll need a premises licence, unless the venue already has one.

Raffles and lotteries



There are different types of raffles, which are also known as lotteries. Some require a licence from your local authority or the Gambling Commission, and others do not.

As a rule, if you are planning a raffle or other game of chance (such as a tombola) as part of an event and the tickets will be drawn there and then, this is called an 'Incidental Lottery' and means you will not require a licence. There are still rules you need to follow though, for example you cannot sell tickets at a bundle discount (i.e. if tickets are £1 each, five must cost £5, ten £10 etc.). Please see our website for the full criteria for an Incidental Lottery.

If, however, you wish to sell tickets in advance, or to people not attending the event, this would require a licence. Please refer to the Gambling Commission to ensure you have the appropriate licence – a link can be found on our website.

Letter of Authority



You will always need a Letter of Authority when collecting money or asking for prizes for an auction or raffle on our behalf. Our fundraising team can speak to you about your event and provide this where relevant.

Publicity material



Please always make it clear that you are fundraising 'in support of' The Sick Children's Trust. We will provide you with an 'in support of' logo which you must use on any promotional posters and leaflets or advertising on social media around your activity. This is really important, as it has our Charity Registration Number 284416 so people can see where your fundraising is going.

Public Liability



The Sick Children's Trust's Public Liability insurance does not automatically cover events by our supporters. To discuss whether your event is covered, and to complete a liability form, please contact our fundraising team.

Health and safety



If you are holding a large event, you'll need to conduct a risk assessment and think about first aid facilities. Even if you're holding a small event, you'll still need to review all the risks in the planning stages. There are also specific things to bear in mind when planning events that children will be participating in, details of which can be found on our website.

Please visit www.hse.gov.uk/event-safety/ to read the Health and Safety Executive's guidance on running events safely.

Find out more

Full details on keeping your fundraising safe and legal can be found on our website, www.sickchildrenstrust.org. You can also contact our fundraising team, who are on hand to help you make sure that your event is a success.

fundraising@sickchildrenstrust.org | 020 7638 4066

 [thesickchildrenstrust](https://www.facebook.com/thesickchildrenstrust)

 [thesickchildrenstrust](https://www.instagram.com/thesickchildrenstrust)

 [TheSCT](https://twitter.com/TheSCT)

 [TheSCT](https://www.pinterest.com/TheSCT)

Registered with



FUNDRAISING
REGULATOR