

# Keeping your fundraising safe and legal



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.

## 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.

## 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 (like a tombola) as part of an event and the tickets are drawn there and then, this is called an 'Incidental Lottery' and means you don't need a licence. There are still rules though, for example you cannot sell tickets in a bundle discount (ie if tickets are £1 each, 5 must cost £5).

If you wish to sell tickets in advance or to people not attending an event, this will require a licence. Please refer to the Gambling Commission to ensure you have the appropriate licence.

## 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 materials for the event, including social media.

## Public Liability

The Sick Children's Trust 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 are 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.

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