

Fundraising Checklist



Events

- Contact your local council for any necessary permissions, licensing, trading standards and health & safety issues.
- Contact the police if you are planning an event in a public place. eg - if the event is to be held on public roads and could cause traffic disruption.

Collections

- You need a licence from your local authority to collect funds in the street, in any public place, or house-to-house - otherwise it is illegal. Most authorities have details of how to apply for a licence on their website, but you should allow at least two months for it to come through.
- If you are collecting on private property eg - a pub or supermarket, you must obtain written permission from the owner or manager, and when collecting you must always have a copy of this permission with you.
- Anyone collecting money in public must be over 18.
- Please do not pressurise people to donate.

Collection Boxes

- We can provide collection boxes for any event. For details on how to get one, please fill out a Fundraising Agreement Form (available on our website: leedshospitalsfundraising.org.uk/fundraising.php?find=how) and return it to us.

Raffles & Lotteries

- These are subject to very strict and complex laws - therefore you **MUST** consult **The Institute of Fundraising Laws**, before organising a raffle or lottery.
- We also recommend that you get a copy of **Lotteries and the Law** from the **Gaming Board of Great Britain**.

Health & Safety

We want everyone to be safe while having fun and raising funds - that's why we don't encourage particularly hazardous activities, and definitely not without specialist supervision. Leeds Teaching Hospitals Charitable Foundation cannot accept liability for accidents.

Staying Safe

- Any activity must comply with the Health & Safety at Work Act 1974 (www.hse.gov.uk), and all other relevant legislation - and remember the Act applies to volunteers as well as to employees.
- If you are carrying money around, always consider personal security - use a safe route, but accompanied if possible, or carry a personal alarm.
- Make sure that no-one is fundraising, working or spectating in an unsafe environment.
- If using sub-contractors or facilities eg - portaloos, bouncy castles etc make sure that they have the appropriate experience and insurance cover.
- Think about first aid requirements and fire safety - contact your local St John's Ambulance and Fire Station respectively for advice and help.
- You can get free Health & Safety advice from The Health & Safety Executive (HSE). Why not check out their 'five steps to a risk assessment' before putting on an event, it could be worthwhile.