

FURTHER FUNDRAISING GUIDANCE



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SOME IMPORTANT THINGS TO CONSIDER...

Like lots of things nowadays, there are some regulations around what can or can't be done when fundraising. If in doubt, please check with the appropriate authority.

Here are a few things you will need to consider when planning your fundraising activity or event. Please don't let the list put you off, they are just things to bare in mind....

LICENCES

- Ask your local authority whether or not you need to obtain any special licences (eg public entertainment, collection or alcohol licences). See contact details on page 4.
 - If you are holding the event in a public place, you must have permission from the council or landowner.
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RAFFLES

- There are strict laws relating to raffles and lotteries. Full guidelines are available from your local authority or the Gambling Commission. See page 4 for contact details and links.
 - Normally, if you hold a small raffle on the day of your activity, you do not need a licence, so long as all ticket sales and the draw itself take place during the main event but double check with your local council or the gambling commission.
 - Tickets must be sold for the same price with no discounts applied.
 - You must make it clear who is running the raffle.
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COLLECTIONS

- It is illegal to carry out house-to-house or public collections without a licence.
 - All street collections on public property will need to be registered with the local authority who will issue a collection licence. wHoo Cares will need to see a copy of this licence before issuing you with collection boxes or buckets.
 - Under 16's (or 18's in London) are not permitted to collect money through public collections.
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RISK ASSESSMENTS

- Identify any hazards and assess any risks at your activity which you'll need to consider.
 - Ensure you have adequate first aid cover available for the scale of your activity. If you're not sure, check with your local council.
 - Check any equipment being used. know where fire exits are in a venue.
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SUPERVISION

- Ensure that your event is properly and adequately supervised. Where children are involved this should include:
 - Providing proper adult supervision
 - Carrying out appropriate background checks if adults are to have unsupervised access to children, (we can provide info on how this can be done).

Did you know...

Since wHoo Cares first opened its doors in 2016, we've helped over 600 people who live on the Hoo Peninsula

MONEY

- If you create a fundraising page at Givey.com, funds donated via your page go straight to our account so you don't need to worry about paying in any money. Click here for information on setting up your Givey page: <http://bit.ly/3kWLbC2> .
 - For your own protection, if at all possible, make sure you count the money you've raised/collected with another person present and have them verify the total amount raised.
 - Ask people who want to make a donation by cheque to make it payable to Hoo Peninsula Cares rather than you personally.
 - Make sure any cash donated is kept in a secure place and is banked as soon as possible.
 - All funds collected should be sent to wHoo Cares within six weeks of collection. To discuss the easiest way to pay in your money, contact the office on 01634 272138.
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INSURANCE

- Please remember you are responsible for the activity and wHoo Cares cannot accept liability for any fundraising activity or event you undertake.
 - If you are planning an activity that involves the general public, you'll need to budget for public liability insurance, which can be obtained from any insurer.
 - If you are holding the event in a venue which has liability insurance (such as a village hall or pub) check they have the appropriate insurance and that it covers your activity.
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GET CONSENT

- You will need parental permission if children are helping or if you're taking photographs of children.
 - You will need consent from people you photograph. (wHoo Cares can provide consent forms).
 - Children under the age of 17 must be accompanied by an adult.
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FOOD HYGIENE

- Food safety laws apply when food is available, whether it is for sale or not.
- Ensure you follow food hygiene procedures. Contact your local council for food hygiene regulations at events or see food.gov.uk

GOOD IDEAS



Did you know....
wHoo Cares spends an average of £7,000 every year on volunteer mileage. At the moment, we don't charge our Partners so we need to find the money through grants and donations.

Want to host a raffle? Here are a few tips:

- Don't just look for items – think outside the box. For example, a personal training session or a cookery lesson.
- Start asking for items early to ensure you leave yourself enough time before your event. Keep in mind any prizes with sell by dates.
- Contact local businesses and independent firms locally, they are more likely to support you than larger national organisations.
- Make sure you have a variety of prizes that will appeal to everyone in the room.
- Don't have too many prizes – quality is more important than quantity.

USEFUL CONTACTS FOR YOU

We've compiled a list of websites so that you can find lots more information to help you get the most out of your fundraising activity.

CHALLENGE ACTIVITIES



CYCLING

British Cycling: britishcycling.org.uk



WALKING OR TREKKING

Ramblers: ramblers.org.uk

Long distance walkers: ldwa.org.uk



SWIMMING

Your one stop aquatics resource:
swimming.org

Outdoor swimming society:
outdoorswimmingsociety.com



RUNNING

UK Athletics: britishathletics.org.uk

HEALTH & SAFETY



Food Standards Agency:
food.gov.uk



Health and Safety Executive:
hse.gov.uk



Police: www.kent.police.uk



National Highways:
nationalhighways.co.uk



St. John Ambulance:
sja.org.uk



FUNDRAISING & EVENTS



Institute of Fundraising: www.institute-of-fundraising.org.uk

Lotteries and raffles (in general): www.gamblingcommission.gov.uk

Lotteries (Medway specific):

<https://www.medway.gov.uk/info/200179/licensing/236/lotteries>

Medway Council (events):

https://www.medway.gov.uk/info/200332/organising_an_event/233/organise_an_event



Thank you



"You're all my heroes, I can't thank you enough for what you have done for me it means a lot."