

KEEPING YOUR FUNDRAISING SAFE AND LEGAL

While we really want you to put the fun in fundraising it's also important that **everyone stays safe and your activities are legal**. Things to consider when organising and running your event are insurances, health and safety and first aid. There are also rules surrounding licences for raffles, sporting and music events. We've listed a few resources below to help keep your fundraising safe and legal.

REPRESENTING THE TRUST

We ask that anyone fundraising for the Trust, be it holding an event, street collection or helping out, must be respectful and courteous at all times. Please make it clear that you are fundraising in aid of The Gurkha Welfare Trust. If you require any imagery or logos, or are promoting your event in local press, please contact us.

LICENCES

Events with alcohol, live/recorded music in public spaces, some sporting events, ticket sales and raffles and lotteries may need a licence. More information can be found by contacting your local authority or The Gambling Commission: <http://www.gamblingcommission.gov.uk/for-the-public/For-the-public.aspx>

FIRST AID / HEALTH AND SAFETY

Ensure those who take part and help are kept safe by considering the health and safety of the event. Some venues will require a formal risk assessment to be carried out but consider carrying out your own. If there is a risk of someone getting injured, consider a first aider being in attendance. For more information see: <http://www.hse.gov.uk/guidance/index.htm>

INSURANCES

Not only might you need insurance but ensure any third parties you use for your event are reputable and have the correct public liability insurance. Check with your local authority or get in touch with us for more guidance if you are unsure.

CASH AND COLLECTIONS

Make plans to keep both you and any monies you've raised safe. Should you be confronted by someone demanding your tin ensure you stay safe by not putting up a fight. Instead hand this over and report it to the police and the Trust straight away.

Collections and events should also only take place where official permission has been granted. Street collections often require an application to the council or correct person four to six weeks before the event. You will also require an official collectors' card from The Trust so please get in touch to ensure you have everything you need.

Setting up a JustGiving page for your event also reduces the cash you hold and will also allow The Trust to easily claim Gift Aid where possible from your donors. It's also a great way of showing your donors what your target is so they can help you raise a little more.

Please transfer your monies raised and post your 'Boost your fundraising' forms to us as soon as you can after your event.

CHILDREN

If there are any children attending or taking part in your activities make sure they have permission to participate from or attend with a guardian. It may be necessary for adults who are looking after the children to have a DBS check.