



fundraising legalities - keep it safe and legal

We want you to have fun and keep things safe and as simple as possible. To put our minds at rest and to stop you from inadvertently breaking any laws, please carefully read the information below.

Consent:

If you wish to hold an event on private property, please ensure you ask the owner or manager for permission.

If anyone under the age of 17 is helping at your event, they must be accompanied by an adult and must have parental permission to be there. If photos are being taken, you must get parental consent before taking pictures of anyone under 18.

The money:

Please refer to our guide on "Paying in your money" before paying any money to the charity to ensure the correct procedures are followed.

It is always best for more than one person present when money is counted, and all money should be kept as secure as you can, then banked as soon as possible.

If you have one of our collection tins, boxes or buckets please do not attempt to open them. We are required by the Fundraising Regulator to ensure they are all opened on the charity premises. Don't worry though, we will count it all and let you know how much you raised!

Raffles:

Great news! If you hold a small raffle on the day of your event you do not need a license as long as all ticket sales and the draw takes place during the event. Please check out <https://www.fundraisingregulator.org.uk/code/raffles-lotteries> for more advice and guidance.

Licenses:

You may need to obtain a special license to hold your event (e.g., public entertainment, alcohol, collection, music licenses). Check with your local authority before holding an event and also seek permission from the local council if you are planning an event in a public place.

Risk assessments:

Ensure you have the right level of first aid cover for the scale of your event. Identify and assess any risks and highlight any hazards that may be present throughout the event.

Insurance:

Whilst we will support you the best we can, please remember you are responsible for your own event and Southampton Hospitals Charity cannot accept liability for any loss, damage or injury suffered by you or anyone participating in the event. Please note your event will not be covered by the charity insurance. For more information and advice please check out www.hse.gov.uk

Volunteer fundraising deed agreement:

For each event we require a Volunteer Fundraising Deed Agreement to be filled out. This can be found on our website, or you can contact us for a hard copy at charity@uhs.nhs.uk.

Food hygiene:

Food safety law applies when food is available whether it is for sale or not. Food Hygiene is vitally important, please take care when handling food and work to basic rules for preparation, storage, display and cooking. For more information visit www.food.gov.uk