

Helpful Advice

Please retain this for your records. When planning your fundraising, you are responsible for everyone's safety and keeping within the law. It's important to consider any risks that may arise and regulations you must follow. This could include some of the points below.

Food Hygiene

Food safety laws apply when food is given away or sold. Please make sure you follow food hygiene procedures or if you are using caterers check their certificates. Contact your local Council for more information.

Raffles

Gaming law applies when you hold a raffle, lottery, or prize draw, so please make sure you read them to check you run yours properly. You do not need a license for a small raffle, provided you sell the tickets and pull the prize winners on the same day, you sell the tickets at the venue, charge the same price for each ticket, and don't offer deals like 5 tickets for the price of 4. Remember raffle tickets can only be sold by and to someone aged 16 years or over, and if alcohol is involved this age limit increases to 18 years. Contact your local Council for more information.

Materials and Publicity

There is a lot of information you must state on your materials and publicity, including:

- That your fundraising is 'in aid of Treetops Hospice'.
- While Treetops Hospice is thrilled you are fundraising for us, Treetops Hospice has no responsibility for the activity.
- What money is being given to the Hospice (*such as 'all the profits will be given to Treetops; or 'the money from the raffle will be given to Treetops).*

If you are donating to more than one charity it should tell people how this is being split (*such as 'the profits will be given in equal parts to Treetops Hospice and Cancer Research'*).

This statement can be small at the bottom of materials.

To help, we have template materials you can use or refer to. We also ask you to show us your materials before they are printed/published. We can check that everything needed has been included.

Cash Collections

If you want to hold a collection as part of your fundraising. Please call us first. We also co-ordinate some collection sites from our office and we'd love to hear your suggestion for places to collect. If they are not already on our list, we'll be sure to approach them.

Risk Assessment

For some activities, you may need to identify any hazards and consider what you can do to reduce the chance of people being harmed. This may include following professional advice from suppliers and contractors, arranging first-aid cover, having marshals, checking a venues fire certificate, or limiting the number of people who can take part.

Data Protection

You can only keep details of people involved with your fundraising with their permission and only if it's needed to run your event. These details must only be kept for the time they are needed and must never be shared with other people or organisations. Please refer to the Information Commissioner's Office.

Licenses and Permissions

We recommend that you ask your local authority if you need any special licenses. If you're fundraising in the open you should get the permission of the landowner, which could be from the Council.

Insurance

Remember, you're responsible for the activity and Treetops cannot accept any liability for any fundraising activity or event you undertake. For advice speak to a local insurance company. Check with your home insurer about events held in your house or garden.

Money

Treetops can't meet the costs of your fundraising activity, but you can use a proportion of the money you've raised to cover reasonable expenses. Think about where any money you raise that's needed to pay the costs will be kept. For big fundraisers, some people open a bank account. All cash should be kept in a secure place and banked as soon as possible. Ideally, there should be two people managing the money. The money you receive and pay out should be witnessed, so that the second person verifies the total amount raised. Treetops can ask to see this at any time.

Representation at Your Event

Please give us as much notice as possible if you would like someone from Treetops to attend your fundraiser to say a few words or collect a cheque. We cannot always do this, but we will do our very best to join you.

If in doubt, please get in touch, as we can talk you through the processes.