

Fundraising Event Key Information Pack

Keep it legal

At Springhill Hospice we are committed to meeting the legal requirements surrounding charity laws and fundraising guidelines. As part of our commitment to ensuring our fundraising activities are safe and legal we want to support you in doing the same. The Springhill Fundraising Team are happy to discuss your fundraising idea or activity with you in detail should you need advice, but as a general guide if you are running a fundraising activity you'll need to ensure that it is safe for those taking part and complies with any relevant authority's rules and regulations.

Here are some guidelines for you to follow to help keep your fundraising safe and legal. You can contact the Fundraising Team for help and advice using the details in this pack.

Tell us about your fundraising activity

Please make sure you have registered your planned fundraising activity with us using the 'Tell us about your fundraising event' form. We can then ensure that you have everything you need to give you the best possible fundraising experience.

Publicity materials and promotion

We are happy to provide advice regarding the design and print of posters, tickets etc.

We can support you with Springhill Hospice branded materials – you can request these when you tell us about your planned fundraising activity, or at any time afterwards.

The Springhill Hospice logo can only be used with our express permission. This ensures that we can provide an appropriate quality format of the logo for you to use. For a copy of the Springhill Hospice logo please contact the Fundraising Team on 01706 641790 (opt 1) or email fundraising@springhill.org.uk

If you are producing your own posters and publicity materials you must include 'in aid of Springhill Hospice' and the 'Registered Charity Number 701798'. You must also state clearly whether 'all proceeds' (every penny the event makes) or 'all profits' (after costs) will come to the Hospice. To make sure these legal requirements are met we ask you to send us a draft of any designs for approval before you print anything. Any drafts can be sent to fundraising@springhill.org.uk for approval.

Fundraising Activity

Springhill Hospice Sponsor Forms are available. Our official Springhill Sponsor Form must be used as this carries all the essential legal information required. You must not produce your own sponsor forms for use when raising money for Springhill Hospice.

Springhill Hospice is registered with three online giving sites – Just Giving, My Donate and Virgin Money Giving. Online giving pages are an easy way of collecting sponsor money and donations. You can set up your page with full details of your fundraising activity, photos and even post updates about your fundraising efforts. Your supporters can donate via the page and the money comes straight to Springhill. If you need any support in setting up an online giving page please don't hesitate to contact us.

We can provide official collecting buckets, Springhill t-shirts and other materials to help raise the profile of your fundraising activity, making it clear who you are supporting.

You may choose to contact local businesses and organisations for support towards your fundraising efforts, for example you may ask for donations of raffle prizes. Once you have informed us about your fundraising activity we can provide you with a written Letter of Authority confirming details of your fundraising and that you are raising money for us.

All of these items can be ordered on the 'Tell us about your fundraising event form', or at any time afterwards.

Making your donation to Springhill Hospice

By choosing to organise a fundraising activity and committing to raise vital funds for Springhill Hospice we ask that you collect all monies raised and arrange to pay these to Springhill within six weeks of the date of your fundraising activity. Donations can be made in a number of ways and the Fundraising Team will be happy to discuss different options with you.

In the event of cancellation

If you are in the unfortunate situation of having to cancel your fundraising activity please let the Fundraising Team know. You must contact anybody who has sponsored or supported your fundraising activity to ask if they are still happy for their donation to be made to Springhill Hospice. If they are not you must refund their donation. If donations have been made via an online giving site and a refund is required please contact the Fundraising Team for support. Any money raised towards your cancelled fundraising activity that doesn't require a refund must be paid to Springhill Hospice.

Health and Safety

As the organiser(s) you are responsible for ensuring your fundraising activity is organised safely. Springhill Hospice cannot accept any responsibility for your activity, nor for anyone who participates in it.

Please take careful consideration regarding insurance cover. Springhill Hospice's Public Liability Insurance only insures Springhill Hospice for events directly managed by the charity. It does not provide cover for events which are managed by another person(s) or organisation(s). You are strongly advised to take out your own Public Liability Insurance to cover your activity.

It's good practice to undertake a risk assessment for health and safety hazards. Check what kind of Public Liability Insurance the owner/operator of your venue has, and that it covers the owner's liability risks. Ensure that, where appropriate, there is wheelchair access, first aid provision, fire-fighting equipment and emergency evacuation procedures. Recommended providers of first aid for larger events include the British Red Cross and St John's Ambulance. You can find out further information from www.hse.gov.uk or speak to the Fundraising Team for further advice.

We have included a template for your Risk Assessment within this pack.

Does your fundraising activity need a licence?

Depending on the type of fundraising activity you are organising you may need to apply for permission or a licence from the Council. It is illegal to proceed without obtaining the necessary permission(s) or licence(s). Full details of licence requirements and/or applications for permissions can be viewed on the Rochdale Council website at www.rochdale.gov.uk/licensing and www.rochdale.gov.uk/events-and-activities. Applications can be made online and must meet the required deadlines prior to issue. We advise this should be one of the first jobs to put on your 'To Do' list.

If your fundraising activity is taking place on private land or does not fall into any of these categories you do not need to notify the Council however you will need permission from the land owner.

Don't let the thought of having to apply for a licence or permission put you off planning your fundraising activity. The Fundraising Team are here to advise and support you on whether a licence is required and how to apply.

Collections – If you plan to undertake a bucket collect in the street, please contact the Fundraising Team so we can speak to you about arranging a licence. Anyone under the age of 16 must be accompanied by an adult when collecting from the public.

Raffles and gambling activities – Raffles and gambling activities are carefully regulated. If you are planning a raffle or gambling activity (such as a Race Night or Bingo) please remember to check if your venue is licensed or permits you to undertake such activity.

If you are planning to sell raffle tickets at an event you do not need a licence providing you stick to the following rules;

- You must only sell the tickets on the day of the event
- You must only sell tickets at the event venue

- You must draw the winning ticket(s) on the day of the event
- Ticket price must be clearly displayed
- Everyone must pay the same amount per ticket. This means you cannot offer a discount for multiple purchases (eg: 5 for the price of 3, or buy one get one free)

If you plan to run a raffle over a longer period of time please contact the Fundraising Team for guidance and support in meeting the legal requirements surrounding this.

For all the latest information and advice please visit www.gamblingcommission.gov.uk/for-the-public/Fundraising-and-promotions/Fundraising

Food and Drink – When providing or selling hot or cold food or drinks of any kind you are obliged to supply 'safe food'. It is good practice to make sure you are aware of good food hygiene. If you have registered your event through Rochdale Council as detailed above they will discuss food hygiene with you if catering is involved and this will include risk of allergies etc. For current food hygiene regulations visit www.food.gov.uk

Alcohol – A licence is needed for the sale of alcohol at any event. Any adult can apply to the local authority for a licence to sell alcohol. If you are organising an event where drinks are included in the ticket price, or if drinks are by donation, a license will not usually be needed – but do check first with the local authority licensing officer.

Entertainment - If live music or dancing activities are involved in your event you will need to find out whether the premises have an entertainments licence, or apply for an occasional licence. Please contact the Fundraising Team to check whether your event requires a Public Entertainment Licence or check with your local authority.

Handling money

Ensure there are always two people present when counting money and moving it from place to place. Consider how you'll collect money and keep it safe before banking it or handing it in. The Fundraising Team are experienced in dealing with this and can provide advice, as well as making arrangements to collect the money you have raised from you, or organising a formal presentation of the money at an appropriate time.

Obtaining photo consent

If you want to use photos of your event for press and/or social media publicity you will need to obtain written permission from each individual involved. Written consent must be obtained from parents/guardians when taking photographs of children. The Fundraising Team can provide you with a photo consent form if required.

Children's Safety

If children are present at your fundraising activity you must ensure adequate supervision is in place. This includes:

- Providing proper adult supervision
- Obtaining parental/guardian's permission for the child to take part in the event/activity

- Obtaining parental/guardian's permission for the child to have their photo taken
- Carrying out appropriate background checks if adults are to have unsupervised access to children
- Provision to deal with the possible situation of lost children

Raising money for more than one charity

If money raised from your fundraising efforts is to be split between Springhill and another charity (or charities) this must be made clear on any publicity material and on any signage at the event. It must also be clear on the split in percentage of donations being received by each charity (eg: is it a 50/50 split).

If you require a sponsor form and are raising money for more than one charity please contact us directly so we can support your request with a bespoke sponsor form. Online giving sites also have the provision to split donations between charities.

A last note from us

By sticking to these simple points, you will be ensuring that your fundraising will be safe and lots of fun!

Remember – the Fundraising Team are here to support you and are happy to answer any questions you may have to help make your fundraising activity as successful as possible.

How to contact us

Barbara Lloyd – Community Support Fundraiser

Telephone: 01706 641790 (Option 1)

Email: fundraising@springhill.org.uk

Post: Fundraising Team, Springhill Hospice, Broad Lane, Rochdale, OL16 4PZ

Visit Us: Springhill Tea Room & Gift Shop, 7 Broad Lane, Rochdale, OL16 4PG
9am-4.30pm Monday-Friday

Thank you for your support



www.springhill.org.uk - 01706 641790 - fundraising@springhill.org.uk

Springhill Hospice, Broad Lane, Rochdale, OL16 4PZ



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