

Fundraising guidelines

Collections

Written permission from the owner is required when collecting on private property such as a supermarket or pub, and a licence is needed when collecting on council land or house-to-house. Always use sealed collection tins or buckets provided by Children's Hospice South West.

Collection tins

Collection tins placed on till points in retail outlets must adhere to legal requirements. CHSW tins are numbered and logged to a specific location, you need to tell us where you place each tin and never remove the number. You will need permission from the outlet's owner to place a collection tin there.

Collection tins require a seal (which we provide) by law, and it must be replaced each time you open and empty the tin. Always have 2 people present when you open a tin and count/record the money.

Raffles

Books of raffle tickets are available from stationers; rules state the raffle should be drawn on the same day you sell the tickets and, each ticket should not exceed £2 in price. If your raffle lasts longer than 24 hours there are strict rules that apply, call us for guidance.

Sponsor forms

When completed, your sponsor form will contain lots of personal information; please keep it safe before you send it to us, and avoid leaving it on public display.

Letters of authority

We can write you a letter which you can show to prove you are fundraising for Children's Hospice South West. If you would like one of these, please get in touch.

Health and safety tips

Carry out a risk assessment to ensure you have properly addressed any hazards at your fundraising event; we can provide a template to help. Make sure you have first aid cover and inform the local Police and council if your event is in a public area. Always get copies of insurance and certificates from any suppliers.

Children

If children will be at your event, you must consider their safety and your protection. Encourage parents to attend with their children, make plans to deal with lost children and do not take photographs of children without parental permission. Request copies of DBS checks from suppliers such as children's entertainers and do not allow children to enter raffles or games where the prizes include alcohol.

Alcohol and food

If you plan to sell alcohol at an event that is not licensed, you will need to arrange an alcohol licence, even if the premises are licensed. Contact your local council for advice.

If you are serving food in a public area, you may need a licence, and you should always get copies of food hygiene certificates from caterers.

Music

If you intend to play music at your event you may need a PRS licence. Visit www.prsformusic.com for guidance.

Insurance

You may need to take out insurance for a fundraising event, including Public and Products Liability Cover, insurance against theft of money/damage to property or special cover for valuable equipment.

