



Get prepared for your fundraising

Before you go ahead with any fundraiser, it's really important that you read this information. And if you're planning on holding it at a venue, or serving food, or having a bucket collection, then there's some guidance here too that's particularly important for you.

Food hygiene

It's crucial that you follow food hygiene rules if you're serving food at your event. Here are some tips:

Labelling – you should make sure that all food is clearly labelled with any allergens it might contain (nuts, dairy, gluten).

Dietary restrictions – if you're preparing food for someone with a specific diet (i.e someone who is coeliac, or vegan), set their food aside for them and clearly label it

When you're at a venue – check in and see if they have food hygiene insurance. If they don't, you might need to get some for your event.

Insurance

When you're holding an event at any venue, always double check that they've got the right insurance to cover you throughout. If they don't, you might have to get your own public liability insurance for the day.

Risk assessments

Ask your venue for a copy of their risk assessment. They might also ask you to complete a risk assessment before the event, too.

If you have any questions, we're always here to help. Speak to a member of the team to find out more on 03300 564456 or email at fundraising@cyfannol.org.uk



Collections

Before you get started, please make sure you follow these guidelines. They're here to help keep you protected while you fundraise.

- Take care at your collection. Fully brief your volunteers and follow all instructions provided by the venue where you're collecting.
- Collectors must be 18 or over. Anyone under the age of 18 must be accompanied by an adult.
- Keep your letter of authorisation with you during your collection in case you are asked for it.
- When it comes to counting money, put collection buckets in unmarked bags or in a wheeled suitcase.
- There should always be 2 people counting money. Make sure you're in a safe location and that you're both present when you do.
- Avoid public transport. If possible, drive to the collection and park nearby or get somebody to drive you home when you've finished.
- To pay in, you can send your money by bank transfer, pay in online or over the phone.

Raffles

Raffles are a fundraising staple for a reason. It really is a doddle to add one onto your event – you just need to read through a few quick rules first.

- Before you start a raffle, you'll need a letter of authority from us to prove that you're fundraising for a charity - it's easy, just pop us an email and we'll be happy to write one for you.
- Then, you need to stick to the following guidelines. They're here to protect you while you hold your raffle, and they might be different depending on the kind of raffle or competition you're holding.

In England, Wales, and Scotland, the simplest way is to have a standard raffle. This is one you've probably taken part in yourself, and it doesn't need a license. But to run one of these, you must:

- Hold the raffle as part of a bigger event, like a quiz night or ball.
- Ticket must be sold only at the event, and the prize draw must take place at the event too.
- Spend less than £100 of the proceeds organising the raffle, and less than £500 on prizes (so it's best to ask for donations).
- Sell tickets at the same price to everybody.

It's good to have a quick read of the legal requirements for raffles and competitions. Just visit the Gambling Commission website then search for 'raffle event'.