

Fundraising guidelines

Fundraising is all about having fun and supporting a good cause, but it's also important that you remain safe and don't break any laws.

Charities are governed by lots of different rules and regulations and below you will find some basic guidelines that you need to bear in mind when organising your fundraising activities. If you have any queries, please contact our Fundraising Events Team on **020 3862 8123** or email **events@teachfirst.org.uk**

Further information on all of the below can also be found at the following websites:

The Charity Commission: charity-commission.gov.uk

The Institute of Fundraising: institute-of-fundraising.org.uk

Teach First Logo

You may use the Teach First logo on materials you create yourself to promote your fundraising. However, we ask that you contact us for approval before doing so we can advise on our branding guidelines.

If you would like to use our logo, please email **events@teachfirst.org.uk**

Insurance

You are responsible for your fundraising activity and for making sure that it is run safely and legally.

Teach First cannot accept any liability or responsibility for anything that might happen to people or property as a result of your fundraising activity. If you are planning an event that involves the general public in any way, you will need to budget for public liability insurance, which can be obtained from any insurer. If you are holding the event in a place which has liability insurance (such as a school, workplace, community centre etc) you should check with them what cover, if any, is available under their insurance and whether or not you need to arrange additional cover.

Collecting money

If you want to collect donations at your event, be aware that public collections often need specific permission and licences. It is illegal to collect money door-to-door or as part of a street collection without a licence.

For your own protection do your best to count collected monies with another person present and have them verify the total amount raised. Ask people who want to make a donation by cheque to make it payable to 'Teach First'. Make sure any coins and notes donated are kept in a secure place and banked as soon as possible, then write a cheque to Teach First for this amount to avoid sending cash in the post. To send sponsorship money in by post, contact Rosita Helg on 020 3862 8420 or at **events@teachfirst.org.uk** who can talk you through the process.

We will then send you an acknowledgment when it arrives. Ensure all funds that you have raised are returned to Teach First by the deadline we have set. If no specific deadline has been set, please return all funds to Teach First within 30 days of your event or within 30 days of collecting all your sponsorship.

Duty of care

Teach First cannot accept responsibility for accidents, so please follow these simple principles to make sure that everyone is safe while they are raising money.

- Contact the British Red Cross or St John's Ambulance if you feel that first aiders are necessary.
- Always ensure that children are safe and that you do not allow them to ask for or collect money without an adult.
- If you must carry money around on your person, take care with your personal security.
- If you hire anybody to help organise your event, or use facilities provided by a third party, make sure that they have suitable experience and their own insurance.
- Any activity carried out within the workplace must comply with the Health and Safety at Work Act 1974, as well as all relevant legislation since. See hse.gov.uk/event-safety. Your company's facilities team will be able to answer any other questions you have on this.

Alcohol

Selling alcohol as part of your event requires a temporary licence. You'll need to apply for it at your local magistrate's court at least one month in advance. You can, however, offer alcohol but not charge for it, without getting a licence. If you choose this route, make it clear what is being offered and how much - for example, 'free glass of wine with every ticket'.

Another option is to hold your event on licensed premises or ask your local pub to organise the bar at your venue. This ensures that there is a licensee responsible for the sale of alcohol and you won't need to apply for a separate licence yourself.

Food

If you want to offer or sell food to the public, you should check with the environmental health department of your local council to see which food safety laws apply. Visit food.gov.uk if you want to know more.

Lotteries and raffles

Legally, lotteries and raffles are defined in the same way and the same rules apply to both. There are three types of lottery:

- **Private lotteries:** if you hold a raffle at your workplace or club, there's no need to obtain a licence, you just must make it clear who is running the raffle.
- **Small lotteries:** if you hold a raffle as part of an event, but not the main focus of your event, you can also run it without a licence. With this type of lottery, there can't be any cash prizes and both the ticket sales and the announcement of the results must take place during the event.
- **Public lotteries:** If you hold a larger raffle that is open to members of the public, it must be registered with the local council.

Data protection

Ensure you comply with the Data Protection Act. Do not keep information about people any longer than you have to, and do not share information or data about someone without sourcing permission.

For more information go to ico.org.uk