

Keeping on the right side of the law in fundraising

Thank you for fundraising for Baca. When fundraising, it is very important to do it in a safe and legal manner, so here are a few points to remember:

Advertising your event

Try to ensure that any fundraising materials that are used (Posters etc) include the line 'In support of Baca Charity' and '**Registered Charity 1124569**'. All the fundraising material you use shouldn't suggest that you represent the charity, only that you are fundraising in support of us.

Donations

Private Property (such as a shop, pub or supermarket)- We advise you ask the owner's permission in advance. It is best to leave plenty of time in case the person you ask needs to check with a manager/someone else.

Public Property (such as street, park, or square)- You will need a licence, which you can access from your local council. Make sure you allow plenty of time as this can take a few weeks to process.

Also think about any impact your event may have in a public place such as the size of your event and the noise levels.

For further information please look on your Local authority website and remember to inform your local police about the event (if public)

If you raise money in the course of a business and so need to deduct an amount to cover costs or you are splitting the money raised between Baca and another charity then we ask you to sign a Fundraising Agreement.

Please email fundraising@bacacharity.org.uk

Raffles/Prize Draws and Lotteries

If you run an activity such as a lottery, raffles or prize draw, where a winner is randomly chosen by chance- then these activities are governed by gambling legislation. www.gamblingcommission.gov.uk publish a helpful guidance on lotteries for England, Wales, and Scotland.

Make sure you have thought through all the safety aspects of your activity and participation in them is at the organisers or participants own risk.

If Children (under 16) are going to be involved in your fundraising in any way, please make sure that they have permission from a parent or guardian. They need to be properly supervised by a responsible adult. Children should never approach strangers about fundraising.

You are responsible for organising, supervising or hosting you're the fundraising activity/event

Insurance

A few factors to consider

- How many people are you expecting to attend the event?
- Do you need volunteers to help on the day
- Are you holding the event at home or in a venue? (please note home insurance may not cover you)
- Identify all aspects of safety- Bouncy castle
- Will money be exchanged or handled?
- Do need to consider cancellation

Check if a risk assessment is needed and make sure participants are fully briefed about the event/activity. Email fundraising@bacacharity.org.uk for a risk assessment form.

It is worth noting that Baca are unable to accept the responsibility or liability for any loss or damage, any death or personal injury that arises from a fundraising activity, including liability as a result of negligence (Except death or personal injury caused by Baca's negligence)

Further Information

The Institute of Fundraising have other useful information about fundraising.

www.how2fundraise.org

We advise you read the Fundraising Regulator Code of Practice (Specific Fundraising Methods Section)

<https://www.fundraisingregulator.org.uk/code/specific-fundraising-method>

Before Fundraising We would love to meet you, hear about you idea for an event and chat to you about Baca's vision and ethos.

Registered Charity: 1124569 Company number: 6510559

