

Fundraising guidelines

We want to do all we can to help your fundraising. So before you start, please check these guidelines.

IS IT LEGAL?

Some methods of fundraising are restricted by local or charity law. Below you will find some basic guidelines you will need to bear in mind when organising your fundraising activities.

Collections

You must have a licence or permit from your local authority if you want to hold a street collection, house-to-house collection or any other collection in a public place.

House to House and Business to Business (including pub to pub) collections can also only be carried out under a licence however due to increasing levels of public concern and distrust of these the TSA asks that supporters **do not** carry out this type of collections on our behalf.

Raffles and lotteries

If your raffle or draw is held within a 24-hour period, is in one single venue and is part of another event, you can use cloakroom tickets. Tickets should never be sold for more than £1 each. If your raffle lasts longer than 24 hours you will need a local lottery licence and printed tickets, as there are things that must be legally printed on each ticket.

Selling alcohol

If you plan to sell drinks like beer, wine or spirits at your event you'll need a licence.

Live music

If you're planning to have a band or singer perform at your event, you'll need a licence.



Correspondence and publicity material

When you're writing to anyone about your event or producing any publicity items, remember to include TSA's registered charity number. Please use these

exact words: exact words: Registered charity number 1107328 and registered in Scotland (SC039857).

Use of the TSA logo is at the discretion of the charity, if you like to use our logo please contact us.

Collecting boxes

The law requires that boxes should be sealed and numbered. This is to reassure people making donations that their money will find its way to the intended charity. Boxes without seals, or with damaged seals, also look unprofessional and do not reflect well on TSA. If you would like a collection box or need replacement seals you can contact us.

Cash handling

When handling cash, ensure that you have plans in place to stay safe. When collecting / taking payments, make sure that the cash is secure by using a cash box with a lock or a sealed collection bucket.

Wherever possible, have two people available to count or transport cash, and get it to the bank as soon as possible after the event. Choose busy and well-lit routes if you need to transport the cash and try to conceal it – don't carry it in a TSA tin/ bucket.



If you are ever confronted by someone demanding the cash, just hand over the money and do not put up a fight. This should then be reported to the police as soon as possible.

IS IT SAFE?

The TSA really appreciates everything you do to raise money for people with TSC, but we want you to do this safely. Always plan an event carefully and well in advance. Remember, your fundraising idea doesn't have to be complicated to be successful, but it should always be fun!

Risk assessment

We advise you to identify any potential accidents or hazards before you decide to hold the event by

If you have any questions about the legality, or concerns about safety of your event or fundraising, contact us on 020 7922 7731 or email fundraising@tuberous.sclerosis.org

completing a risk assessment. The Health and Safety Executive provide some excellent free resources on health and safety please visit - hse.gov.uk/risk

Security

Make sure your venue is safe and decide whether you'll need crowd control measures. Consider carefully what security arrangements you'll need, particularly if you're carrying money around or if there will be large amounts of money at the event.

First Aid

It's a good idea to consider first aid facilities as part of the risk assessment process. These may range from having a first aid kit on hand at small events to having a person available with a formal first aid qualification or 'partnering' with a voluntary first aid organisation such as St John's Ambulance or the British Red Cross.



St John's Ambulance
Tel: 08700 10 49 50
Website: [sja.org.uk](https://www.sja.org.uk)

British Red Cross
Tel: 0844 871 11 11
Website: [redcross.org.uk](https://www.redcross.org.uk)

Public liability insurance

The TSA is unable to accept any liability or responsibility for anything that might happen to people or property because of your fundraising activity. If you are planning an event that involves the general public you will need to get public liability insurance. The TSA suggests you contact your own insurance broker to check that you are covered to undertake your fundraising.

If you are holding an event at a place which has public liability insurance (like a school or workplace) you should check the cover with them in case you need to secure extra cover.

Food safety

Whenever food is sold at events there should be adequate facilities to prepare and serve food safely. Food handling procedures should avoid exposing food to risk of contamination. Food handlers must also receive adequate training, instruction or supervision. For more information please contact us.

Environmental impact

When organising an event please consider the environmental impact of your events or activities and take steps to make sure these are minimised as much as possible. For example, if you are

organising a sponsored walk, make sure that all rubbish and litter is removed.

Are children involved in your event?

As a charity supporting families we take the safety of children very seriously. If children are going to take part in your fundraising event, there are some things that we would like to bring to your attention for their safety and your protection.

If you have any questions or concerns about the involvement of children and young people in your fundraising event you can contact us.

- Do not hold an event which specifically encourages children to attend without their parents
- If children can attend your event, you need to make sure the environment is safe for them. Think about any potential risks such as cars, equipment, doors, toilets, facilities for lost children, etc.
- If you plan to hold a crèche/supervised play area for children, you need to seek advice from your Local Authority children's services department
- If you have asked other adults or organisations to provide a service at your event for children, e.g. Punch and Judy, a bouncy castle etc check their insurance safety certificates and ask for references and their Disclosure and Barring Service check
- Do not take photographs of children without their parents' permission
- Do not allow children to enter raffles, competitions or games where the prize is alcohol

Cancellation of fundraising activity

In the event that a fundraising event is cancelled, it is essential that the fundraiser contacts donors and ask if they are still happy for monies to go the TSA, if not, the donation must be refunded to them.

Further information about fundraising guidelines can be here:

The Charity Commission
[gov.uk/charity-commission](https://www.gov.uk/charity-commission)

Institute of Fundraising
[institute-of-fundraising.org.uk](https://www.institute-of-fundraising.org.uk)

The Fundraising Regulator
[fundraisingregulator.org.uk](https://www.fundraisingregulator.org.uk)

Main Switchboard: 0300 222 5737, Registered address: The TSA, c/o Nightingale House, 46-48 East Street, Epsom, Surrey, KT17 1HQ
Charity number: 1039549 (England & Wales), SC042780 (Scotland)



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REGULATOR**