



# Fundraising Guidelines



[www.childhope.org.uk](http://www.childhope.org.uk)

Connect with us:     

Registered Charity No. 328434

# Fundraising rules

## Fundraising

1. You agree to organise fundraising activities as an independent supporter of ChildHope UK. You should therefore refer to raising money “in aid of” ChildHope, rather than on ChildHope’s behalf.
2. You agree that you shall comply with any instructions or guidance provided in this pack relating to your fundraising activity.
3. You will be responsible for any costs, taxes or expenses incurred or arising in connection with your fundraising activity.
4. You may only use the branded promotional materials made available on our website for your fundraising activities. Outside of these, you may only use the ChildHope name and logo for your fundraising activities with our written consent and in accordance with our Brand guidelines. To apply for permission, you will need to let us know how you propose to use the ChildHope name and/or logo on your own materials by emailing [info@childhope.org.uk](mailto:info@childhope.org.uk), and provide us with examples and/or samples of such use if we request it.

## Sponsorship Money and Donations

1. You agree to pay all proceeds raised by your fundraising event to ChildHope as early as possible after the event (and subject to any agreed timescale), and in accordance with ChildHope’s instructions. You may not deduct any costs unless otherwise agreed with ChildHope.
2. You shall encourage donors and/or sponsors to make gift aid declarations where eligible, which may enable us to recover basic rate tax on such donations. Further information about the Gift Aid scheme can be found in this fundraising pack.

## Use of Personal Data and Consent

1. If you provide ChildHope with your information to discuss your fundraising activity, we will only use it for this purpose and to follow up on your progress.

2. Your personal information may also be used for the purposes of sending communications to you where you have confirmed that you would like to receive further information about the charity’s work or when signing up to our newsletter.

3. All personal data held by us will be handled in accordance with applicable privacy laws and ChildHope’s privacy policy which can be found at <https://www.childhope.org.uk/privacy-policy/>

## Content

1. If you provide photographs or videos taken during your fundraising activity to ChildHope, you agree that these may be used by ChildHope for commercial and/or fundraising purposes. By sending these to us, you are also confirming that anyone featuring prominently in the photograph or video is aged 16 or over, and that they have consented to their image being used in this way.

## Liability

1. You accept that any risks arising out of your fundraising activity are your responsibility, including liability for any injury or loss which may occur to you, your helpers or guests. You will therefore take all reasonable precautions to protect the health and safety of all those participating in, involved with or attending your activity.
2. You will comply with any applicable laws and regulations relating to your fundraising activity, including obtaining any necessary licenses, consents or permissions e.g. if you are holding a raffle or lottery, or are proposing to sell alcohol.
3. You acknowledge and accept that ChildHope’s insurance policy will not cover your fundraising activities.
4. You will not do anything that threatens ChildHope’s reputation or name. If you do, ChildHope has the right to ask you to stop your fundraising activity immediately.





# The Legal Stuff

We want you to really enjoy your fundraising experience so it's important to remember that fundraising is subject to some laws and legislation. So here is some information to make sure your fundraising is safe and legal.

## Collections

To collect money in a public place (e.g. on the street) you need a license from your local authority. For your own safety we do not recommend door to door collections. If you plan to collect money on a private property such as a supermarket you must obtain permission from the owner. Anyone under 16 must be accompanied by an adult.

## Raffles and Lotteries

There are many regulations surrounding lotteries so please check with your local authority for clarification, ask the Institute of Fundraising ([www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk)) or check with the Gambling Commission ([www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)) before going ahead.

If you are planning a small or private raffle/lottery at a fete or party you do not require a license as long as the tickets are sold on location and the draw takes place at the event. But if you are unsure please check.

## Health and Safety

When organising an event please do take advice about health and safety as ChildHope cannot accept liability for any loss, damage or injury suffered by you or any one at your event. If you are unsure of your requirements contact The Health and Safety Executive ([www.hse.gov.uk](http://www.hse.gov.uk)) before your event. Also, for information about First Aid you can contact your local branch of St John's Ambulance. [www.sja.org.uk](http://www.sja.org.uk)

If you plan to have food at your event please make sure you adhere to all food hygiene regulations when preparing, storing and cooking food. For further information please contact the Food Standards Agency [www.food.gov.uk](http://www.food.gov.uk)

## Alcohol and Entertainment

If you are having alcohol and/or entertainment at your event, make sure you check the venue is correctly licensed (pubs, bars and restaurants should be fine); if it isn't you will need to contact your local council to apply for a temporary license.

## Safeguarding Children

When planning your event please remember to consider the needs of children who may be attending. Any fundraiser under the age of 18 should have the permission of their parent or guardian to take part. All adults have a responsibility to protect children.