

# Back Up Fundraising Guidelines

## Keeping things safe and legal

We're delighted you'd like to raise funds to support the work of Back Up. Thank you so much for your support and dedication.

As a volunteer fundraiser, you are acting 'in aid of' Back Up and your event will be your own responsibility. As such we've put together some guidelines for you to follow when planning your fundraising.

### Collections

Please consider the following points when organising a collection in aid of Back Up

- For collecting on the street, you will need a license from your local authority.
- For collecting outside a supermarket store, you will need permission from the manager.
- For collecting on private property, you will need permission from the land owner.
- Only closed collection tins may be used so please ensure these are sealed at all times with the sticker we provide.

It can take time to secure the permissions you need so remember to give yourself plenty of time to plan your collection.

Once you've planned your collection we will send you some collection buckets, tins or boxes and provide you with a letter of authority that confirms that you are fundraising 'in aid of' Back Up.

### Cash handling

When handling cash, make sure that you have plans in place to stay safe. When collecting or taking payments, make sure that you use our collection tins, boxes or buckets and they are sealed at all times with the sticker we provide.

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 Back Up 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.

Please transfer your donations to,

Account name: Back Up  
Sort code: 60-22-28  
Account number: 81493118

Please reference the payment to your event!

You can make any cheques payable to 'Back Up' and send to,

Back Up  
4 Knightly Walk  
London SW18 1GZ

### **Raffles and lotteries**

Holding a raffle is a great way to increase donations at a fundraising event. Depending on where you're holding your raffle and its size you might need a licence from your local authority. The guidance below will help you decide.

If you hold a small raffle on the day of your event you do not have to get a special licence as long as:

- Any prizes purchased are worth a total of no more than £250. Donated prizes can be of unlimited value.
- All tickets are sold on the same day as the raffle is drawn.
- Tickets are sold for the same price and there are no discounts.
- Prizes that involve alcohol are only included if the event is being held on licensed premises.
- All tickets are sold on the same premises and on the same day as the raffle is drawn.

If you're selling raffle tickets for longer than 24 hours and tickets are sold from a number of different places then you will need to obtain a small lotteries licence. You can apply for this through your local authority.

### **Risk assessment**

You should carry out a risk assessment for your event. Identify all hazards that might cause harm to yourself and/or others at your fundraising event. You should use the following steps:

1. Identify potential risks
2. Identify who these could affect
3. Prioritise the risks as low/medium/high
4. Record what actions you need to take to remove or control these risks
5. Review your assessment in the lead up to your event in case you need to add anything else.

You can find further information and a template risk assessment [here](#).

### **First Aid**

Consider whether you need to have First Aid cover for your event. This should be highlighted as you put together your risk assessment. Your venue might have its own First Aid cover, otherwise you should contact St John Ambulance or The British Red Cross for advice.

### **Insurance**

If you are organising your own fundraising event, you are responsible for making sure the event has sufficient insurance.

You may need public liability cover for some events. This will help to protect you should a third party make a claim due to injury or damage to a property. Check with your venue whether they can provide cover for your event.

### **Alcohol licence**

If you are selling alcohol you will need to make sure you have a licence to cover this. Your event venue might have a licence in place, or you can apply for a licence from your local authority.

### **Entertainment licence**

If you are playing music at your event then you might need an entertainment licence. The following events do not need a licence between 8am and 11pm:

- Performances of live unamplified music
- Performances of live amplified music in licensed premises of up to 200 people
- Performances of plays and dance for audiences up to 500 people.

If your event is not described above then you might need a licence. You may be covered by your venue's licence, if not you can apply for a licence from your local authority.

### **Further information**

For further information on any of the topics provided here please read the [Institute of Fundraising Codes of Practice](#).

Good luck and enjoy your fundraising. If you have any further questions, or require support or advice in relation to your fundraising, please do not hesitate to contact Kat at [katherine@backuptrust.org.uk](mailto:katherine@backuptrust.org.uk) or on 02088751805.