

Fundraising – keep it legal

Your fundraising literature

If you are designing posters or leaflets to promote your event, please make sure that you use our logo and include our registered charity number: 299731.

The logo can be downloaded from our website.

Food and Alcohol

If you're providing food and drink it is worth visiting the Food Standards Agency for guidance on preparing food. Caterers will also need to provide their food hygiene certificates and Public Liability Insurance.

Visit <https://www.food.gov.uk/> for more information

Raffles

There are strict rules surrounding the running of raffles. If you are selling raffle tickets over a long period of time, you will need to notify the Hospice as it will run under our licence. These raffle tickets will need to be pre-printed – we can help you with this. Please contact us for more details on this.

However, if you are selling and drawing tickets on the same day then the rules are more relaxed. You can run one of these raffles without a licence where:

- Tickets are only sold at the event
- You do not spend more than £500 of the ticket sale income on prizes
- The winners are drawn at the event or after it has finished

Street collection permits

If you are planning on holding a collection in the street as part of your fundraising you will need to apply for a Street Collection Licence from the local authority.

Visit www.gov.uk/street-collection-licence for more information.

You are not permitted to collect cash door to door.

Insurance

If your event involves the public, you will need to make sure that you have Public Liability Insurance. Your venue may already have this so check with them first.

Health and Safety

If you are organising a large scale or physical event you will need to make sure that you have first aid cover. Organisations such as St John's Ambulance (www.sja.org.uk) or the British Red Cross (www.redcross.org.uk/first-aid/get-first-aid-cover-for-an-event) can help you to decide the type of cover you'll need.

After your event

1. Celebrate how much you've raised
2. Thank everyone that has helped
3. Send us the money – you can pay in through our website www.rowanshospice.co.uk, call us to make a card payment or send us a cheque. If you raise money through JustGiving, this money will come directly to us
4. Return any equipment that you have borrowed from us
5. Let us know if you would like to make a cheque presentation at the hospice and have some photos taken.
6. Relax and feel proud of what you have achieved!



**£506 will cover
the cost of one
day of in-patient
care for one patient**