



Organise a fund-raising event

Fundraising events - planning

Before you start, you should consider the following :

What type of event will it be ?

When will it be held (date and time) ?

Where will it be held ?

How will it be advertised ?

What prizes will be offered ?

What insurance will be needed and how much will it cost ?

What other costs will there be ? e.g.

Hall	£
Food	£
Prizes	£
Advertising	£
Other	£

(Please note : We recommend that you aim to raise funds of at least 3 times your costs, if you are to feel the event has been really worth the time you put into it.)

Who will be responsible for ensuring the event is safe ?

Who will be responsible for ensuring the event is legal ?

Who else will help and what will they do ?

Fundraising events - Keeping it legal

There are laws which regulate charity fundraising, and both you as a fundraiser and Brainwave can be fined for not complying with them. To make sure your fundraising is legal, please consider the points below. If you are unsure, please feel free to contact us.

Street collections

If you want to collect money in a public place, you must first obtain permission to do so. To collect in the street, you will need a licence from the local council, who will also give you a set of rules to follow during your collection. Street collections are very



popular, so you need to apply for the licence well in advance. To collect on private property, for example in a shopping centre, you must ask for permission from whoever is responsible for it. Door-to-door collections are illegal without a licence.

Bingo

If you organise a bingo night in aid of Brainwave you will be exempt from the licensing requirements which usually apply to bingo games. However, the stakes and fee must be no more than £3 and the total value of prizes must not exceed £300.

Alcohol

A licence is needed if you have alcohol at your event. You can obtain a temporary licence ("occasional permission") from the licensing justice at your local magistrate's court if you give notice of a month or more. You may find it easier either to hold your event on licensed premises or to ask a local pub to organise a bar at your venue.

Food

Food safety laws apply when you sell food at an event and you need to be aware of these and follow food hygiene procedures. Contact your local authority environmental health department for further information.

Using the "Brainwave" name and logo

By law, the Brainwave's Registered Charity Number 1073238 must appear on all posters and advertisements that invite people to participate or help. The use of the Brainwave logo needs to have prior approval. Please ask us for any promotional items you may need.

Insurance

If you organise an event that involves the public in any way, you will need to ensure you have public liability insurance.

Lotteries and raffles

A lottery is a game of chance in which tickets are sold, enabling the holder to qualify for a prize or money. If an element of skill is introduced then it becomes a competition and has fewer restrictions. A raffle is just another word for lottery. There are three types of lottery:

Private lotteries

If you hold a raffle at your workplace or club, there is no need to obtain a licence and no limit on the size of the lottery. This type of lottery is much easier to run and less complicated legally. The lottery must be promoted by someone from within the company and only advertised on the premises. Tickets must state the price, the name and address of the promoter and who is eligible to participate.

Small lotteries

When a raffle is not the main focus, but part of a larger event, a licence is not required. There must be no cash prizes, and the ticket sales and announcement of the results must be carried out during the event. No more than £250 can be spent on buying prizes although there are no limits on the value of donated prizes.



Public lotteries

If you hold a larger raffle that is open to members of the public, the raffle must be registered with the local authority. **In this instance we require you to contact us as we have to follow strict guidelines to comply with the current law.**

Please note

- Every ticket has to be the same price, you cannot, for instance, offer five tickets for the price of four.
- When you order tickets from a supplier make sure that you request an invoice showing the quantity and serial numbers of the tickets supplied.
- We recommend that you show the date the lottery is to be drawn and a list of prizes on the tickets.

Fundraising events - Keeping it safe

If your event is going to be really successful, it is important to make it as safe as possible. Brainwave cannot accept responsibility for accidents at events run by third parties, even though they are run for the Charity's benefit.

You must comply with the Health and Safety at Work Act 1974 and all other relevant subordinate legislation. You will need to assess the risks involved and make sure that they are eliminated or minimised to an acceptable level. Remember that the Health and Safety Act applies to volunteers as well as employees.

Be conscious that children often do things which adults would not, so give particular attention to anything likely to pose a risk to children. You may need to consider how you will deal with any unaccompanied or lost children. Do not allow children to solicit money or collect money alone or without an adult.

Brainwave does not encourage hazardous activities such as hang gliding, micro-lighting, abseiling, parachuting, assault courses, bungee jumping, etc.

If you use sub-contractors or facilities (for example, halls, bouncy castles, caterers, etc), make sure that they have the requisite experience and insurance facilities.

Take care of your own personal security if you are going to be carrying money or valuables around. Always have two people present to count your events money.

After your event

Please send us your cheque made payable to "Brainwave" and details of your name, address and phone number, the amount you raised and how you did it, and any photographs we can use for publicity.