

fundraising Q & A

It is important to remember that there are some very strict guidelines and restrictions related to fundraising, so please read on to find out more.

Q. Do I need Public Liability Insurance for my event and if so, how do I go about organising it?

A. Most venues will have insurance to cover events organised on their premises, but please check that any liabilities to the public are covered to protect yourself and your guests.

Q. Do I need to seek permission from anybody in order to carry out my fundraising?

A. Where an event takes place on private property, the organiser must have the full permission of the owner or manager.

If the event is to take place at a public venue, permission must be sought from the local council.

Q. Do I need special permission for making collections?

A. You cannot collect money in the street or any other public place without a licence from your local authority or the police.

We recommend that you arrange a fundraising event rather than a collection.

Q. Can I use the Avon Breast Cancer Crusade or Breakthrough Breast Cancer logos on print pieces?

A. It is preferable that you use the available posters to advertise your event. These have already been authorised by both Avon and Breakthrough Breast Cancer.

For any additional print pieces, please contact the Cause Related Marketing team or fill out the Materials Order Form enclosed.

Q. Do I need to make any special security arrangements?

A. Sadly thieves aren't interested in what charity you're raising funds for, so please be sure to keep valuables and money safe.

If your event involves an element of risk, please ensure that you contact the emergency services to see if their presence is needed.

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Q. What about raffles and lotteries?

A. A raffle run on the evening of an event is classed as a small lottery and as such does not have to be registered with a local authority or gaming board.

However:

- The raffle cannot include any cash prizes.
- The sale, issue of tickets and announcement of winners must take place on the evening of the event.
- The total sum of prizes bought from the proceeds of the raffle should not exceed £250, however donated prizes are not limited in value.
- If the raffle is to be promoted and tickets sold in advance of the event, the organiser is required to register the raffle with a local authority. It is then necessary for each ticket to be printed with specific information. For further details, please contact the Cause Related Marketing team.
- There are different regulations for lotteries and raffles held in Northern Ireland. Please contact the Cause Related Marketing team for further information.

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