



Fund-raising Guidelines

Keeping it safe and legal

We are so grateful to you for fund-raising for The Island and your safety and well-being is our priority. With this in mind, please follow our fund-raising guidelines and ensure you adhere to all laws and health and safety guidelines when organising and holding your event.

Please consider the following guidelines as you plan for your event:

- Ensure that your event is organised efficiently and safely.
- The Health and Safety Executive has further information on event safety (www.hse.gov.uk). If selling food, contact the Environmental Health department at your local council for advice.
- Ensure that your event is properly and adequately supervised. Where children are involved, this should include:
 - providing proper adult supervision
 - carrying out appropriate background checks if adults are to have unsupervised access to children.
- Consider what insurance cover you need for your event.
- Check with your local council whether you need any special licences, e.g. a public entertainment licence or a licence to sell alcohol.
- Always have two people present to count any money raised.

Raffles/lotteries

There are strict laws relating to raffles and lotteries.

Full guidelines are available from your local authority or the Gaming Board. These must be followed in full. Please visit www.gamblingcommission.gov.uk for more information.

Public collections

All street collections or collections on public property will need to be registered with the local authority who will issue a collection licence. We will need to see a copy of this license before issuing you with charity collection boxes or buckets. Under-16s are not permitted to collect money through public collections.

Liability

The Island cannot accept any responsibility for your event, nor for anyone who participates in it.

Sending in your donation

All funds collected should be sent to The Island within six weeks of collection. Please either pay them in online at www.everyclick.com/theisland/info or use our donation form. For further guidelines and helpful information, please visit www.theislandn1.org.uk