



Fundraising and the Law

Whilst raising funds for the Trust, you must operate legally: below are some tips to help ensure that you do.

If you are organising a Raffle please remember that:

- Tickets may not be sold by anyone under the age of 16 years.
- You need to apply to your local authority or council for a licence for any public lottery or raffle
- If it is a private event or function, for example, if the tickets are sold to members of a private club or your work colleagues or friends then a licence is not required.

Events that involve Music and Dancing

If your event is deemed by the Local Authority to be for Charity then they should provide the required licence free of charge.

Sale of Alcoholic Beverages

You will need permission for alcohol to be sold at any event under the Licensing (Occasional Provision) Act. It is possible for a local landlord to apply for the licence for you and then run the bar at your event.

Flyers, Posters, Leaflet – other advertising material

It is very important that the Charity's Registration Number appears on all printed documents and that you ask permission before using the logo.

Rules for collecting money

- The minimum legal age for collecting money is 16 years,
- In order to make a collection in a private area, for example a supermarket or a shopping centre, you will need the permission of the owner
- In order to make a street collection you will need to contact your local authority for a licence and be prepared to submit a final total of all sums collected.

Most importantly

- Your safety is paramount
- We recommend that you do NOT raise money for your event by a street collection
- Do not do anything unsafe for you – or illegal for us, everything that you do will reflect on the charity and its reputation. This is very important to us. If in doubt ask permission first.
- When holding events in public areas please ensure that you are covered by the Local Authority's public liability insurance and that you have the appropriate licences. See 'Collecting Money'.

Code of Practise – Institute of Fundraising

The Institute of fundraising is an organisation whose objective is to promote the highest standards of fundraising in the UK. They have produced a code of practise, which all event organisers are encouraged to adhere to. This Code can be found on their website. www.institute-of-fundraising.org.uk

NB: These general guidelines are just that – and may not be fully comprehensive: if in doubt please contact the Butterfly Hospice Trust for advice on Boston (01205) 311222 and ask for Jane or Sue.