

Keep it legal; Play it safe!

Fundraising is fun, but there are a few legal guidelines every fundraiser must follow when approaching people for money. If you are in any doubt, contact us.

To collect money in public or private venues, run raffles or for any event involving alcohol, you'll need to get certain permissions.

COLLECTIONS

- **Public collections:** Street collections in a public place require a permit from your Local Authority. All collectors must be over 16, wear an identification badge and carry a certificate from VSO. You need to state clearly who and what you are collecting for and use official VSO collecting tins with security stickers. Check who owns the site, as you only need a collection permit for a public place?
- **Private collections:** If collecting on private property, such as in a pub, church hall or the forecourt of a supermarket, always seek permission from the owner. Collecting from pub to pub counts as a public street collection (see above).

RAFFLES

- Always state the price of the tickets. No discounts are allowed on tickets.
- Tickets can only be sold on the night of your event. (If tickets were sold in advance it would be a public lottery and subject to further regulations. We recommend against organising a lottery for your fundraising as it must be registered with the Gaming Board and strict guidelines must be adhered to.)
- State what prizes are on offer and when the raffle will be drawn

LIQUOR LICENSING LAWS

- If you wish to sell alcohol at an event you must be licensed.
- If you need to apply for an occasional liquor license, it's easier to approach an existing licensee and ask them to apply for you.
- You do not need your own license if you are holding an event in a building that already has a licensed bar and the licensee is in charge of the bar during the event.

PUBLIC ENTERTAINMENT LICENSES

- You will need a public entertainment license if two or more people are performing or dancing.
- Public buildings like a church hall or community centre will probably have a license and you will have to comply with the terms previously agreed.

- If, however, you want to hold a barn dance in a farmer's barn, for example, you must apply for a temporary public entertainment license from your Local Authority.

For up to the moment fundraising legal and safety news please go to www.institute-of-fundraising.org.uk