

KEEPING IT SAFE AND LEGAL

It's important to make sure your fundraising is legal and safe for everyone involved, so below are some key things you'll need to consider.

PERMISSION AND LICENCES

If you're holding an event in a public place, you must get permission from the Council or the property owner. You should also ask your local authority whether you need to obtain any licences, such as a public entertainment licence or a licence to sell alcohol.

INSURANCE

By organising your own fundraising event in aid of Look Good Feel Better (LGFB), you are responsible for the activity and we cannot accept liability for any fundraising activity/event that you undertake. If your event involves the general public, you may need to arrange Public Liability Insurance, which can be obtained from any insurer. Check first to see if your venue has appropriate insurance which covers your activity.

PUBLIC COLLECTIONS

It is illegal to carry out public collections without a licence. All street collections need to be registered with your local authority and a licence needs to be obtained. For more information, please contact your Local Council. To plan a collection at a train station or supermarket, please contact the manager of the premises to obtain permission.

Please get in touch with the Fundraising Team by emailing fundraising@lgfb.co.uk or calling 01372 747500 if you would like to borrow collection buckets or tins.

RAFFLES

Holding a raffle is a great way of raising money, either on its own or as part of a bigger event. However, there are strict legal requirements about the organisation of raffles and fundraisers must follow certain criteria.

- There is no maximum ticket price but all tickets must be sold for the same price (e.g. you cannot sell 5 for the price of 4).
- If organising an incidental raffle (held at an event, with tickets only being sold on the event premises) or a private raffle (such as a resident raffle, work raffle, private society/organisation raffle or customer raffle), you do not need to register with your local authority or obtain an operating licence from the Gambling Commission.
- If organising a society raffle and selling tickets to members of the public over an extended period of time, you will need to register with your local authority or purchase an operating licence, depending on the size of the raffle. If you do need a licence, unfortunately you cannot use LGFB's and must apply for one in your own name.

For more information and full details on the latest requirements, rules and regulations, please visit the [Gambling Commission](#) and the [Fundraising Regulator](#).



look good **feel better**

FACING CANCER WITH CONFIDENCE

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HEALTH AND SAFETY

LGFB cannot accept liability for any loss, damage or injury suffered by yourself or anyone else as a result of taking part in a fundraising event organised in aid of LGFB.

Please ensure your event is organised efficiently and safely. As the event organiser, you must plan, manage and monitor your event to make sure that those helping and those attending are not exposed to health and safety risks. For more information, visit the [Health and Safety Executive](#).

You also need to ensure that you have adequate first aid available. For advice, please get in touch with [St John Ambulance](#).

FOOD HYGIENE

Please ensure you follow the food hygiene procedures when preparing, handling, cooking and storing food. For advice, visit the [Food Standards Agency's](#) website.

THE MONEY

For your own protection, try to ensure that you count the money raised with another person present and ask them to verify the total amount. Keep it in secure place and bank it as soon as possible.

For details on how to pay in the funds, please refer to the back of your fundraising pack or get in touch with the Fundraising Team by emailing fundraising@lgfb.co.uk or calling 01372 747500.

If you have any questions about your fundraising event then please do contact us. The Fundraising Team are always on hand to provide help, support and guidance.

EMAIL: fundraising@lgfb.co.uk

TEL: 01372 747500