

General guidelines for running a fundraising event

Thank you for considering holding a fundraising event for Family Support Work (FSW).

Events are a great way to raise awareness of FSW and to raise much-needed funds for our work with vulnerable children and families.

We want all events run on behalf of FSW to be safe for all involved, so we have produced the following guidelines for anyone who is organising an event on a voluntary basis. If you have any questions or would like more detailed information, please contact the Fundraising Team on 01273 832963 or by email at fundraising@familysupportwork.org.uk

Fundraising materials

The Fundraising team can support your event by supplying banners, collection tins and buckets, leaflets, children's activity sheets and other materials. We may also be able to design simple posters and flyers. Let us know as soon as you start planning your event so that we can get your materials to you in good time.

Insurance

If you are holding a fundraising event, the activity is covered by FSW's Public Liability and Employer's Liability Insurance. However, you must let us know about the event in order for it to be covered. If the venue you are holding your event in requires our Insurance document, you can obtain this from the FSW office.

If you are considering a potentially hazardous activity such as a firework display, climbing a church tower, or abseiling, please let us know so that we can check your activity with our insurers. For high risk activities, a premium may be charged by our insurer which will have to be budgeted for within the event.

If your activity is taking place in a church, school or other organisation, it may be that their insurance also covers the event.

Food & drink

If you are serving food at your event, please see the separate document on our website which contains Food Hygiene advice.

You can give alcohol away (or for a donation) at your event without a licence, but you must make it clear that the value of the alcohol is not included in any ticket price or entrance fee.

You can sell alcohol as part of the refreshments at an event on the condition that:

- the bar is only open because the charity activity is happening
- only guests, participants or spectators at the event use the bar

If you are selling alcohol simply to raise funds e.g. having a beer tent at a larger event, FSW may have to pay tax on the profits. Please let us know if you are planning to do this.

You will need to obtain an alcohol license from your local authority to sell alcohol at your event. You may also need a temporary events notice. Please seek advice from the FSW office if you are unsure about this.

Selling second-hand goods

Selling second hand goods at an event is a good way to raise money. However, there are some safety considerations, particular with the following items:

- *Child car seats, helmets and other protective headgear* – Please do not sell these. Even if they are brand new, you cannot be sure they have not suffered any damage and may put the new owner at risk.
- *Electrical household products* – Do not sell these unless they have been PAT tested (Portable Appliance Testing) and carry a sticker to say this.
- *Power tools and household machinery* – Only sell if they have been PAT tested and if they have the original usage instructions included.
- *Toys* – Only sell toys with the CE mark. Check to make sure that all pieces of the toy are included, that the toy is not damaged leaving any sharp edges, small parts that a child can chew or choke on etc. Wash soft toys before selling if possible.
- *Furniture* - All furniture that includes cloth, foam or other flammable materials needs to have its original label attached saying it's safe under the Furniture and Furnishings (Fire) (Safety) Regulations 1988. Glass in furniture, such as coffee tables and cabinets, should also meet relevant safety standards, indicated by a British Standards kite mark.
- *Gas products* – Do not sell gas items such as barbecues as they can be a risk if they do not work properly.

Cash-handling

If you are selling refreshments, holding a raffle, running a tombola or other kind of stall, or taking donations you will probably be handling cash. We would ask you to:

- Ensure cash is only handled by people you know well and who are trustworthy
- Keep all money boxes / collecting tins with you or within your sight at all times
- Count the money after the event and either (a) pay it into the FSW bank account or one of the Deanery Committee bank accounts; (b) pay the money into your own bank account and send us a cheque / make a bank transfer for the same amount; (c) give the cash to an FSW staff member; (d) bring the money to the FSW office if you can.

- If you have paid money into our bank account, please let us know you've done so and how much you've paid in by emailing fundraising@familysupportwork.org.uk or calling us on 01273 832963.

Risk Assessment

It's good practice to produce a risk assessment as part of your planning to ensure your event is safe for yourself, other volunteers and anyone who attends your event. A risk assessment doesn't have to be complicated – it simply asks you to think through the main hazards and how you might avoid or reduce them. We have a Risk Assessment template to help you, which you can download from our website or obtain by telephoning or emailing us.

Thank you very much for holding your event for Family Support Work.

We greatly appreciate your efforts!