

# #TEAM DEMELZA



Demelza  
Hospice Care for Children

## Thank you so much for supporting Demelza.

By fundraising for Demelza you can help us to provide specialist care and emotional support for children with terminal conditions and their loved ones. We want you to stay safe, legal and most of all, have fun! If you have any questions about keeping your fundraising safe and legal call us on **0300 365 3653** (calls charged at your local rate) or email [fundraising@demelza.org.uk](mailto:fundraising@demelza.org.uk)

Here's some handy guidance:

### Covid-19

It is important to follow government guidance for Covid-19. <https://www.gov.uk/coronavirus> has the most up to date information and guidance.

### Publicity

You must state clearly in all publicity or promotional materials that 'All proceeds will be donated to Demelza Hospice Care for Children. Registered Charity No. 1039651'. You must not copy the Demelza logo from the website. You can download a 'Proudly Supporting' logo [here](#). If you would like one, please call us on **0300 365 3653** or email [fundraising@demelza.org.uk](mailto:fundraising@demelza.org.uk)

### Collecting money

There are several regulations that you must adhere to when planning a bucket collection. We have approved buckets with seals for you to use to ensure you are adhering to the Fundraising Regulations. [www.fundraisingregulator.org.uk/code/all-fundraising](http://www.fundraisingregulator.org.uk/code/all-fundraising)

If you are collecting on private property such as a pub or supermarket, you must have written permission from the owner or manager and have this with you while you are collecting.

You will also need a letter from Demelza giving you authority to collect on our behalf. To get your letter please call us on **0300 365 3653** or email [fundraising@demelza.org.uk](mailto:fundraising@demelza.org.uk)

You and anyone you have helping you, must have photographic ID with you when collecting on public land, this includes most streets and parks.

When collecting in a street, public place or going house-to-house you will need a licence. If you are planning to collect in a London borough you will need contact us on **0300 365 3653** or email [fundraising@demelza.org.uk](mailto:fundraising@demelza.org.uk) This is because licences in London are issued by the Metropolitan Police and they will only give charities one date per borough per calendar year. For all other areas, please check your local borough websites for details of licencing. This is usually very straightforward but may need additional information from us. If you need help with a licence application, please contact us on **0300 365 3653** or email [fundraising@demelza.org.uk](mailto:fundraising@demelza.org.uk)

It can take up to 2 months to receive a licence so it is important that you plan ahead.

Finally, remember that anyone collecting money in public must be over 16.

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### Handling money and keeping safe

It is important to follow the Fundraising Regulator's guidance when handling money that has been donated.

([www.fundraisingregulator.org.uk/code/all-fundraising](http://www.fundraisingregulator.org.uk/code/all-fundraising))

- Ensure there are two people present when money is being handled and counted.
- Collect cash using a secure container e.g. a sealed container for a collection or a secure cash box for change.
- When carrying money around take care. Always use a safe route and always be with someone and/or carry a personal alarm.
- If you are confronted by someone demanding the money, do not put up a fight, hand them the money straight away and report the matter to the police.
- Bank money as soon as possible.

### Lotteries, Raffles, Tombola and Sweepstakes

If you plan to use any form of gambling, it may be useful to check these guidelines to check your activity stays within the law. ([www.gamblingcommission.gov.uk/PDF/quick-guides/Running-a-lottery-quick-guide.pdf](http://www.gamblingcommission.gov.uk/PDF/quick-guides/Running-a-lottery-quick-guide.pdf))

### Events

Whether you are hosting an event at home, at a venue or on public land, take the time to consider whether your event is legal and safe for all those involved.

Events in public areas or involving more than 50 people we recommend that you:

- Contact your local council for any necessary permissions, licensing, trading standards, and health and safety issues.
- Contact your local Alcohol Licensing department or local council if you are planning to supply alcoholic drinks or entertainment as you will need a license. These may take a while to arrive so it is important to plan in ahead.
- Think about First Aid and fire safety and seek appropriate advice.
- If the event is going to obstruct traffic then you should let your local police station know.
- To make sure the event is safe for everyone concerned, consult the Health and Safety Executive and check the 'Five steps to a risk assessment' before hosting any event.
- If you're holding an event at work or with volunteers, you should make sure it complies with the Health and Safety at Work Act 1974.
- You may want to make sure you are covered by public liability insurance in case something goes wrong and someone makes a claim against you.
- More guidance for putting on a community event can be found at [www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events#part-6-do-i-need-insurance](http://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events#part-6-do-i-need-insurance)

### Children at your event

Make sure children are properly looked after and have permission to take part from a parent or guardian. Adults looking after children should have carried out appropriate checks. See the Government's Disclosure and Barring Service (DBS) for more guidance.

Children under 16 may not carry out house to house collections (City of London 18). Under 16s must not carry out street collections. At events you must not give under 16s overall responsibility for handling or counting money but they may help if supervised.

You must get permission before taking or publishing photographs of children. If the child is over 13 years old they can give this permission themselves. If they are under 13, you must get permission from their parent or guardian.

For further guidance visit <https://www.fundraisingregulator.org.uk/code/working-with-others/fundraising-involving-children>

### Suppliers or contractors

If you use external suppliers for equipment or services at your event, make sure you use a reputable company. Ask to see a copy of their Public Liability Insurance and risk assessment. If anything looks unsafe on the day, do not use the equipment or stop the activity.

### Risk Assessment Guidance

Doing a risk assessment means looking at what could cause you or your participants harm and checking you've taken the necessary precautions to prevent this from happening. It's a good idea to keep a record of the risks for your event; you can use our [risk assessment template](#).

**If you have any questions or need help with your fundraising planning, please call us on 0300 365 3653 (calls charged at your local rate) or email [fundraising@demelza.org.uk](mailto:fundraising@demelza.org.uk) – Good luck with your fundraising!**