

Be Safe and Legal

To help you with your fundraising we have put together some important information and guidance on how to make sure your event is safe and legal, so you can have fun safely whilst raising as much as possible, to help make a lasting difference for people living with dementia.

Assess the risks

Please take all reasonable precautions to ensure the wellbeing of your guests, including complying with health and safety, food, or drink regulations.

Before your event please create a budget that includes all your costs, as Dementia Support cannot be held responsible for any costs, taxes, or expenses incurred or arising in connection with your fundraising activity.



Where appropriate, you should consider the following:

- Carry out a risk assessment to mitigate any risks to yourself, participants, or the general public
- Take advice on safety precautions from police, fire, or other competent people
- Make sure your fundraising activity and all involved are covered by adequate insurance before the event takes place, as Dementia Support's insurance will not cover you.



Raffles

Everyone loves a raffle, and it is a great way to increase donations from your event, but please bear in mind they are subject to gambling legislation.

If you are planning to sell tickets over several days, you may need a licence.

Check the Lotteries at Events page of the Gambling Commission website (www.gamblingcommission.gov.uk) to make sure you are keeping within the regulations.

It's important to ensure your activities keep everyone safe and within relevant regulations

Collections

Collections can be a fun way to boost your fundraising and raise awareness for us, but first you should consider the following:

- For collecting on the street, you will need a licence from your local authority
- For collecting outside a supermarket, you will need permission from the manager
- For collecting on private property, you will need permission from the landowner.

Please obtain the correct permissions and/or licences before carrying out any public collections (usually from the local council or landowner).

Please read the guidance on the Institute of Fundraising website (www.institute-of-fundraising.org.uk) for more information, as well as the relevant sections with the Code of Fundraising Practice from the Fundraising Regulator (www.fundraisingregulator.org.uk).



Get in touch to discuss your fundraising ideas, we're here to help!

If you decide you still want to and you have gained permission for your collection, then please get in touch stating where and when you will be collecting and we will send you the necessary collection tins or buckets.

When we send you a collection tin, we will also provide you with a **Letter of Authority** showing that we are aware of, and support, your fundraising. This letter does not constitute official permission for any fundraising activities, and you must obtain any permits/licences from relevant authorities.

Under 18s – legal guidelines

If you are under 18 and holding a fundraising event, there are certain things that you will need help with. You should always ask an adult to help you with your fundraising to make sure you are safe.

There are some things that you cannot do if you do not have an adult to help you. These are:

- Street collections
- Raffles and lotteries
- Running an event involving alcohol

If you are under 18 please contact us if you want to arrange an event in aid of Dementia Support.

Return spare materials to Dementia Support

If you have used one of our collection tins or buckets, please make sure you return them to us as soon as possible. If you also have any spare leaflets, bunting or other materials, please also send them back to us so that they can be used by someone else holding their amazing event in aid of us!

Thank you so much for supporting us in this way. If you would like any further information or guidance about any of the above, please do not hesitate to get in touch with the fundraising team on 01243 958460 or email fundraising@dementia-support.org.uk.