



Thank you for fundraising in aid of Staffordshire Wildlife Trust -  
you are amazing!

## **Please Retain This Helpful Advice**

### **Responsibility**

When planning your fundraising, you are responsible for everyone's safety and keeping within the law. It's important to consider any risks that may arise and the regulations you must follow. This could include some of the points below.

### **Risk Assessment**

For some activities, you may need to identify any hazards and consider what you can do to reduce the chance of people being harmed. This may include following professional advice from suppliers and contractors, arranging first aid coves, having marshals, checking a venues fire certificate, or limiting the number of people who can take part.

### **Insurance**

Remember, you're responsible for the activity and Staffordshire Wildlife Trust cannot accept any liability. For advice speak to a local insurance company. Check with your home insurer about events held in your house or garden.

### **Licenses and Permissions**

We recommend that you ask your local authority if you need any special licenses. If you're fundraising in the open you should get the permission of the landowner, which could be from the Council.

### **Food Hygiene**

Food safety laws apply when food is given away or sold. Please make sure you follow food hygiene procedures or if you are using caterers check their certificates. Contact your local Council for more information.

### **Data Protection**

You can only keep details of people involved with your fundraising with their permission and only if it's needed to run your event. These details must only be

kept for the time they are needed and must never be shared with other people or organisations. Please refer to the Information Commissioner's Office.

### **Raffles**

Gaming law applies when you hold a raffle, lottery, or prize draw, so please make sure you contact your local Council for more information. Generally, you do not need a license for a small raffle, provided you sell the tickets and pull the winners on the same day, you sell the tickets at the venue, charge the same price for each ticket, and don't offer deals like 5 tickets for the price of 4.

Remember raffle tickets can only be sold by and to someone aged 16 years or over, and if alcohol is involved this age limit increases to 18 years. But please check this.

### **Fundraising Statement**

Legislation dictates certain information must be stated on your materials and publicity. Please use the 'in aid of logo' that we will provide you with and use the statement below in small print, updating the details in red for your circumstances.

**Name of Organisation is, or Those fundraising are**  
fundraising in aid of Staffordshire Wildlife Trust (Registered Charity  
Number 259558):. They have full responsibility for this activity and  
will donate **100% of profits from this event\*** to help protect local  
wildlife.

\*You must state a specific % or value and cannot say all profits or undetermined amount e.g. 100% of raffle money, £35 of ticket price, 100% net income or profit.

### **Financial Management**

Two people should share the management of money. The money you receive and spend should be witnessed so that the second person verifies the total amount raised. Staffordshire Wildlife Trust can ask to see this record at any time.

Staffordshire Wildlife Trust can't meet the costs of your fundraising activity.

Remember you must be transparent in your fundraising statement and tell people exactly what % or value is being donated to us.

All money must be paid to us within 28 days of the activity, if you are fundraising over a period we will need [payment by installment.

**If in doubt, please get in touch, as we can talk you through the processes.**