

Keeping your fundraising safe and legal...



When organising a fundraising event on behalf of Disability Snowsport UK, please bear in mind the following information to ensure that everything is safe and legal. Please ensure that your event is properly supervised and that all participants are briefed on the risks, expected behaviour, fitness requirements and any other special requirements before the event takes place.

First Aid

- Please ensure that there is always a 1st aid kit available and a trained 1st aider present. For larger events adequate cover needs to be available such as the St John's Ambulance

Donations

- Children should be supervised at *all* times and must not approach strangers for money or donations
- It may be easier and safer to collect donations online via a fundraising site, please see Fundraising Pack for details.
- Please be careful when choosing who to ask for donations. Remember to always be polite and never forceful.

Collections

- It is illegal to carry out collections house to house or in a public place without getting permission from your local authority. However we'd be delighted to have you help us on one of our organised collections.
- If you want to carry out a collection in a local supermarket, please gain permission, in writing, from the Store Manager
- If the event is held on private property, please obtain permission from the owner of the business and/or property before carrying out a collection
- If you are charging an admission fee to your event, please gain permission from the owner or local authority
- If you gain permission to hold a street collection from your local authority, please ensure you comply entirely to their guidelines (e.g. Staying in a fixed place, financial report returned etc...)



Licensing and Regulations

- There are various laws and regulations that need to be in place when having a raffle, auction or any other gaming materials, so please contact your local authority or the Gaming Board of Great Britain to check the rules. If you need any advice, please contact our fundraising team who will be happy to help.
- If you're having any kind of loud entertainment (e.g. DJ or a Disco) at your event, you'll need to apply for a temporary Entertainment License from your local authority. If you need any help with this, please contact the fundraising team.
- Please check with your local authority to see if you need to obtain any special licenses for your event such as a public entertainment, collection or alcohol license.

Food and Drink

- Check that the venue has a current alcohol licence or you can contact your local authority to apply for a temporary license. Please ensure that you apply at least 6 weeks in advance of your event.
- Please check current food hygiene rules on www.food.gov.uk or speak to your local council before providing **any** food or drink for others.

Other

- All materials that you produce must clearly state: **“Raising funds in aid of Disability Snowsport UK”**
This is to ensure that people know you are raising money for DSUK, but that you are not a representative of the charity. Please also state that the charity number is **287106**
- We really appreciate your support, but Disability Snowsport UK *cannot* accept any liability for any fundraising events that you undertake in aid of our charity. If you need insurance, you will need to take it out yourself.



CONTACT US...

The fundraising team are happy to help you at every step of the way Please just contact us...

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