

The PiA Alphabet of Fundraising

A guide to fundraising for members, supporters, friends and families

This guide is intended to give you ideas on how you can make a difference to the amount we raise and invest in PiA's vital research and patient support programmes.

Many of the ideas are simple and are intended to make it possible for anybody to raise funds. If you have not been involved previously in fundraising, start with something small and you will soon realise how enjoyable it can be. Encourage your friends and family to help you and you will be surprised at how enthusiastic they become.

The guide deliberately avoids great detail but we have a wealth of fundraising knowledge available to us. If you fancy organising a particular event but have some reservations we may be able to put you in touch with a member who has organised a similar event. Just pick up the phone and talk to us about your idea.

Posters, leaflets, sponsor forms and other literature can be produced at the PiA office, so all you need is the initial idea, the helpers and bags of enthusiasm.

To be successful, fundraising has to be fun so approach it with the idea that the event will be enjoyable. If people enjoy themselves, they are likely to be more generous and to return for other events. In the unlikely event that your fundraising idea does not make as much money as you thought, it will still have been a success because you will have spread the word about PiA and its work to a wider audience.

Remember also that apart from raising much needed funds our other main purpose is to provide information and support, so whenever you hold a fundraising event, no matter how small, make sure you have some PiA literature available.

Finally, if you have some good ideas that are not included in this guide, then please make contact with the fundraising department at the PiA office and we will include your idea in the next edition.

Good luck.

Christopher Hughan
Chief Executive
The Primary Immunodeficiency Association

A

ABSEILING – Must be professionally supervised so contact a local club for assistance.

ADMISSION CHARGES – With most events you can charge a nominal sum for admission but don't overdo it. Many charity sales charge an entrance fee but include free tea and biscuits.

ADVERTISING AND PUBLICITY – An absolute must for most events. For free publicity send information to all local papers and radio stations and try to emphasise a unique point about the event. Ask a local celebrity to attend or take part. If it's a big event consider an advert in the "What's On" section of your weekly paper. If you require use of the PiA logo or materials, please contact the PiA office.

AEROBICS – If you know an instructor, arrange a workout in a local hall.

ANNIVERSARIES – When you celebrate special anniversaries or birthdays why not request donations to PiA instead of presents?

ART – Hold an exhibition of work by local artists and take a percentage of all sales. Increase your profit with admission charges, refreshments and a raffle.

AUCTION – The scale will depend on your audience. If held in conjunction with a dinner, restrict the auction time to an hour maximum and keep the number of lots down. This will increase competition and raise more money. If the auction is a stand-alone event try to obtain up to 100 lots and hold it in a large pub or clubroom where the bidders can sit at tables instead of in rows.

Always get a professional auctioneer who will not only push prices up but also provide good entertainment. Obtain goods or services from local businesses, restaurants, theatres etc. and use all your business and social contacts. Invite donors to bring a party of friends along.

A variation of the normal auction is the "silent auction" where each lot has an open bidding card and participants write their bid on the card. This leads to frenzied activity with participants rushing between the lots to see if anyone has trumped their bid. When the organisers call a halt the bidding stops and the successful bids are read out. If you combine a supper with the auction it gives volunteers some breathing space to prepare bills.

A further variation is a Dutch auction where the auctioneer starts at a high price and comes down until he meets a bidder. No more bids are then accepted.

B

BALLOON RACE – Specialist suppliers provide all necessary equipment but you need a good target audience to make it profitable. Each balloon is labelled with the buyer's name and details of how to return the label to the organiser. A prize is awarded for the balloon that travels furthest and a reward is paid to the finder of the balloon.

BARBECUE – Very popular in good weather but have alternative arrangements in case of bad weather. If you use a local hall rig up a tarpaulin over the outside cooking area but make sure it's 100% safe and have fire extinguishers ready just in case. Adverse conditions sometimes increase the enjoyment because the British like nothing better than having bad weather to grumble about.

BARN DANCE – Find a local group that plays at such events and they will probably give you all the information you need concerning venues and audiences.

BE DIFFERENT – Competition is keen from the ever-increasing number of charities and local appeals so you have to sell yourself. Find your "unique selling point" and emphasise it.

BED-PUSH – Not very popular with the police for safety reasons but properly organised they can be good fun. You need permission from your local council to collect from the public so ask them for guidelines and keep to areas full of shoppers. Outrageous fancy dress is a must!

BINGO – The public either love it or hate it but if you combine it with another activity or a meal you should be able to provide a good evening's entertainment.

BRING & BUY SALES – Hold it at home, in a hall or even in a pub.

C

CAR BOOT SALE – Most good sites now seem to have their own regular sales but there is still room for the odd charity boot sale in the grounds of a club, supermarket etc. Ensure the site is suitable in bad weather and provide marshals to ensure cars are parked properly and entrances and exits are not blocked. Throw in some entertainment to bring the crowds in.

CAR WASH – Ask a local school, scout troop etc. to spend a day washing cars for the public. Charge a minimum amount and include all the car owners in a free raffle for a car accessory or other goods.

CAROL SINGING – Properly organised carol singing is quite popular with the public. Ask your council for permission to sing in the shopping area and collect donations. Try to arrange for a local band to accompany you.

CASINO EVENING – All the equipment can be hired and participants can gamble hundreds of pounds of "Mickey Mouse" money for just the cost of an entrance ticket. The atmosphere is amazing with many people wearing formal evening clothes to add to the occasion.

CELEBRITY MATCH – Find a celebrity who will raise a team to play your local team, be it cricket, football or any other sport. Mix and match by inviting cricketers to play cricket against your football team with a return game of football later in the season.

CHEESE & WINE – An old favourite but still popular.

COFFEE MORNING – Just one variation of charity sales. Similar to At Home, Bring & Buy, Spring Fair, Bazaar etc.

COLLECTION BOXES – Many shops are reluctant to accept charity boxes because so many have been stolen. If you have a site you can always drill a small hole at the base of the box and thread a knotted wire out to a fastening point. It's a sad reflection on modern society that we have to say this.

COMPUTERS – One for our younger supporters. Use your imagination to devise competitions or sponsored events based on computers.

CONCERT – Content will depend on your contacts. If you can recruit an orchestra, a choir and a compere, hold a classical, popular or carol concert in a local theatre or concert hall. If there are a few amateur groups in your area, approach them to provide one or two acts each for a variety show then contact local schools to provide a choir or band.

D

DANCE – The possibilities are endless. Think of line dancing, barn dancing, square dancing, sequence dancing, disco dancing and ballroom dancing. Now think of ticket sales, sponsorship, raffles, refreshment sales, insurance, etc.

DEMONSTRATIONS – Flower arranging, cake decorating, cookery and DIY are all popular subjects.

DOG SHOW

DUCK RACE – A particularly good idea if you have a stream or small river nearby. Numbered plastic ducks are launched at the start point and float to the winning post downstream.

E

EMPLOYERS – Many employers have a budget for charities and like to donate to those connected with their staff. If they can't donate cash they may consider donating goods. Check your company's policy with the HR Department.

EXERCISE – We all want to live longer but find an exercise regime boring. If you can find a way to make exercise fun people will join you. Start a group to swim, walk etc. on a regular basis and introduce a fun aspect. Charge a subscription but also encourage group members to join you in special events for PiA, so that fundraising becomes a normal group activity. Talk to your gym to see if they organise events for Charity.

EXHIBITION – Do you know anybody with an unusual collection? There are people out there with impressive collections of thimbles, bells, paintings, memorabilia, vehicles, handicrafts etc. who would be delighted to show them off. Add a few competitions and a raffle and you have a **successful formula**.

F

FAIRS – See "Coffee Morning" above.

FANCY DRESS – Use it for pub-crawls, sponsored activities, parties, football and cricket matches to add an extra dimension.

FASHION SHOW – Approach chain stores and small shops to provide clothes. There should be no shortage of aspiring Kate Moss's to fill the catwalk! Ticket sales, refreshments and a raffle should make it all worthwhile and the shops may let you keep some of the clothes to sell or auction.

FASTING – Do your friends a favour by inviting them to abstain from food for a day and either donate the cost of food they would normally eat or obtain sponsorship. A variation of this is to provide a basic meal of bread and soup or cheese and charge a set sum. Fasting for a day will not affect most normal adults but should not be attempted by those in poor health or on special diets.

FIREWORKS – Great fun but leave it to experts. If you want to hold a public display go along to your local fire station for free advice.

FLOWER SHOW – If you don't have a local flower and produce show, start your own with the help of local gardening clubs.

FUN RUN – Try to encourage an organisation like the Lions Club to help with the administration. Agree the routes with police and council and provide something for everyone, from toddlers to serious runners. Local athletic clubs may also be happy to help. Recruit volunteers to act as stewards.

FUNERALS – When a loved one dies, many families are choosing to make a donation to a charity in place of flowers. Funeral Directors will make all the necessary arrangements for this including forwarding the money to the PiA. Donations can be acknowledged in Insight at the request of the family.

G

GARAGE SALE – Similar to a car boot sale but confined to one household. Advertise locally, mark everything clearly and erect barriers to prevent customers wandering.

GARDEN PARTY – Similar to an indoor sale but you can introduce outdoor games such as croquet, boule and swing ball. The accent is often more on serving refreshments and selling plants but let your imagination run riot.

GARDENERS QUESTION TIME – Contact local gardening celebrities through the local press and radio or from agricultural colleges. Venues are usually easy to find at garden centres with restaurants or at pubs looking for midweek trade.

CHARITY GOLF DAY – Ask your Golf Club if you can organise a charity golf day and invite your friends and business contacts to pay to participate – usually in a foursomes competition. Get local or regional businesses to sponsor the tournament, each hole and prize-giving. Hold a dinner and raffle to follow the tournament and remember to include a PiA display and speaker. If you don't play golf see if any of your friends or contacts would organise a tournament to benefit PiA. Most Clubs or new Captains have charities they will support, so it is worth asking.

GO-KARTING – Always popular and a great way to raise funds while acting like a boy/girl racer!

GUESSING GAMES – Good examples are "Guess the weight of the cake", "Guess the name of the doll", "Guess how many beans in the jar" but try to give your stall that added attraction by providing something more visual. Replace the cake with an ostrich egg or replace the doll with a live pig in a pen (but only if your event is outdoors).

H

HAIR OR BEARD SHAVE – This sponsorship works best if the "victim" is well known and has distinctive hair or beard. Schoolteachers are good targets! Encourage small groups to a joint effort or get two friends to shave off only the left or right side.

HOME GAMES – Invite friends to a circular competition where everybody takes turns to host an evening where a game such as scrabble is played. The next evening could be Trivial Pursuit followed by evenings for card and board games or even charades. The host provides snacks and drinks and everybody pays a nightly entry fee from which a small prize can be purchased for the overall winner.

I

INSIGHT – Whatever great ideas you come up with for raising money, please ensure you take some good quality colour pictures of your event for inclusion in the PiA newsletter, Insight, and possibly for your local press. Better still, invite a photographer and journalist from the local media to cover your event.

INSURANCE – As our society becomes more litigious obtaining insurance cover for the majority of fundraising events has become an important consideration – but do not let this deter you. Determine whether you need insurance and, if so, ask your insurance broker for assistance. If in doubt, check with the PiA office. We do have group insurance which may cover some events but not high risk events such as skydiving. Whatever the case, we can point you in the right direction.

INTERNATIONAL CUISINE – Each individual or couple takes a turn at providing a meal for friends, featuring a different country or region's cuisine. Guests bring a bottle and at the end of the evening pay into a sealed box what they thought the meal was worth. To avoid embarrassment to individuals, it is best not to open the box until after the final evening – when all the money collected is sent to PiA.

J

JAZZ – Popular across all ages and groups are still fairly affordable. Hold a jazz evening in a pub/club or be more adventurous by hiring a river cruiser for the authentic New Orleans style.

JEWELLERY – Send a letter to every relative, friend and acquaintance asking for donations of unwanted jewellery. You will receive mostly earrings and beads but with a bit of luck there will be a few nice pieces to form the centrepiece of an attractive stall. Display them if possible on vertical boards covered in felt or fabric and hammer in a few tacks from which to hang the goods.

K

KARAOKE – All the equipment can be hired but it is easier to arrange a charity evening in a pub or club that already has the equipment and expertise.

KNOCKOUT COMPETITIONS – Encourage the competitive spirit in such games as 5-a-side football, cricket, bowls, badminton, golf, quizzes, pool, skittles, and darts. The list is endless and you can find entrants in pubs, sports clubs, companies, schools, brownies, guides, cubs and scouts. If you want to attract companies offer an annual trophy and try focusing on a particular trade or profession.

L

LONG DISTANCE – When organising walks, bike rides etc. remember that many people are always looking for that extra challenge. Include a long distance option but stress that it is for experienced participants only. For rides or races on public roads ensure the police and local authorities are informed and stewards are provided.

LOTTERIES – Lotteries, as opposed to event raffles, require a licence from the local authority if tickets are being sold to the general public. You must comply with certain rules but we can advise you on this and may be able to include your lottery in one of our existing licences.

M

MARATHON – Apart from the traditional race over 26 miles the word Marathon is applied to any event requiring extraordinary staying power and stamina. Possibilities for marathon events include dancing, hiking, piano playing, skittles, darts etc. – even kissing!

If you have been accepted for entry in the London Marathon, Great North Run or other leading races and would like to raise funds for PiA, please contact the PiA office for sponsorship forms, PiA T-shirts and vests and other materials. Remember to record your run with photography before, during and after the event.

MOUNTAIN BIKE RIDES – These are very popular and competitors will travel many miles to ride in scenic surroundings. Entry is usually by sponsorship with a minimum amount being specified.

MULTIPLICATION – Give everybody taking part a sum of money, with the object of multiplying it by four within a given timescale. Possibilities are:

Buy seed and grow produce for sale.

Buy raw material and make goods for sale e.g. cushions, bird tables.

Buy goods cheaply through a contact and sell them on. e.g. staff can often buy from their employer at a substantial discount.

Buy food and hold a dinner party at which guests are asked to make a donation.

Buy the ingredients and make cakes and pies for sale.

Buy a lottery ticket and.....only joking!

N

NATIONAL DAYS (THEMED) – Organise themed evenings for St. Patrick's Day, St. David's Day ("Eat a raw leek" competition), St. George's Day, Burns Night, Chinese New Year, Independence Day, Australia Day, Trafalgar Day, etc. Look up lesser-known days to give your event originality – and don't forget the costumes!

O

OPEN HOUSE – Celebrate a special occasion by inviting friends and relatives to an "Open House". This is a party spread over a period – say from 14.00 onwards – which gives friends from some distance away the chance to join you and still have time to drive home the same day. The day is interesting because the mix of guests is constantly changing. On the invitations ask that no presents be brought but that a donation to PiA would be appreciated.

ORGANISATIONS – Many organisations such as Rotary, Round Table, Lions, Golf and Tennis Clubs, Soroptomists, Masons, etc. adopt different charities each year. They may also be willing to help at your own fundraising events.

P

PAINTBALLING – a number of companies run these popular events, so form your friends and family into teams, with trophies for the winning team and best shots, while raising money for your favourite charity.

PANCAKE RACE – One of the crazy things that British people do! Try to involve local hotels and restaurants and hold it in a very public place. Encourage fancy dress.

PARACHUTE JUMP / SKYDIVING – Not for the faint-hearted or those afraid of heights! Get sponsorship for your leap and ensure it is supervised by professionals. Another of those events where special insurance will be necessary (check the insurance cover provided by the jump organiser).

PILE OF COINS – Ask your local pub to invite customers to donate 10p by adding them to a pile on the bar. If the coins are dipped in spilt beer on the counter they will stick together. When the pile is high enough the landlord can arrange a special evening when he or a local celebrity can push the pile over. Don't forget a photo for the press and Insight.

PRAM RACE – See "Bed-Push" above.

PRESS RELEASES – If you give us the facts we can help you, but if you do your own remember the following:

- Check with the PiA office before using PiA logo or other materials
- Insert the heading "Press Release" or "News Release".
- Date the release.
- Don't write creative headlines for newspapers. They won't use them.
- Keep it brief – one side of an A4 page maximum.
- Get "Who...What...When...Where..." into the first paragraph.
- Finish with a contact name, email address and telephone numbers.

PROGRESSIVE SUPPER – Participants move from house to house between courses so they develop a hearty appetite and increase the number of courses. Charge a fixed price per head and donate the proceeds to PiA.

PUBS – A great part of British life and a major source of fundraising. Most landlords are only too pleased to help with charity functions, particularly on quiet midweek nights.

Q

QUIZ NIGHT – Very popular with pub landlords to increase trade on quiet nights but you can hold one anywhere. Include a meal in the price of the ticket but charge extra for drinks. Make sure your quizmaster is a bit of a character as nothing is worse than a bore acting like a schoolteacher. The usual format is for the quizmaster to read out the questions but we have found that people prefer to have a written sheet of questions for each round so that they can answer the easy ones first.

R

RACE NIGHTS – These are based on films of actual races and you obtain sponsors for each race and each horse. Bets are also taken on the night so you can make a good profit whilst enjoying some exciting action. The companies hiring the equipment will give you full instructions.

RAFFLE – The backbone of fundraising since time began! Almost any event can have a raffle tagged on but try to make the prizes a bit different and give them wide appeal. A meal at MacDonalds doesn't appeal to everyone!

RAFT RACE – It takes a lot of organising but it's great fun and can be very rewarding. The variety of craft is amazing and the event attracts serious rafters as well as wacky amateurs. This is a higher risk event and needs appropriate insurance cover.

RIVER CRUISE – You have to sell a lot of tickets to make it worthwhile but you can usually get a good deal from boat operators unless you want peak period. Add a band to bring it to life.

ROW OF COINS – Schoolchildren can try to cover the length of a sports court with coins or they can get permission to set up in a shopping centre to cover a floor with a mural or similar. The public are pretty generous, especially when they see children doing something for other less fortunate children.

S

SILENCE – Always a good one for children! Obtain sponsors and see how long you can remain silent. Try to last all day on a ration of twenty words.

SKITTLES – Arrange a game between two teams of 10 or 12 players to be followed by individual games such as “Killer”. Charge for each game and give small prizes to winners of individual games. For the main game, the prizes can go to the two top scorers in the winning side or the top scorer in each side. You can extend the idea with other pub games such as darts – possibly organising a “Pub Olympics” incorporating a number of events and a quiz.

SLIMMING – Everybody has tried it at some time so why not add a purpose by being sponsored. Give sponsors the option of doubling their contribution if you maintain the reduced weight for three months after the initial target date. A word of advice; do not try this if advised otherwise by your doctor or if you have a medical condition.

SPONSORED EVENTS – There is unlimited potential here but try to make the event a bit different, perhaps by including all sponsors in a competition. e.g. a dragon boat racing crew raised money by inviting sponsors to guess the total weight of the crew at £1 a go.

Some suitable activities for sponsorship: *running, walking, orienteering, rallying, escaping, swimming, golfing, cycling, racing, sailing, driving, squash, badminton, pool, skittles, darts, dancing, skating, climbing, abseiling, fasting, stop-smoking. The list is endless.*

STORE COLLECTIONS – Collections on private premises do not need a licence but you must obtain permission in advance from the store manager. You may have to wait 12 months before being allocated a date. It’s also worth approaching organisers of sporting events for permission to collect.

STREET COLLECTIONS – Must be licensed by the local council and will involve a long wait, as competition is fierce.

SUNFLOWER COMPETITION FOR CHILDREN – Give all competitors a number of seeds each and instructions on how they should be sown. They then obtain sponsors based on the height in centimetres and millimetres (feet and inches for older participants) of their biggest flower on a fixed date. A prize is awarded for the biggest flower in the competition. A variation is to ask parents to provide a prize for their own child’s sponsors who would then pay a fixed sum of money to guess the eventual height.

SWEAR BOX – We know our supporters wouldn’t have to fill it up but try placing one in work or at the local pub.

SWEEPSTAKE – If you are selling tickets to the public you must obtain a licence. See “Lotteries” above.

T

TALENT SHOW – Talent comes in many forms and you may be surprised at what your friends and neighbours can do. Include children and make sure they all have a small prize. Why not have a Christmas Show with local talent followed by community carol singing?

TALKS – Subjects will depend on your prospective audience but consider local history or travel to unusual places. Organisations such as Citizen’s Advice Bureau, Relate, banks, insurance companies and the Inland Revenue will often supply a speaker free of charge. The subjects might seem a bit dry to you but may be of importance to others.

TEDDY BEAR’S PICNIC – Always a favourite with the little ones. Incorporate a “teddy bear toddle” to keep them active and consider holding the event in a good outside location or alternatively in a pub with a large play area. This way you can add value to the event by running a tombola stall or sale.

TEN PIN BOWLING – Ask the manager if he will donate free use of a few lanes for charity.

THEME NIGHTS - Food, drink and music are easily themed to a central idea. Try Cockney, Irish, Pirates, Sports, Cinema, TV, Science Fiction or anything else you can think of. Food can be included in the ticket price but charge separately for drinks and hold a raffle. Award a prize for best fancy dress but don’t make it compulsory or you’ll frighten some people off.

TOMBOLA – Always popular with people of all ages. Make your stall attractive and avoid using second-hand or soiled goods. Just one or two such items lower the tone of the whole stall.

TOURNAMENTS – See “Knockout Competitions” above.

TREASURE HUNT – These can be on foot or by car but if the latter specify that entrants must have at least one passenger as you cannot drive and hunt at the same time. End up at a pub or somebody’s house where prizes can be awarded.

TREASURE HUNT (BOARD GAME) – Draw squares over a large map and charge people to guess where the treasure is buried. The number of the winning square should be in a sealed envelope pinned in a prominent position. Variations include “Whisky Squares” where you buy a square with the chance of winning a large bottle of scotch.

U

UNIQUE EVENT – Think up your own fundraising event and if it goes well let us have all the details for Insight and the next edition of this guide.

UTXT DAY – Text all your friends and let them know about your fundraising efforts and how they can take part.

V

VALENTINE'S DAY – An excuse for a party or dance, fancy dress or otherwise. How about a competition in work for the best or worst Valentine poem or greeting?

VOLUNTEERS – An essential tool to fundraising but you'll be surprised how many people will come forward to help when they know what you are doing. Organisers are more difficult to find but volunteers often develop into organisers.

W

WELLY-WANGING – One of the cheapest events to stage. All you need are a few old wellies (different weights for different classes) and a tape measure. Mark out a few distance points beforehand and cordon off the throwing area.

WHIST DRIVE – Always popular.

WILLS – Remember PiA in your will and encourage relatives and close friends to do likewise.

WINDOW CLEANING – If you live in an area where you can't get a window cleaner, organise some volunteers and hold a "Clean Up For Charity Day".

WINE-TASTING – Many wine merchants will give an interesting presentation and tasting of wines and perhaps offer a discount on purchases. You provide nibbles and charge for admission. It goes without saying that you raffle some wine.

X

XMAS – Parties, fairs, cards, walks, dances, draws. You decide!

Y

YOU – The essential element in fundraising.

Z

ZOO – Organise a visit followed by a meal on the way home. Hold a competition for the children when you're there.

PiA Contact Details

For fundraising queries, support and advice:

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For all other membership enquires:

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DISCLAIMER

Please remember that whilst PiA is grateful for your support, you are responsible for organising and managing any fundraising activities or events. Therefore, PiA cannot accept responsibility for any liability arising from any such activity or event.

It is important that you take out adequate insurance to cover your liability and you should seek advice on this from a qualified adviser.

Anyone involved in fundraising activities must not represent themselves to third parties as acting as a representative or partner of PiA.

In any publicity for your fundraising activities or events please ensure the following is clearly stated:

"This fundraising event/activity is organised by *[your name]* who will be donating the proceeds of the event/activity (after costs incurred in running the event/activity) to PiA. PiA has no responsibility for any liability which may arise from this event/activity."

USE OF PiA BRAND/LOGO

If you require use of the PiA logo or materials, please contact the PiA office.

Please note: PiA is an unregistered trade mark of the Primary Immunodeficiency Association. Use of the trade mark and PiA logo by you is permitted only for the purposes of promotion of and administration of your fundraising event/activity. It must not be used for any other purpose. The logo will be supplied to you in the required format by PiA Head Office on request.

In any publicity material produced by you in respect of your fundraising event/activity please ensure the following is clearly stated:

"PiA is an unregistered trade mark of the Primary Immunodeficiency Association"

HEALTH AND SAFETY, SECURITY AND CHILDREN

It is your responsibility to provide the appropriate insurance in respect of your event/activity. Please ensure that you and those with whom you are fundraising take all necessary steps to ensure their own and other's safety. You must comply with the Health and Safety at Work Act 1974 and all other relevant legislation.

Please do not allow children under the age of 18 to solicit or collect funds alone. Ensure they are always accompanied by an adult.

Take extra care to protect your own security and that of others, especially if you are carrying money.

Take all steps to only use safe routes, ensure those carrying money are accompanied wherever possible (and always if they are children) and/or carry a personal alarm.

DO NOT carry out door to door collections. Not only do people find this annoying it is illegal without a licence.

Ensure your event/activity is legal. For example, any event involving collecting money or selling goods in a public place requires local authority permission.

Where using the facilities of a third party check to ensure they have adequate insurance arrangements in place.

