

## Keeping it Legal

There are various rules put in place to protect charities and supporters during their fundraising efforts. The following guidelines will help you to stay safe and legal while you raise your money.

Tell us about it – once you have put together your fundraising plan, get in touch with our Fundraising Team and let us know what you have planned. We will then advise if any potential legal or safety issues need to be addressed and how best to overcome them.

Collections – you must always get permission to hold a charity collection in a public place. Contact the owner or manager for privately-owned businesses (such as supermarkets, shopping centres, and pubs) or visit [www.networkrail.co.uk](http://www.networkrail.co.uk) for information on train station collections. For general street collections, you will need to get permission from your local council.

Alcohol – although holding an event in your own home is perfectly legal, selling alcohol is not. If you plan to sell alcohol at your event, you can contact your local council to find out about obtaining a temporary licence. Or, to save yourself the hassle, consider holding your event at a licensed venue instead.

Raffles – if you plan to include a raffle as part of your fundraising activities at an event, all tickets must be sold and the winners drawn on the night of the event. Any raffles that take place over a prolonged period of time will require a licence and specially printed tickets (contact our team for more information).

Food hygiene – this point is more about staying safe than legal, but any food that is sold or handled during your fundraising must be done hygienically.

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At cake sales and other events where you will be handling food and money simultaneously, be sure to wash your hands regularly or use a hand cleaning gel. Always be upfront about what the food contains to prevent allergies and offer nut and gluten-free alternatives where possible.

You can find more information about keeping your fundraising safe and legal on these websites:

- [www.hse.gov.uk](http://www.hse.gov.uk)
- [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)
- [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)
- [www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk)

For further information or to get in touch please visit/contact the below to be directed to the correct persons:

07761 913 466

[info@gympanzees.org](mailto:info@gympanzees.org)

[gympanzees.org](http://gympanzees.org)

Charity Number 1189375