

Fundraising - Safety & Legal Guidelines

What you need to know...

Planning a fundraising event for Newlife?

Fantastic! We are delighted! Before you get going, just take a minute to read the following guidelines. We want your fundraising event to be fun, and we want you to raise lots of money for disabled children - we'd also like to help you to keep everyone safe and happy when you raise the funds.

However you plan your event, please be safe!

While we really appreciate your support, Newlife is not responsible for organising, supervising or hosting your fundraising activity and all activities are at the organisers' and participants' own risk. Newlife does not accept responsibility or liability for any loss or damage, or for any death or personal injury arising out of any fundraising activity in aid of Newlife Foundation.

You should always consider whether you need appropriate insurance cover for your fundraising activity. If necessary, you can carry out a risk assessment and make sure participants are fully briefed about the activity.

Ask your national fundraiser (details on the back of the Fundraising Brochure) to help you with conducting a risk assessment.

Whatever you plan to do to raise money - make sure it's legal.

Please make sure any publicity and fundraising materials that you create yourself (e.g. posters) include the line '*In aid of Newlife Foundation for Disabled Children, registered charity 1001817.*' You can use the Newlife logo on fundraising materials and you can download the logo at www.newlifecharity.co.uk

You must use the logo in accordance with the guidelines provided at www.newlifecharity.co.uk

Newlife Foundation does not authorise you to act as an agent for or on behalf of Newlife, so neither you nor your fundraising materials should suggest that you represent Newlife Foundation.

If you are fundraising by selling goods or services, the law requires you to have a Fundraising Agreement with Newlife. You will also need a fundraising agreement if you are deducting any costs, expenses or other amounts from your fundraising. You may get a fundraising agreement by emailing fundraise@newlifecharity.co.uk and we will contact you to set up an agreement for your event.

If you intend to collect money in a public place or door to door you need a licence from your local authority. Newlife cannot obtain this licence for you. You can get this information from your local authority website.

If you are planning a lottery, raffle or sweepstake, or a pay to enter competition, you should be aware that there are strict laws about what you can do. In England, Scotland and Wales the Gambling Commission publishes a useful guidance at www.gamblingcommission.gov.uk. The Northern Ireland Council for Voluntary Action publishes guidance for Northern Ireland at www.nicva.org

If children under 16 are involved in fundraising please make sure they have written permission from their parent or guardian, and are properly supervised by an adult. Children should never approach strangers about fundraising.

...Thank you!