

FUNDRAISING SAFELY AND LEGALLY

If you are organising your own event or fundraising in public, your safety is crucial.

Here are some key tips to help you stay safe and legal:

HOSTING AN EVENT?

Check what licenses you might need from your local council, you will need these if you are selling alcohol, food or drink, [click here](#) for more information. You may also need an entertainment license which you can find out about [here](#). You can get further information from the Health and Safety Executive including useful event checklists by [clicking here](#).

As you will be fundraising as an independent supporter, any posters or advertisements need to say in aid of Newlife instead of on behalf of Newlife. You can request logos and assets from our Fundraisings Team on 01543 468 888 or email fundraise@newlifecharity.co.uk.

AUTHORISATION LETTER

If you are collecting raffle prizes, or asking for support from your local community we can provide you with a signed authorisation letter which you can use to prove that you are fundraising. Please contact the Fundraising Team on 01543 468 888 or email fundraise@newlifecharity.co.uk.

PUBLIC COLLECTIONS

A license is required to collect money in a public place, you can find out about this by [clicking here](#). If you are collecting cash at a private venue (this can include places like train stations, supermarkets, pubs and clubs) you will need to get permission from the landowner or manager. Please contact the Fundraising Team on 01543 468 888 or email fundraise@newlifecharity.co.uk for advice and support if you would like to host a public collection.

HOSTING A RAFFLE?

If you are hosting a small raffle on the day of your fundraising activity, you do not need a license as long as all ticket sales and the draw itself take place during the main event. If you want to sell raffle tickets in advance, you can find out about licensing here. You cannot sell raffle tickets to people under 16. All tickets must be sold for the same suggested donation amount.

HANDLING CASH

Always have two people count the cash you have raised. Please store it safely and pay in as soon as possible.

ARE YOU INSURED?

Check that you have adequate insurance for your event and if you are using external suppliers, please ask to see a copy of their public liability insurance certificate. Newlife cannot accept responsibility for your event or anyone who participates in it.

SAFEGUARDING CHILDREN

If children are going to be attending your event, please spend some time assessing any risks and ensure that there is enough adult supervision. Also kindly ask permission from parents or carers before sharing any videos or photographs of children.

FIRST AID

It is always advisable to have First Aid cover at events, particularly when members of the public are present. You can get useful advice and information from either [St. John's Ambulance](#) or the [Red Cross](#).



PERSONAL DATA

You may need to collect personal data such as names and email addresses from people supporting your event. This must comply with General Data Protection Regulations (GDPR). If you are unsure you can find more information here <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/> or you can call the fundraising team with any questions you have!

Our fundraising team are always here to help with any questions you have. Call 01543 462777 Mon-Fri or email fundraise@newlifecharity.co.uk