

HAVE FUN BUT STAY SAFE!



If you are giving your sponsorship a boost with more fabulous fundraising activities, then there are a few things you may need to consider to keep it legal and safe.

Insurance

If you're planning an event that involves the public, you will need to think about insurance. Some venues already have this, so it's worth checking with them first.

Stay safe

It's important that your event is safe, and this means assessing potential risks and hazards for you, your helpers and anyone attending or taking part. Consider things like handling money safely, first aid, security, fire exits and possible accidents.

Food safety

If you're serving or selling food you may wish to check the Food Standards Agency guidelines on preparing, handling, cooking and storing food. You'll find them at [food.gov.uk](https://www.food.gov.uk).

Licences and permissions

You'll need to consider whether you need any licences to keep your fundraiser legal. This could be a temporary event licence if you're serving alcohol in an unlicensed premises or hosting live music.

We'd love to see lots of photos from your fundraiser! Make sure everyone in the photos is happy you're going to share them with us.

Raffles

There are rules about running raffles, tombolas, sweepstakes and other lotteries.

Take a look at these websites for more details; [gamblingcommission.gov.uk](https://www.gamblingcommission.gov.uk) or [fundraisingregulator.org.uk](https://www.fundraisingregulator.org.uk) and if you have any questions just give us a shout.



PAYING IN YOUR FUNDRAISING

There are several ways you can pay in your donation and sponsorship.



Online

Visit severnospice.org.uk/donate and pay in with a credit or debit card. It's quick, easy and secure. Be sure to tell us about your fundraising when prompted and if you are raising money in memory of someone special so we can say thank you.



JustGiving

If you set up an online page such as JustGiving or a Facebook fundraiser then there's no need to worry about paying in!



Post

You can post a cheque with your sponsorship form to us at **Severn Hospice, Bickton Heath, Shrewsbury, SY3 8HS**. Please make your cheque payable to Severn Hospice.



Phone

Call our friendly finance team on **01743 236565** to pay in over the phone by card.



Bank transfer

If you'd find it easier to make a transfer, our bank details are available upon request.



In person

You can drop off your donation in cash or cheque at either of our hospices at Apley Castle or Bickton Heath or at one of our community shops. We love to say thank you in person! Please make your cheque payable to Severn Hospice.

Click [here](#) to find your nearest shop.