

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.

