**KEEPING YOUR FUNDRAISING ACTIVITIES LEGAL AND SAFE**

We are grateful that you are raising crucial funds and awareness for The Ectopic Pregnancy Trust and thank you for your support. We want to help make your fundraising fun, going smoothly from start to finish. Along these lines, it is important to check that your fundraising stays legal and safe for everyone involved. This not only protects you and us, but also provides confidence in others so you can raise as many donations as possible to help this vital cause that is close to your heart.

We have set out some information below and, if you have any questions, please do not hesitate to get in touch by emailing: Jill@ectopic.org.uk.

**Do I need permission to fundraise?**

Our fundraisers generally fundraise within their homes or at their workplace or in another private space.

You will need the following permissions, ideally in writing:

* Collecting on private property: you will need the permission from the owner.
* Collecting at work: you will need permission from your employer.

Thewelcomepack includes aletter of authorisation. You should show this to those in charge at the relevant place.

Only closed collection tins may be used and please ensure these are always sealed and labelled with a sticker clearly stated The Ectopic Pregnancy Trust and our charity number – 1071811. We can provide collection tins. Please keep the tins as secure as possible. Monies raised should be sent to us within six weeks of the fundraising event (see money return form in your welcome pack)

We prefer that you kindly avoid collecting by approaching the public on the street or in other public areas like supermarkets, shops, and pubs. This is for your wellbeing as well as ensuring there are no misunderstandings with a member of the public. If you do choose to fundraise in a public place, you will need a licence from your local authority as well as the owner/manager of the location.

**Do I need licences for drinks and entertainment for my fundraising event?**

Check with your local council whether you need any licences for your event – for example, if you are hosting an event where music is being played and alcohol served in a public place. You would usually need a licence to play live or recorded music and serve or sell alcohol.

<https://www.gov.uk/licence-to-play-live-or-recorded-music>

<https://www.gov.uk/government/collections/alcohol-licensing-temporary-events-notices>

As mentioned above, you will need a licence from your local authority/council, if you are fundraising in a public place. Each council has its own application process and requirements.

[**Find your council here**](https://www.gov.uk/find-local-council)

**Raffles and lotteries**

*Large-scale public raffle*

Depending on the size of the prize money, you may need to obtain a small lotteries licence. You will need this if the prize money or value is £1000 and over.

You can get this licence free of charge from your local authority.

These are the rules that you would need to follow:

* You must not sell tickets on the street or house-to-house;
* No one under the age of 16 can sell or purchase tickets; and
* Tickets must state that the raffle is in aid of The Ectopic Pregnancy Trust and include your name and address and date of the lottery draw.

*Small private raffles*

If you are holding a small raffle linked to a charity day/night, you do not need a special licence as long as:

* Any prizes purchased are worth a total of no more than £250. Donated prizes can be of unlimited value;
* There must be a minimum of one prize, and these are awarded purely on chance;
* All tickets are sold on the same day as the raffle is drawn;
* Tickets are sold for the same price and there are no discounts; and
* Prizes that involve alcohol are only included if the event is being held on licenced premises.

*Sweepstakes*

If you are fundraising through running a race or marathon, a sweepstake can be a good way to enhance your fundraising e.g., “guess the finish time”. Please let us know if you need a sweepstake sheet/graphic. Please be aware that sweepstakes are regulated by Gambling Law as lotteries.

Provided you comply with the rules on private lotteries or incidental lotteries, you do not need a licence from an authority: <https://www.gamblingcommission.gov.uk/public-and-players/guide/page/types-of-lottery-you-can-run-without-a-licence>

*What is meant by a private lottery and an incidental lottery?*

“Private lotteries” include private society lotteries (eg sports club or community group) and work lotteries. Lotteries held at an event are known as “incidental lotteries”.

You can read the rules for raising money through a **private society** that you are a member of here: <https://www.gamblingcommission.gov.uk/public-and-players/guide/page/how-to-run-a-lottery-with-people-youre-in-a-club-with>

You can read the rules for **work lotteries** here: <https://www.gamblingcommission.gov.uk/public-and-players/guide/page/how-to-run-a-lottery-with-people-you-work-with>

You can read the rules for **incidental lotteries** (running a sweepstake at an event) here: <https://www.gamblingcommission.gov.uk/public-and-players/guide/page/how-to-run-a-fundraiser-with-lotteries-or-raffles-at-events>

In summary, if you are planning a raffle or other game of chance (such as a tombola) as part of an event, and tickets will be sold at that event only, you would not require a licence. If, however, you wish to sell tickets in advance, or to people not attending the event, this would require a licence, or an alternative such as a prize draw. Only a non-commercial organisation can apply for a lottery licence: this would be via your local authority if you qualify. The EPT does not hold a raffle licence.

*Online lotteries*

You need a licence or registration to run an online lottery. This includes lotteries on social media and live-streaming platforms. All online lotteries need to be registered either with the Gambling Commission or a local authority. The threshold for Gambling Commission registration is £20k or £250k aggregate otherwise the registration must be with the local authority. If you are not based in England or Wales, you must find out about registration/licence requirements where you are based.

[**Information about private or incidental lotteries**](https://www.fundraisingregulator.org.uk/code/specific-fundraising-methods/lotteries-prize-competitions-and-free-draws)

**Photos**

If you plan to take photos of other people at your fundraiser, please make attendees aware and get their agreement that their photos may appear on The Ectopic Pregnancy Trust website and across social media.

**First Aid**

If you are holding an event involving many people, make sure that you have appropriate first aid support in place. You can get advice from [St John Ambulance](https://www.sja.org.uk/). As a basic guide, there should always be someone on hand to help for smaller events, but for larger events involving around 500 people, there should be a minimum of two qualified first-aiders on site.

**Food-related activities**

Check the [Food Standards Agency guidelines](https://www.food.gov.uk/) on preparing, handling, cooking, and storing food.

**Insurance**

Please be aware our insurance does not cover your property or the property of your helpers or guests. We cannot accept any responsibility for any loss, damage, or injury at your event. We do not cover personal liability for any injury you suffer or anyone else as a result of taking part in your event.

**Useful links**

*Government guide on organising a voluntary event:* <https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events>

*Health and Safety Executive guide on running an event safely:* <https://www.hse.gov.uk/event-safety/running.htm>

*HSE Local Safety Advisory Groups:* <https://www.hse.gov.uk/event-safety/safety-advisory-groups.htm>

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