

# How to: Keep Fundraising Legal



## Risk Assessments

When organising an event, it is important to make sure that the venue will be safe for your guests. The easiest way to do this is to carry out a risk assessment. This can be a straightforward check of practical and sensible things to make sure that no one is exposed to unnecessary risks.

You will need to check the venue or location, note down anything that is a risk and then what you are putting in place to minimise that risk as much as possible - Eg direct people away from the main driveway with traffic to the footpath. You can download a template from our website to help you carry out your risk assessment

## Insurance

Some venues will ask for public liability insurance. The Prader-Willi Syndrome Association UK has public liability insurance which *may* cover your event – please contact the Association for further details.

## Food Safety

If you are preparing food for your event please check out [www.food.gov.uk](http://www.food.gov.uk) for hygiene regulations for the preparation of food. You will need to consider the suitability of the kitchen you are using to prepare food, correct food labelling for those with allergies and intolerances, and how food is handled and stored.

## Alcohol

Many venues have licences to sell alcohol and may insist that only their alcohol is served. They may allow you to bring in bottles of wine and then charge a corkage fee. If the venue does not have a licence and you wish to sell alcohol, you may need a temporary events notice. Please contact your local authority about how to apply for one and allow plenty of time for it to be put in place.

## Public Collections

You will need to make sure that you have the correct permissions in place before you collect in any public place. If you are collecting on private property such as a shopping centre or a local pub, you must gain permission from the owners, and agree with them when you can collect and where you can stand. You may need to do this well in advance as often there is a long list of people applying to collect. You should use official collecting tins or bucket with the PWSA UK wraps and the lids should be sealed with security stickers, all available from the Derby office. You will need a rota of people to collect and we recommend that no-one collects for more than two hours without a break. Please ensure that two independent people break the security seals and count the money together.

## Street Collections

You will need a licence from your local authority, or from the Metropolitan Police in London. Local authorities will require you to apply with your preferred date, but check with them, as some allow more than one charity to collect within the same area on the same day. Consider what else may be happening on your chosen date and think about when is the busiest. Local authorities all have different regulations for street collections, but generally you should not approach people asking them to donate money and you should not block people's way. You will need to use official collecting tins or bucket with the PWSA UK wraps and the lids should be sealed with security stickers, all available from the Derby office. You should use official collecting tins or bucket with the PWSA UK wraps and the lids should be sealed with security stickers, all available from the Derby office. You will need a rota of people to collect and we recommend that no-one collects for more than two hours without a break. Please ensure that two independent people break the security seals and count the money together.

## Store Collections

You will need to approach the store for permission to collect and they each have different rules and regulations that you will need to abide by. Stores usually have a long list of people waiting for collection dates so apply well in advance. You will need to use official collecting tins or bucket with the PWSA UK wraps and the lids should be sealed with security stickers, all available from the Derby office. You should use official collecting tins or bucket with the PWSA UK wraps and the lids should be sealed with security stickers, all available from the Derby office. You will need a rota of people to collect and we recommend that no-one collects for more than two hours without a break. If you have plenty of volunteers, why not consider a bag pack? People often feel more inclined to donate if they have received a service!

## Collecting Tins

Local pubs and shops will sometimes allow collecting tins to be placed with them. You will need to obtain the owner's permission and use an official collecting tin with wraps and seals for the Derby office. You will need to provide us with the full address of the venue where the tin is to be placed for our records. Each tin is numbered and you should ensure that you empty the tin regularly in front of a member of staff, reseal it, and send the monies to the Derby office. We will then write to thank the venue owners and send out a certificate of thanks.

**Thank you for your support. If you have any queries, or would like any further information, please contact us on 01332 365676 or email [admin@pwsa.co.uk](mailto:admin@pwsa.co.uk) and we will be only too happy to help you.**

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