

Fundraising guidelines

As a fundraiser raising funds in aid of Cambridge Rape Crisis Centre, it's important to us that you carry out your fundraising activities and events safely and legally, as your well-being is important to us.

Therefore, please follow these fundraising guidelines and make sure that you adhere to all laws and health and safety regulations. Cambridge Rape Crisis Centre cannot accept any responsibility or liability for your fundraising. If you're unsure about anything, please contact the charity's fundraising team.

Organising your own event

Please consider the following when planning your event or activity:

- Always make sure your event is well-organised and you follow common sense safety to keep participants and volunteers safe.
- When looking at venues, think about capacity, toilet facilities, access for wheelchair users and people with other disabilities and parking.
- If you're outside, have a Plan B. If it's raining or very hot and sunny, do you have shelter? If it's very wet, might cars get stuck?
- Think about the impact of your event. For example, is your venue in a residential area that might be affected by additional cars, music etc. What is the impact on the environment? How much clearing up will you need to do?
- Carry out a risk assessment (a template is available on our website) to ensure you have proper plans in place for the safety of everyone attending and to identify any potential hazards. Take a look at the Health and Safety Executive's website (www.hse.gov.uk) for further information. Make sure you keep a copy of the risk assessment with you at the event or activity.
- Ensure the event or activity is correctly supervised with sufficient number of people. If children are present then make sure you have adequate adult supervision and that their parents or guardians have given permission for their child to take part. Background checks should be carried out if necessary.
- Make sure you have adequate insurance cover for your own piece of mind. Cambridge Rape Crisis Centre cannot accept any responsibility or liability for your event nor anyone who participates in it.
- Ensure you have adequate First Aid cover for the type and size of event or activity you're arranging. If you're unsure of the requirements, contact your local council.
- Check if you need any special licenses e.g. a license to sell alcohol or a public entertainment license. Speak to your local council who will be able to advise you.
- There are strict requirements for anyone who sells or processes food to ensure they do so safely and hygienically. If you're selling or processing food at your event, then speak to a Food Safety Officer at your local council.
- Think about fire safety. Check fire alarms are working and have an evacuation plan in place. Is there suitable access for the emergency services?
- If you're planning on holding a raffle, see the 'Raffles' section for details on using our license as this is regulated.

Taking part in a third part event

If you're taking part in an event organized by a third party, such as the Cambridge Half Marathon, please make sure that the organiser has Public Liability Insurance in place.

Raffles

Gambling is highly regulated and all raffles require a license from the local council.

Small raffles held to raise funds for Cambridge Rape Crisis Centre can be covered by our gambling license which will mean you don't need to obtain an additional license from your local council. If you wish to be covered by our license, however, you must inform the charity prior to the raffle taking place so we can ensure it is properly supported.

If you're selling tickets and doing the draw on the same day you may use cloakroom tickets, if not then you will need to arrange for tickets to be printed in advance. Please speak to the fundraising team about this as the tickets will legally need to have certain details on them and, as we will be the promoter, we need to ensure all the details are correct.

In addition, you will need to provide us details of the raffle after it has taken place and keep all income from the raffle separate from the rest of the money you raise. This is because we need to report back to the council as part of the terms of our license.

For full details of what is required, please see our 'Your guide to holding a raffle' which is available on our website.

Gift Aid

The Gift Aid Scheme enables us to claim 25% of every eligible donation back in tax from the government. That means an extra £1 for every £4 you raise and so can make a significant difference to your final total.

Please remember to ask all donors or sponsors to sign a Gift Aid declaration or tick the Gift Aid box on your sponsorship form and give details of their full name and home address, including the postcode. Without this information, we can't claim Gift Aid on their donations.

We can also claim Gift Aid on cash donation under £30 through the Gift Aid Small Donations Scheme. This means any cash donations you collect in buckets will be eligible if it's under the limit.

For more information about Gift Aid please speak to a member of the fundraising team.

Money collections

If you plan to be collecting money on public or private sites, you will need a license from your local authority (if public) and written permission from the owner of the premises (if private).

If on a private site, please make sure you check exactly what the owner is happy for you to do in terms of collecting money on site and respect those rules.

If on a private site, please make sure you are clear about the terms and conditions of your license.

Your behavior when collecting money in aid of Cambridge Rape Crisis Centre is also important. Please make sure you respect local people and places and are mindful of the communities you meet.

While fundraising, please be careful NOT to:

- Act in a way that means members of the public feel anxious or startled.
- Make members of the public feel pressured into giving or guilty for not doing so.
- Act in a way that any reasonable person might consider would damage the charity's reputation.
- Shake the collection bucket or tin to encourage donations.
- Cause obstruction, congestion and nuisance to the public.

This is how we would conduct ourselves as a charity and would hope that supporters would do the same.

Handling money

At any event where money is changing hands, procedures need to be in place for keeping the cash secure.

If the event involves the sale of tickets, then ideally these should be sold in advance to reduce the amount of cash to be collected at the event or activity itself. Tickets should be individually numbered and the number of tickets sold reconciled with the cash taken. Any unsold tickets should be returned to the organiser so that these can also be reconciled.

If people are selling goods or raffle tickets at the event, nominated individuals should collect all money from vendors at regular intervals. Vendors should sign something to confirm that the money has been taken off them. There should be a final collection from all vendors at the end of the event.

We recommend that you count all funds in the presence of a witness. If the money you have collected is in charity collection buckets or tins then these must not be opened and should be returned to the charity with the security seals intact. The charity will then count the funds and let you know the total.

If the money raised can't be paid into the bank or returned to Cambridge Rape Crisis Centre immediately, then it must be locked away somewhere secure. This also applies to any collection buckets or tins.

Expenses

Set a realistic budget at the start and keep to it as best you can.

Think about the costs you might incur such as venue hire, publicity, equipment, decorations, prizes, transport, insurance, volunteers' expenses, license fees and first aiders. Then think about how you'll cover these, such as: entrance fees, donations, raffles and selling refreshments.

Make sure you take into account all expenses that might occur before you start the event or activity to ensure the money you raise will be enough to cover these expenses and still provide a donation to the charity.

Approaching companies

Don't forget you're buying goods or services for a charity event and many businesses are happy to help with local fundraising events or activities. Don't be afraid to ask for discounts, freebies or sponsorship.

We can provide you with a Letter of Authorisation to use that shows you are fundraising for Cambridge Rape Crisis Centre.

Be aware that if the company or organisation asks for something in return for their support this could have tax implications. Speak to our fundraising team if you have any queries.

Contacting your local press

Contacting the press in your local area is a great way to publicise your event or activity and the work done by Cambridge Rape Crisis Centre. When you register your fundraising with us, make sure you tell us your story and your inspiration and, if we think this is something people might be interested in reading then we can contact local newspapers, radio stations and television stations on your behalf.

Alternatively, if you want to promote your event, try sending a press release to all your local press, television and radio stations and follow it up with a phone call to make sure it's got there. You might be asked to have some photos taken or even do an interview about your event. Please let us know if you do this so we can be prepared for any questions coming to us and can support you.

Always make sure you have the Cambridge Rape Crisis Centre logo on any paperwork you send out and that you say your event or activity is 'in aid of Cambridge Rape Crisis Centre'.

Photographs and videos

We love to receive photos and videos of your fundraising and will share these online and potentially use them in our promotional materials, both printed and digital.

When you're taking photos at your event or activity that include other members of the public, please make sure they know the photos will be used for these purposes and are happy for that to happen. Putting signs up at the event explaining the use and giving people the opportunity to not be in the photos can be a good idea if you have an event photographer.

We will assume that any photos you give us can be used and so you need to let us know in advance if that isn't the case.