

# HOW TO FUNDRAISE SAFELY AND LEGALLY

We're so thankful to you for fundraising in aid of Epilepsy Action and your safety and wellbeing is our priority. Fundraising should be fun, but it's important that everything is safe and legal, for everyone involved. Follow these simple guidelines to make sure your fundraising goes smoothly!

## Fundraising materials and publicity

Please make it clear throughout that you are fundraising 'in aid' of Epilepsy Action. Display Epilepsy Action's charity registration number on all your promotional materials – Registered charity in England and Wales (No. 234343).

## Insurance

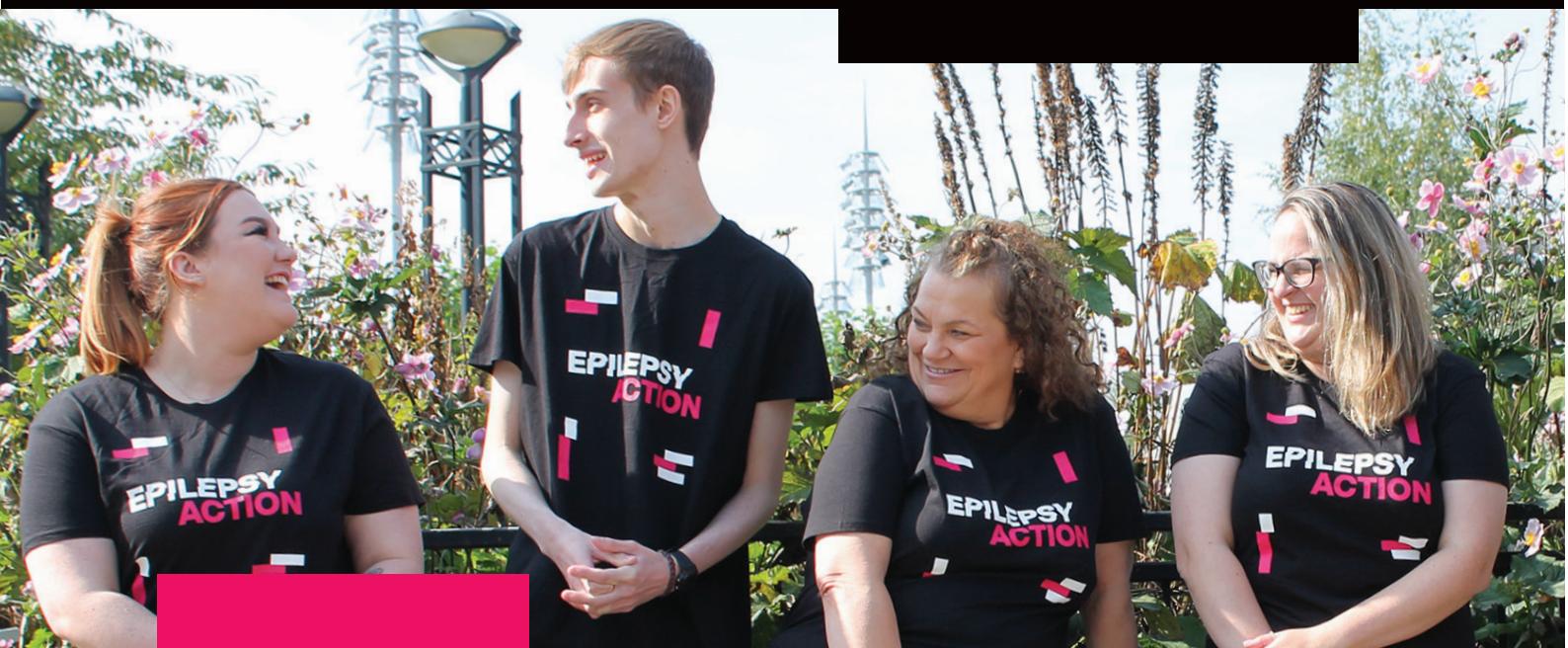
Epilepsy Action cannot accept any liability for your fundraising activity, event or anyone who participates in it. If your event is open to the public, you may need to consider public liability insurance. Venues usually have their own insurance but check whether the public are covered, and please seek advice if you're unsure.

## Raffles and lotteries

Small raffles (where tickets are sold at the event) can be held as part of a larger event and are a great way to maximise the amount of money you can raise. There are lots of rules about holding your own raffle or lottery. In some cases, you may need to secure a licence. If you are thinking of doing a raffle, please read our Raffles and Lotteries document in our Fundraising Hub, and check with our Fundraising team before you plan your raffle.

## TOP TIP

Follow our handy guidelines to make sure you have carefully planned your event and to keep everything above board.



## Collections

If you're planning to hold a collection, you will need to get the right permission before you collect. If you plan to hold a collection on private property (such as a supermarket or shopping centre), you will need to secure permission from the manager of the premises. If you wish to collect on the high street or in another public area, you will need to obtain a licence from your local authority.

If you plan to hold a collection please get in touch with our Fundraising team once you have the appropriate permission, and we can send you an Epilepsy Action collection tin and security seals.

## Health and safety

Assess any risks and potential problems that may arise at your event and ways you can prevent them from happening, for example adequate first aid cover, risk assessments. If you are providing food at your event, please be aware of food safety regulations.

## Licences

If your event involves the sale of alcohol and/or regulated entertainment (like music, dancing, or film screening) you may need a licence. Check with your venue to see what licences they hold. To apply for a relevant licence, contact your local authority.

## Other things to consider

If you're looking for prizes and donations for your event, you may wish to contact local businesses for this. Use your Letter of Authorisation included in your welcome pack. Please check with us before approaching national companies, charitable trusts, celebrities and public figures.

