

# Safe & legal

## Your guide to fundraising

When fundraising for a charity there are a few things to consider to ensure it is safe, legal and compliant within fundraising standards. Use this guide to make sure all bases are covered.

**We are here to support you and answer any questions.  
Just get in touch.**

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### Money

- Don't leave money unattended and ideally in a locked box
- Take care of your personal security when carrying money. For example, to the bank
- Have two people count and check all money raised
- Please note Jamie's Farm does not permit house-to-house collections
- Any cash collected should be banked ASAP
- We can provide you with a paying in slip to use at the bank



### Food and Drink

- Make sure food is labelled with allergens and that everyone involved understands basic food hygiene
- You need a licence to sell alcohol



### Insurance

- Consider whether your activity requires insurance
- Check any venue used has insurance and make sure the public are covered
- Your activity or event are not covered by Jamie's Farm public liability insurance and we can't accept any responsibility



### Health and safety

- Make sure you do a risk assessment to minimise accidents and to keep people safe
- Make sure you have the right support around you if you are taking on a challenge event



### Licenses

- There are a few events you need a licence for such as music events, public collections, copyright and royalties for drama and film shows. Please check on your council website for more information.
- You will need a letter of authority from Jamie's Farm to run a collection
- For collections on private land, such as supermarkets, seek written permission from someone responsible
- Don't let children under 18 collect money in public without an adult



### Raffles and lotteries

- You can't sell tickets to anyone under 16
- You need to apply to your local council for a licence if it runs over a time period longer than one social event
- You don't need a licence for a private lottery or raffle – for example an office one
- More information can be found on the gambling commission website



### Consent

- Make sure you get individual permission if you are sharing photos of them publicly
- Make sure any children taking part have permission from their responsible adult
- If you're keeping any details about people involved in your activity, make sure that your records are in line with data protection law. Some documents – such as sponsor forms – are public in their nature

*The information here is to provide general guidance. This guide shouldn't be regarded as complete or authoritative, or a substitution for legal advice. Jamie's Farm will not be liable for any loss or claims arising as a result of the information contained within this guide.*