



# IMPORTANT Things to Know When Fundraising...

**KEEP YOUR EVENT SAFE!** - Once, We Were Soldiers cannot accept responsibility for accidents!

- Please make sure you carry out a risk assessment to ensure you have plans in place for the safety of all participants. You may wish to contact your local St John's Ambulance or Red Cross for advice and assistance with first aid cover
- Ensure children are well supervised and that no-one is raising money in an unsafe environment. Children should be told not to approach strangers and if they are under 16, they should be accompanied by an adult when collecting fundraising money

All of your fundraising materials should make it clear that you are fundraising in our aid but that you do not represent the charity. If you want to use the OWWs logo, you must approach us for permission

## KEEP YOUR EVENT LEGAL!

- You need a licence from your local authority to collect funds on the street, in a public place or by going house to house. Requirements can differ from region to region so always give yourself plenty of time for your application to be processed
- The minimum legal age for collecting money is 18 years old in London and 16 years old outside of London

- If you are holding an event in a public place, you need to notify the local authority (events department), as well as the police

If you are collecting money on a private property, you will need the permission of the owner

Find out what **insurance** cover you may need for your event. You may need to take out public liability insurance, which doesn't cost much and will cover you for any accident or injury claims. You may also need employers liability insurance if you are employing people to help with your event.

- For small raffles that are a part of a bigger event, you do not need a licence as long as you sell tickets at the event and have the prizes drawn at the event (not cash prizes though). The same applies to private raffles where you are only selling tickets to members of a club. Tickets **must not** be sold to anyone under the age of 16
- If you are planning on holding a larger raffle or lottery, or one where you wish to sell tickets to members of the public, you should contact your local authority or **The Gambling Commission** to check the rules

Check with your local authority what other licences you may need for your event e.g a public entertainment licence or an alcohol licence

If you are providing food at your event, you should check the food hygiene rules at [www.food.gov.uk](http://www.food.gov.uk)

**CONTACT US** Email: [oww-soldiers@outlook.com](mailto:oww-soldiers@outlook.com) Phone: 07776 223373



[www.owwsoldiers.co.uk](http://www.owwsoldiers.co.uk)



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