

HOW TO FUNDRAISE SAFELY & LEGALLY



saving the lives
of people with
blood cancer

We want to make sure your fundraising goes without a hitch, so here are a few tips to help.

Firstly, thank you so much for fundraising in aid of Anthony Nolan. Your safety and wellbeing is our priority, so please follow these simple guidelines when organising and holding your fundraising activity.

Fundraising materials and publicity

You should make it clear throughout your fundraising that you are fundraising 'in aid' of Anthony Nolan but that you do not represent the charity. For example; "[Name of your fundraising activity] raising funds in aid of Anthony Nolan". Please ensure that you have permission to use any images or text. You can get a special 'in aid of' logo from us if you need it - just send us an email to community@anthohnolan.org

Collecting money

If you want to collect money on the street or in a public place, you'll need to get permission from your local authority to obtain a licence. It is illegal to collect funds in this way without a licence. We can help to put you in touch with your local authority, and to fill out an application. Get in touch with us on **0303 303 3002** or email community@anthohnolan.org for more information and help.

Raffles & lotteries

Raffles 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 strict laws around raffles and lotteries, so be sure to check the gambling commission website first: gamblingcommission.gov.uk

Events

Please ensure that your event is organised safely, as Anthony Nolan cannot accept any responsibility for your event or for anyone who participates in it. You should conduct a risk assessment to ensure that you have proper plans for the safety of everyone taking part. The Health and Safety Executive has further information: hse.gov.uk

Ensure that everyone taking part is fully briefed about the event, including any risks, fitness requirements, special equipment or clothing required.

Ensure that your event is properly supervised. Some things to consider:

- Check that children's parents/guardians have given their permission for their child to take part.
- If adults are to have unsupervised access to children, carry out the appropriate background checks.
- Consider what insurance cover you need for your event.
- Check with your local authority whether you need any special licence; e.g. a public entertainment licence or licence to sell alcohol.

Expenses

We understand that some events have costs. Make sure that you are aiming to raise at least three times as much as you need to spend. For example, if you spend £100 you should aim to raise a minimum of £300. It is important to note that we are unable to offer refunds to people fundraising in aid of Anthony Nolan to cover your costs.

If you think your event costs will fall outside of these guidelines, please review your costs or call the Community Fundraising team on **0303 303 3002** for advice, and help on how to make your event as efficient as possible.

Transfer of money

All money should be sent to Anthony Nolan within one month of collection. If you have any cash donations, please don't send these in the post. Please either send a cheque for the equivalent amount to:

**Community Team, Anthony Nolan, Unit 2
Heathgate Place, 75-87 Agincourt Road,
London, NW3 2NU**

or make a card payment online at anthohnolan.org donate or over the phone on **0303 303 3002**.

We are here to help

For further help and advice please do not hesitate to contact us by emailing community@anthohnolan.org or calling **0303 303 3002**.