



A GUIDE TO KEEPING YOUR FUNDRAISING SAFE AND LEGAL

Thank you so much for raising money for WWF – your support is greatly appreciated and will help support our vital conservation work across the world.

This guide contains important information and advice to help you make sure your fundraising is legal and safe, so you can get on with putting the fun back in FUNdraising. As always, our fundraising team are available to give advice or support so call **01483 426333** or email **teampanda@wwf.org.uk**

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INSURANCE, HEALTH AND SAFETY, FIRST AID AND RISK ASSESSMENTS

The key to holding safe events is to use your common sense and follow the advice of your venue (if applicable). Remember to do a risk assessment before your event which looks at all the risks associated and how you can mitigate them. We can provide a sample if you haven't done one before. More information on event safety can be found at [hse.gov.uk](https://www.hse.gov.uk).

If your event involves the general public, you may also need public liability insurance. This is easy to obtain but before you dive in check with the venue. Schools, workplaces and community centres may already have the insurance you need.

Consider if you need first aid at your event. You can find out more by contacting the British Red Cross ([redcross.org.uk](https://www.redcross.org.uk)) or St John's Ambulance ([sja.org.uk](https://www.sja.org.uk)).

Please note: WWF cannot accept liability for any loss, damage or injury suffered by you or anyone else as a result of taking part in a fundraising event. When you are fundraising for WWF-UK you need to make everyone aware that you are fundraising in aid of WWF-UK. Your activity is not one organised by or representing the charity.

BE CLEAR ON WHO YOU ARE RAISING MONEY FOR

Hopefully it will be clear that your event is being held in aid of WWF, but please make sure your attendees are aware how their money will be used. We understand that you may choose to donate all the money raised to us or perhaps you will donate the profits after your costs are covered. Either way, Make sure this is clear to your attendees.

USING THE WWF LOGO

Please use our special supporter badge which you can request from teampanada@wwf.org.uk and posters which you can download from [wwf.org.uk/fundraise](https://www.wwf.org.uk/fundraise). These will ensure that you have the correct information on your promotional materials.

DATA PROTECTION

Make sure any electronic or paper record you keep of people involved in your fundraising complies with the Data Protection Act. As a general rule, don't keep information any longer than you need to, and don't share information or data about someone without their written consent.

BUCKET COLLECTIONS

If you are planning on street collections or collections on public property then a collection licence is needed which you can obtain through your local authority. It is illegal to conduct this form of cash collection without the proper licence.

Please note that door to door collections are not permitted and your licence will not cover you for this type of fundraising.

For any events held on private property the manager/owner will need to give you their permission. Once you have received a copy of your licence or written permission from the private property owner, please send to us and we'll issue you with an official collection bucket. Please allow 14 days before your collection for this to be delivered and please return at no later than 14 days after your collection.

When you have completed your fundraising, it is time to count! Handling large sums of cash can pose a risk, so to alleviate, always make sure there are two people present when counting your donations. If possible, count your donations in an area away from the public or even within a locked room. Please then pay your funds into your bank account as soon as possible and send us a cheque payable to WWF-UK with a paying in form (download from www.wwf.org.uk/fundraise) to:

Supporter Care, WWF-UK, The Living Planet Centre, Rufford House, Brewery Road, Woking, Surrey, GU21 4LL.

Please do not send cash.

If you need further information or advice about bucket collections, please contact the Community Fundraising and Events Team on **01483 426333** or email teampanda@wwf.org.uk.

RAFFLES AND LOTTERIES

Legally, lotteries and raffles are the same, and there are three types:

- Private lottery (no licence needed) – held only on a single premise, such as a workplace or club, and drawn at the same event where tickets are sold.
- Small lottery (no license needed) – held as part of an event but not the main focus. No cash prizes, no more than £250 spent on prizes, although no limits on donated goods. Must be drawn at the same event where tickets are sold.
- Large lottery (licence needed) – open to members of the public and involving large prizes.
- Speak to your local authority about registering this type of lottery. Be warned: rules are strict and complex.

More information about raffles and lotteries can be found at gamblingcommission.gov.uk.

CHILD SAFETY AT EVENTS

We have a number of keen mini WWF-UK supporters and we want them to be safe at all events that our supporters hold. Any event that includes children will need to be properly and adequately supervised; adults must have the correct background checks and enough adults should be present depending on the number of children.

FOOD AND DRINK

If you want to sell food or drink (and especially alcohol), get in touch with your local authority or visit their website to see what food safety and licensing laws apply. Also take great care when handling food, and work to basic rules for safe preparation, storage, display and cooking. Local magistrates' courts need a month's notice if you plan on selling alcohol so keep on top of your event plans and make sure you apply earlier rather than later.

Food safety is important so please contact the Environmental Health department at your local council for advice if required.

KEEP IT GREEN!

Here are some ideas about how to make your fundraising as green as possible:

- Travel by public transport, walk or cycle and encourage others to do the same
- Try to buy locally produced goods and materials
- When printing, use recycled paper and print on both sides
- If providing refreshments, try and use organic and Fairtrade products
- Try to limit the amount of meat and dairy products and use food that is in season
- Dispose of food leftovers in compost bins
- Use reusable cutlery, cups and plates
- Avoid single use plastics such as straws, plastic bags etc
- Collect any paper, cans or plastic and recycle.

THANKS, BUT NO THANKS!

We're so grateful for all the ways you support us but as an environmental charity, we do not accept donations from companies or people if the money comes from:

- Armaments (offensive armaments and weapons systems)
- Tobacco
- Trade in CITES Appendix 1 listed flora and/or fauna
- Animal testing for cosmetic or other non-medical products
- Medical testing on endangered species
- Nuclear power
- Oil, gas and coal extraction.

TELL US ABOUT YOUR EVENT

It is important that you give the Community Fundraising and Events team at WWF-UK full details about your event. The team will then be able to give you any support needed and can offer advice wherever possible. Remember, if you are unsure just ask! Contact us on **01483 426333** or email **teampanda@wwf.org.uk**.

USEFUL LINKS

Please take a look at the following pages on our website for further information:

wwf.org.uk/fundraise

wwf.org.uk/eventfaqs

THANK YOU!



For a future where people and nature thrive | wwf.org.uk

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