



We know how exciting it can be when you get the fundraising bug – you just want to get going and start raising money! However, charity fundraising is regulated by the law and you need to consider important aspects before your activity or event can even leave the drawing board.

We have put together some useful guidance to help you in the planning stages:

- 1) When you have decided on what fundraising activity or event you want to do, please contact Andrea at our Head Office on 01869 341075 or via email, andrea@cbituk.org This is to make sure that we can answer any initial questions you may have and send you the necessary materials. We can also promote your activity if we know about it in advance using our website, newsletters and Facebook page.
- 2) Licences. You need to make sure that your event stays legal. If you are planning to collect money in the streets, you need to gain permission from the necessary people. It may be the local authority, private landowner or the police. Also, you will need a licence if you are planning to serve or sell alcohol. Again, it's best to check with the venue beforehand and the local authority. Plus, if you are planning on having food at your event, please consider the necessary food safety laws. For more information, contact the Environmental Health department at your local authority.
- 3) Insurances. We do not encourage you to organise any activity that may be considered dangerous or risky, for example an abseil or bungee jump. The most important thing is for people to stay safe and to have a good time. You have to ensure that your event has the necessary insurance in place, for example, public liability insurance if the public is involved. You can get online quotes from companies like www.leisureinsurance.co.uk Your activity or event will **not** be covered by the charity's own insurance policies.
- 4) Promoting your event. The charity has blank posters that we can email to you or print off for you to promote your event. However, if you want to create your own, please contact andrea@cbituk.org for the correct logo and you must ensure that any promotional materials feature the correct charity numbers – Registered Charity Number: 1113326/SC 039703, Registered Company Number: 5738517. We can also supply you with collection buckets and tins which are safe and secure if used as directed – although these will need to be returned to us.
- 5) Event photographs. Please ensure that you have permission from parents or guardians before taking pictures of children at your event. The Institute of Fundraising has useful information on it's website <http://www.how2fundraise.org/fundraising-know-how/legal-insurance/involving-children-in-volunteer-fundraising-activities>
- 6) What you can expect from us – we are a small charity and we want to do our best to support anybody who decides to take part in a fundraising activity for us as we rely 100% on support and donations from the public. Please do keep in touch to let us know how things are going and if you need any additional materials or support from us.

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Baynards Green Farm, Nr Bicester, OX27 7SG, **01869 341 075**

www.childbraininjurytrust.org.uk info@cbituk.org

Registered Charity No. 1113326 Registered Company No. 5738517

A Charity Registered in Scotland: SC039703