

Fundraising events - keeping it legal

Charity fundraising is regulated by law. You as a fundraiser and the NSCFC can be fined for non-compliance with legal regulations. To make sure your fundraising is legal, check these points which outline the procedures you should follow.

Tell us about it

If you are planning to raise £5,000 or more, you must tell us in advance about how you plan to raise it. That way we can also help you with promoting your event

Street collections

If you want to collect money in a public place, you must first obtain permission to do so. To collect in the street, you will need a licence from the local council who will also give you a set of rules to follow during your collection. Street collections are a popular means of fundraising so you need to apply for the licence well in advance. To collect on private property, for example in a shopping centre, you must ask for permission from whoever is responsible for it. Door-to-door collections are illegal without a licence.

Bingo

If you organise a bingo night in aid of the NSCFC you will be exempt from the licensing requirements which usually apply to bingo games. However, the stakes and fee must be no more than £3 and the total value of prizes must not exceed £300.

Alcohol

A licence is needed if you have alcohol at your event. The only exception to the rule is when it is not being sold and no indirect charge is being made for it (ie the ticket price cannot be increased to cover the cost of alcohol). You can obtain a temporary licence ("occasional permission") from the licensing justice at your local magistrate's court if you give notice of a month or more. You can avoid this issue by either holding your event on licensed premises or by asking a local pub to organise a bar at your venue.

Food

Food safety laws apply when you sell food at an event. You need to be aware of these and follow food hygiene procedures. Further information can be obtained from your local authority environmental health department.

NSCFC branding

By law, the NSCFC's charity registration number (1105230) must appear on all posters and advertisements that invite people to participate or help. The use of the NSCFC logo needs to have prior approval. Please ask us for guidelines on how to use the NSCFC logo. Use the enclosed material order form to order NSCFC branded materials.

Insurance

If you organise an event that involves the public in any way, you will need to ensure you have public liability insurance. Check if your company policy covers you for such activities.

Lotteries and raffles

A lottery is a game of chance in which tickets are sold, enabling the holder to qualify for a prize or money. When an element of skill is introduced then it becomes a competition and has fewer restrictions. A raffle is just another word for lottery. There are three types of lottery:

Private lotteries If you hold a raffle at your workplace or club, there is no need to obtain a licence and no limit on the size of the lottery. We would encourage you to do this type of lottery as it is much easier to run and less complicated legally. The lottery must be promoted by someone from within the company and only advertised on the premises. Tickets must state the price, the name and address of the promoter and who is eligible to participate.

Small lotteries When a raffle is not the main focus, but part of a larger event, a licence is not required. There must be no cash prizes, and the ticket sales and announcement of the results must be carried out during the event. No more than £250 can be spent on buying prizes although there are no limits on the value of donated prizes.

Public lotteries If you hold a larger raffle that is open to members of the public, the raffle must be registered with the local authority. A named promoter should be nominated to take responsibility for the raffle. If ticket sales exceed £20,000 you must register with the [Gaming Board](#).

Please note

- Every ticket has to be the same price, you cannot, for instance, offer five tickets for the price of four.
- When you order tickets from a supplier please ensure that you request an invoice showing the quantity and serial numbers of the tickets supplied.
- We would recommend detailing the date the lottery is to be drawn and a list of prizes on the tickets.

Because lotteries are governed by many rules we would recommend you speak to your NSCFC contact for advice before organising one. If you have any queries at all about the legal issues regarding an event or raffle please contact Corporate Partnerships.