

WERS Community Fundraising Guidelines

Fundraising should be fun, but there are a few things to keep in mind to make sure it goes smoothly and all is safe and legal. Please let us know your plans as soon as possible so that we can support you in making the fundraising effective and staying within the law.

Here's a checklist of the important stuff:

Supervision: If you're expecting lots of people at your event, make sure you have enough qualified people and amenities to handle everyone. Special rules apply if your event involves children. Children's parents / guardians must be consulted ahead of any activity.

Insurance: Depending on the nature of your event you may want to think about insurance. WERS' own insurance does not cover events undertaken in aid of the charity and we cannot accept liability for any loss, damage or injury sustained by anyone participating in a fundraising activity. If your event involves the public, you may need public liability insurance. If you are using another venue, they may already have this; check with them first.

Risk assessments: Where appropriate, make sure you have completed and acted upon a full risk assessment. The Health and Safety Executive has some guidelines about how to carry out a risk assessment here: www.hse.gov.uk/pubns/indg163.pdf. Ensure you have adequate first aid cover available for the scale of your activity. If you're not sure, check with your local council.

Food & Hygiene: When preparing or handling food, ensure you follow the correct procedures for preparation, storage, cooking and displaying of food. Visit www.food.gov.uk for more information.

Collecting Funds: There are strict guidelines on using collection tins. WERS has closed collection tins which can be supplied to carry out collections at events etc. If your collection is at an event on private premises (shopping centre, swimming pool, railway station) but is open to the public, permission must be obtained from the owner of the property. No special permits or permissions are needed for collections in private homes, but you still need to think about other things, including cash handling, and Gift Aid (see below). It is WERS policy that we do not permit street collections in public places or from house to house. We do not endorse the use of collection buckets (for which special rules apply).

Collection tins: Once you have permission for your collection or to display a collection tin, we will ask you to send us details of your event, including where and when it will take place, and we will send you a collection tin. When we send you a collection tin, we will also provide you with a letter of authority showing that we are aware of, and support your fundraising. This letter does not constitute official permission for any fundraising activities and you must obtain any permits/licences from relevant authorities.

Raffles & Lotteries: The terms raffle and lottery are used interchangeably, and they are one of the most heavily regulated areas of fundraising because they are a form of gambling. Often licenses are required. If you hold a small raffle on the day of your event, where all tickets are the same price, and the raffle happens on the premises where the event is taking place, you will not need a license. We ask you not to undertake any other form of raffle or lottery in aid of WERS. Lotteries and raffles which are promoted to the general public, as opposed to those open only to members of a workplace, or society, or single dwelling require a licence from the local authority or the Gambling Commission depending on their size. Details are available at www.fundraisingregulator.org.uk/l13-0-raffles-lotteries/. If you are unsure whether your event or collection requires a license visit: www.institute-of-fundraising.org.uk.

Publicity material: All of your fundraising should make it clear that you are fundraising in aid of WERS but that you do not represent the charity. If you are producing any materials to support your fundraising, please use the following wording: 'We are fundraising in aid of West End Refugee Service Charity No: 1077601'. We have various information and materials to give out or show at your event, which help explain what we do and what the money you raise will go towards supporting. Please contact us if you would like to use these. Please note that whilst we can share your event and any photos on our facebook page, you are responsible for the publicity and promotion of your event. Please do not use WERS' logo on your event publicity material.

Money: For your own protection, especially if a significant quantity is involved, it's best to have two people involved at all times in cash handling and counting. Ask people who want to make a donation by cheque to make it payable to 'West End Refugee Service' (not WERS) rather than you personally. Make sure any cash donated is kept in a secure place and is banked as soon as possible. Please send all funds collected to the charity within four weeks of collection. If you would like to make a bank transfer, please contact us for our BACS details. Expenses must not be deducted from the sums collected unless you have approved this with us and can provide us with a receipt. We will always provide a letter on receipt of funds so that you know we have received them safely.

Gift aid: Please ask donors/sponsors to sign a gift aid declaration. This enables us (and higher rate tax payers) to claim tax back from the Government and increases the overall benefit to the charity. We can provide you with WERS Gift Aid forms.