



Children's Heart Federation

Leading the way for Heart Children

Each year 1 in 133, that is 5,000 (circa) babies in the UK are born with a heart condition. Children's Heart Federation (CHF) exists to provide direct support to children who are suffering from heart conditions and their families and work to develop the support and services available to them.

Your fundraising activities will help us continue our work.

Please read the information below and then complete the form and return it CHF.

Thank you

What you need to know

Keeping Your Fundraising Legal *Make sure you don't break the law!*

It is important that anyone fundraising for us is doing so legally and safely. We don't want anyone to get into trouble so we have prepared these notes to help you. However, if you are fundraising in a public place we strongly advise you to contact your local authority and your insurers for specific advice.

By law, CHF's charity registration number must appear on all posters and advertisements that invite people to participate or help. The use of the CHF logo and registered charity number needs our prior specific approval. Please contact us.

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.

Collections

It is illegal to collect money in a public highway or street without a valid license from your local authority. Licences are normally only allocated to registered charities.

A license is also required to request money on a house-to-house basis. Again, regulations will vary from each Local Authority.

Licenses

- A **Public entertainment** license is required by law if 2 or more people are performing and/or dancing. Inside event - If the venue has a license you are covered. If not you must apply 3 months in advance. Contact your local authority
- **Outside event** - Only needed if musical entertainment/performances are taking place. If you're expecting a large crowd, remember the police and again contact your local authority.
- An **Occasional liquor license** is required if you are holding your event at an unlicensed venue. 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).
Contact your local Magistrates Court.
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.

Selling Food

Food safety laws apply when you sell food at an event. You need to be aware of these and follow food hygiene procedures. **Contact your local authority environmental health department** for further information.

Lotteries and Raffles

Lotteries

A lottery is a game of chance in which tickets are sold enabling the holder to qualify for a prize or money. If an element of skill is introduced, such as a tie-breaker, then it becomes a competition and there are less restrictions.

Raffles

There are 3 types of raffles.

- **Private** – a raffle at a workplace, club or school does not need a licence. However, tickets can only be sold to people within these locations and not to the general public. The draw must take place on the premises where the tickets were sold and on the same day as the tickets were sold.
- **Small** – if the raffle is not the focus of the event then it doesn't need a license. But there must be no cash prizes, and the prizes must not exceed £250 in value – although there is no limit on the value of donated prizes. All sales of tickets and the announcement of the results must take place at the event.
- **Public** – if the raffle is to be open to members of the public, with tickets sold over a period of time, it must be registered with the local authority. There must be a named promoter who takes full responsibility for the raffle.

If ticket sales exceed £20,000 you must register with the **Gaming Board**.

If in doubt, please always check with your local authority.

- **General points:**
 - 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. It would be helpful also to have the date the lottery is to be drawn and a list of prizes on the tickets.

Events

Safety first - It's important to make sure that everyone's going to be safe while having fun

- Make sure that children are safe and that you do not allow them to ask for money or collect money alone or without an adult.
- You must comply with the Health and Safety at Work Act 1974 and all other relevant subordinate legislation – CHF cannot accept responsibility for accidents, so make sure that your event is safe for all concerned
- If you are going to be carrying money around take care with personal security. Always use a safe route and always be accompanied and/or carry a personal alarm.
- Make sure that no-one is fundraising, working or spectating in an unsafe environment. Assess the risks involved and make sure that they are eliminated or minimised to an acceptable level, particularly in the case of children. Remember that the Health and Safety Act applies to volunteers as well as employees.
- CHF does not encourage particularly hazardous activities including hang gliding, parascending, microlighting, abseiling, parachuting, assault courses or bungee jumping
- If sub-contractors or facilities are used, make sure that they have the requisite experience and insurance facilities.

Please complete and return the attached form

Post: Childrens Heart Federation, 2-4 Great Eastern Street, London, EC2A 3NW

E-mail: info@chfed.org.uk

Event	
Date and Time of event	
Venue	
Local Authority Area	
Details of Insurer	
Organiser – Name	
Organiser – Address	
Contact Details	Home Tel: Mobile:
Estimate of funds to be raised	