

KEEPING IT LEGAL!

It's great that you would like to fundraise for ActionAid. To keep things safe there are a few laws, rules and regulations that have been put in place in order to keep both you and the public safe. Don't Panic. Just read through these guidelines and you should be good to go!

JUST ASK ACTIONAID

If the thought of reading through a load of guidelines makes you feel a little queasy or a tad confused then just ask. The ActionAid team are here to help, so give us a call and we'll answer any queries or concerns.

When you register to fundraise with us we ask you to sign our 'Fundraising Agreement', which outlines our fundraising guidelines. To sum up:

- Please use the following statement, "In aid of ActionAid. Registered Charity No. 274467" on all of your fundraising materials.
- If you are fundraising on behalf then you must donate and pay in all money that you raise to the charity.
- Please do not lift logos or pictures from our website. Just ask and we can send them over to you. We ask that you do not change or alter the ActionAid logo in any way.

LOOK IN SOME HANDY PLACES

<http://www.how2fundraise.org/> - For general legal advice, tips and ideas to get you started

<http://www.institute-of-fundraising.org.uk/> - For legislation and best codes of practice

<http://www.gamblingcommission.gov.uk/> - For advice on raffles and lotteries

<http://mycouncil.direct.gov.uk/index.html> - To get in touch with your local council about permits and licences

LICENSING

ActionAid will be happy to help you get hold of any licences that you might want or need. We have regular contact with various local councils and already have a variety of collectors permits that you might want to use. You can get hold of a permit or license by filling in the application forms in the "LICENSING" section of your local council's website.

You will need to get a licence or permit for the following (or check that there is a licence already in place):

- Street Collections
- House-to-House Collections
- Busking
- Gigs
- Raffles or any other form of gambling
- Carol Singing
- Outdoor Events
- Sale of Alcohol

PERMISSION

Remember that when you are collecting money, you will almost always need to get permission from someone; whether you plan to fundraise on public or private property. Holding your event in offices and workplaces, market stalls, pubs, clubs, shops, street corners and halls will all require permission from the venue manager or owner. ActionAid can provide you with authorisation letters, which are often required to guarantee permission.

For any more help, advice or tips then get in touch with the ActionAid Events and Community Engagement Team on 020 3122 0508 or email us at events@actionaid.org.

GOOD LUCK!