

Keeping it safe and legal 2



Keeping money safe

Before you start collecting money in supermarkets or other types of private property, make sure you have written permission from the owner.

You'll need a licence from your local authority if you want to do a collection in the street or another public space. It can take time to obtain your licence, so contact your council as soon as possible.

We can give you a letter of authority to show organisations or people who want to check your fundraising credentials. Just give us a call on 01865 799150 and we'd be delighted to help. Don't forget that everyone collecting cash in public must be over 16 years old.

Licences

Give your local authority a buzz if your event includes:

- Alcohol or entertainment, including recorded music
- Raffles & lotteries where you must pay to enter, or auctions
- Collecting money in public
- Putting up banners, signs or other marketing materials in outdoor spaces

This list isn't exhaustive, so make sure you have a proper chat about your event when you contact your council.



Volunteers

We love volunteers at Helen & Douglas House and they often play a vital role in fundraising events. You can keep your volunteers safe by taking a look at the Health and Safety at Work Act 1974. It's not as scary as it sounds, and you can find out more at hse.gov.uk.



Cash collections

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It's a sweepstake!

Sweepstake are a fabulous way to raise money for Helen & Douglas House. They work for just about any audience and every type of competition. Here are a few ideas for you:

Football

Competitions like The FA Cup, Champions League and The World Cup are perfect for sweepstakes. You could make yours about the winning team, highest scoring footballer or pretty much any other aspect of the contest. Just make sure your sweepstake is a shot in the goal for Helen & Douglas House.

TV Talent show

At Helen & Douglas House we love a good tv competition! And what could be more fun than creating a sweepstake for Love Island, The Masked Singer, Strictly Come Dancing or even the Great British Bake Off? Go on, you know you want to!

Horse racing

With events like the Grand National and the Cheltenham Gold Cup, horse racing is the ideal subject matter for a sweepstake. It's perfect for gee-geeing up your friends, colleagues and family. Whichever horse you back, you'll help transform the lives of local terminally ill children!

5 easy steps to make your sweepstake a success

- Choose a competition and list the possible outcomes. You can use our downloadable teddy bear sweepstake (opposite) or just write the options on pieces of paper and put them in a jar.
- Ask your mates, loved ones or colleagues to take part and encourage them to make a voluntary donation when they enter – you must make sure the sweepstake is free to enter.
- Let them pick one out of the jar, give them one at random or get them to write their name on your sweepstake sheet. Wait for the competition to close, name your winner and send us the money asap!

Teddy bear sweepstake

Suggested donation **£2 per guess**

Name the Teddy

I'm raising money to help local terminally ill children.

Please write your name and phone number if needed and guess the winner.

The winner will receive

.....

Good luck!

 In aid of
Helen & Douglas House
your local children's hospice

Snowy	Lily	Marshmallow	Yang	Jasmine	Hedwig
Mento	Cloud	Luna	Coconut	Buttons	Glacier
Snowdrop	Moon	Polar	Daisy	TicTac	Blanche
Pearl	Vanilla	Blanco	Polo	Magnolia	Alaska
Iceberg	Rose	Frosty	Albus	Snowball	Comet