

If you hold a raffle that expects to raise more than £20,000, it must be registered with the local Authority as the tickets and accompanying literature will need to include certain information plus the raffle will need a licence from the Gaming Board.

You will also need to contact your local Authority if you decide to offer alcohol as a raffle prize. They will offer advice on whether you need a special licence (which costs a few pounds). If you run the raffle as part of an event which has a bar licence this will not be required.

## Risk Assessment

Think about possible hazards that your guests may encounter and try to minimize the risks. Make sure there are clear direction signs, route markers and marshals (if necessary). Fire exits and extinguishers need to be easy to identify and kept clear. You may want to notify the police or fire brigade particularly if you are planning an event in a public place or if possible traffic disruption could occur.

It is also worth looking at the health and safety executive website for advice [www.hse.gov.uk](http://www.hse.gov.uk)

Think about any equipment you might need and ensure it has been tested and only operated by people who are competent to use it.

## First aid

Make sure you have a first aid box and qualified first aider present. For larger events, you can contact your local St John Ambulance and ask them to cover it (usually for a donation)

[www.sja.org.uk](http://www.sja.org.uk)

## Food safety

Where food is available at an event – either through a professional catering company or yourself - there are a number of regulations that must be complied with. It is the legal responsibility of anyone selling or processing food to do so safely and hygienically. The Food Standards Agency have a downloadable leaflet called the 'Guide to Food Hygiene' on [www.foodstandards.gov.uk](http://www.foodstandards.gov.uk)

If you are planning a BBQ, look at their 'Beat the Barbecue Bugs'. Also, remember to label any foods which contain nuts or other allergens.

## Money Matters!

It is a good idea to nominate someone as 'treasurer' who is responsible for the money. Money should be kept in a lockable box and the general rule of thumb is that two people are with the money at all times. It is useful to start with a float and deduct any money you put in from the final total.

### Wellbeing of Women

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women's health.

# Wellbeing of Women

Charity Registration No: 239281

Wow

# The **SMALL** print

There is always some pesky small print that applies to everything in life and fundraising is no exception. As a fundraiser, you are responsible for ensuring that any event you organise on WoW's behalf complies with the law. The following offers a general guidance to some of the rules and regulations.

## Getting the legal thumbs up

There are a number of rules and regulations regarding licences, permissions, trading standards and health and safety issues that your event may have to comply with. It is best to contact your local Authority in plenty of time and tell them that the event is in aid of 'Wellbeing of Women', registered charity number 239281 and they will be able to advise you.

For example, you may need a Public Entertainment Licence for events such as dances, sport events, plays or film screenings. Check whether your venue has a permanent alcohol licence if you plan to provide or sell alcohol. If not, occasional permission can be obtained through the licensing Justices at the Local Magistrates Court.

We would request that you do not do house-to-house or street collections for WoW. This requires specific permits and adherence to a number of regulations.



## Insurance

It is important that you consider arranging appropriate insurance (eg public and property liability) for your event. Check with the venue as they may already be covered.

WoW's insurance only covers events organised from the office or by official committees. Our insurance does not cover any fundraising individuals or groups. Therefore, WoW cannot imply that your event would be covered by our insurance and cannot accept responsibility for accident, injury, loss or damage as a result of your event.

## Children

Always ensure children are supervised and kept away from hazards such as water and parking areas. Never allow anyone under 16 to collect money from members of the public without an adult. If you are having a children's entertainer, make sure they have had a CRB (Criminal Records Bureau) check and that any hired equipment, for example a bouncy castle, comes from a reputable supplier that is insured, and will be adequately supervised.

## Raffles

Depending on the size of your raffle, the regulations differ. If you are holding a small raffle, make sure that there are no cash prizes and that all ticket sales and the prizewinner announcement takes place during the event.