



FUNDRAISING - KEEP IT LEGAL

Your fundraising literature

If you are designing posters or leaflets to promote your event, please make sure that you use our logo and include our registered charity number: 1064723.

Please contact us and we will send the logo to you.

Food and Alcohol

If you are providing food and drink it is worth visiting the Food Standards Agency for guidance on preparing food. Caterers will also need to provide their food hygiene certificates and Public Liability Insurance. Visit: <https://www.food.gov.uk/> for more information.

Raffles

There are strict rules surrounding the running of raffles. If you are selling raffle tickets over a long period of time, you will need to notify us as it will run under our licence. These raffle tickets will need to be pre-printed – we can help you with this. Please contact us for more details.

If you are selling and drawing tickets on the same day then the rules are more relaxed. You can run one of these raffles without a licence where:

- Tickets are only sold at the event.
- You do not spend more than £500 of the ticket sale income on prizes.
- The winners are drawn at the event or after it has finished.

Insurance

If your event involves the public, you will need to make sure that you have Public Liability Insurance. Your venue may already have this so check with them first.

Health and Safety

If you are organising a large scale or physical event, you will need to make sure that you have first aid cover. Organisations such as St. John's Ambulance (www.sja.org.uk) or the British Red Cross (www.redcross.org.uk) can help you to decide the type of cover you will need.

After your event

1. Celebrate how much you've raised.
2. Thank everyone that has helped.
3. Send us the money – you can pay in through our website: <https://rosemary-foundation.org.uk/>

Or call us: 01730 266329, or you can send us a cheque. If you raise money through JustGiving, this money will come directly to us.

4. Return any equipment that you have borrowed from us.
5. Let us know if you would like to have a cheque presentation at the office with members of the team with photos being taken for publicity.
6. Relax and feel proud of what you have achieved.