Raising funds in aid of Chestnut Tree House – what you need to know

Thank you very much for supporting Chestnut Tree House. We want to make your fundraising as easy and simple as possible for you so have put together some important information you need to know whether you are fundraising individually, as a company or as a group or organisation. It is important that you make it clear to the public that you are fundraising in aid of Chestnut Tree House and the percentage of the proceeds going to the hospice.

Collecting Funds

You need a licence from your local authority to collect funds on the street or in a public place or by going from house to house. It is illegal to collect funds in this way without a licence. There are special rules about collection buckets.

Raffles & Lotteries

There are strict and complex laws relating to raffles and lotteries and you should consult one of our Chestnut Tree House Team before organising a raffle or lottery.

Events

- Ensure that your event is organised efficiently and safely. We cannot accept any responsibility for your event or for anyone who participates in it.
- You should conduct a risk assessment to ensure that you have proper plans for the safety of participants. The Health and Safety Executive has further information (www.hse.gov.uk).
- Ensure that participants are fully briefed about the event, including (where relevant) any risks, fitness requirements, special equipment or clothing required and standards of behaviour expected.
- Ensure that your event is properly and adequately supervised. Where children are involved, this includes:
  - Providing proper adult supervision.
  - Checking that the child's parents/guardians have given their permission for their child to take part.
  - Carrying out appropriate background checks if adults are to have unsupervised access to children.
- Consider what insurance cover you need for your event.
- Check whether you need any special licence; e.g. a public entertainment licence or licence to sell alcohol.

Gift Aid

Please ask donors/sponsors to sign a Gift Aid declaration. This enables us (and higher rate tax payers) to claim tax back from the Government and increases the overall benefit to the charity. We can provide you with Gift Aid forms and/or envelopes.

Fundraising Materials and Publicity

All of your fundraising materials should make it clear that you are fundraising in aid of Chestnut Tree House but that you do not represent the charity. Your materials should include our logo and registered charity number, that proceeds (or a percentage of them) will be going to Chestnut Tree House or that you are fundraising in aid of Chestnut Tree House. Please contact a member of the Fundraising Team for our logos and advice on your materials. You cannot use our logo without permission.

Commercial Partnership Agreement

If you are a business and wish to fundraise for Chestnut Tree House by donating a percentage of the profits from your goods or services, then we will need to draw up a Commercial Partnership Agreement with you. Please contact the Fundraising Team for more information.

Transfer of Funds

All funds collected should be sent to Chestnut Tree House within 6 weeks unless by arrangement.

For further help and advice about fundraising in aid of Chestnut Tree House please do not hesitate to contact us:
Fundraising Team, Chestnut Tree House, Dover Lane,
Near Arundel, West Sussex, BN18 9PX

Telephone 01903 871820
Email Fundraising@chestnut-tree-house.org.uk

facebook Find us on Facebook, search for 'Chestnut Tree House'

Registered charity no. 256789

Chestnut Tree House
Children's Hospice Care