



License to fundraise

Collections

Wherever you are planning to hold a cash collection, you need to seek permission and let Guide Dogs know. In a private place, such as a shop or pub, permission will need to be obtained from the owner or manager. In a public place such as your local high street, you will need to obtain a public collection licence or permit from the local authority. Cash collections cannot be done house-to-house without a special certificate from Guide Dogs.

Entertainment and alcohol

If you wish to have a function and sell alcohol there is now a new system of licensing in place with a single Premises Licence required which can be obtained from the relevant local authority. People will also need to hold Personal Licences to authorise the sale of alcohol, and to be named on a licence as a designated premises supervisor. It may be that the venue of your choice has these licences already so this needs to be checked in advance with the owners. If you are planning on holding an occasional or temporary event, what is known as a Temporary Event Notice may be a possibility but, again, you will need to contact the relevant local authority to see if this is appropriate for your event. It is important to comply with these terms, as by failing to do so, you may invalidate insurance cover.

Raffles

You may hold a raffle at either a commercial or non-commercial event to raise money for Guide Dogs. You must ensure that tickets are only sold during the course of the event (which can last more than one day), at the same venue, and the results are announced at the event or after the event. You must also ensure that there are no cash prizes and that no more than £500 is spent on prizes during the course of the event.

If you would like to sell tickets to a wider audience over a longer period of time or indeed to hold other types of raffles in different locations, you need to have tickets printed and adhere to a number of rules - please speak to your local fundraising contact for further information. Alternatively, you can contact the Gambling Commission or your local authority for advice. The



Gambling Commission now also allows work lotteries and residents' lotteries for fundraising purposes. For more information go to:

www.gamblingcommission.gov.uk/Press/2016/Lottery-red-tape-to-be-cut.aspx

NB: The rules and regulations concerning raffles are different in Northern Ireland and we would advise that you contact Supporter Care on fundraiseforus@guidedogs.org.uk or call 0345 143 0192 to seek advice, whatever the nature of your raffle.

Business promotions

If your business would like to run a promotion that will generate funds for Guide Dogs, you will need a written agreement with us. Contact Supporter Care on fundraiseforus@guidedogs.org.uk or call 0345 143 0192.

Insurance

By organising a fundraising event you are responsible for taking adequate steps to ensure that the event poses no risk to others. Check that any buildings or equipment that you hire are covered. Often insurance is included in the hire fee but not always. You may need to consider arranging public liability cover for some events which will protect you against claims made by third parties for injury or property damage as a result of negligence. Contact Supporter Care on fundraiseforus@guidedogs.org.uk or call 0345 143 0192.

Data protection

Make sure any electronic or paper record you keep about people involved in a fundraising event complies with the Data Protection Act. As a rule of thumb, don't keep information about people any longer than you have to, and don't share information or data about someone without their permission.

Legal to the last!

The normal laws of the land apply when you are fundraising, but there are also some specific ones covering fundraising activities. These are designed to protect you, the public and Guide Dogs, so please follow them. Guide Dogs cannot accept liability for any loss, damage or injury suffered by you or anyone else as a result of taking part in a fundraising event.