

Support and guidelines for fundraising

The last thing we want to do is create more work for you, and that's why we are here to help at all times. For anyone fundraising for BCW though, there are certain procedures and measures that must be considered- it's not rocket science though!

As a registered charity, we must adhere to the code of fundraising practice. For full information on the code, please [click here](#) and if in doubt about anything, please contact us directly. Here are a few key things to consider when fundraising for us....

Organising your own event?

We have a selection of resources that we can provide you with to support your own event so please contact us if you need anything else and our fundraising team will be happy to assist. See below for tips on how to make the most of your event as well as making your event is successful, safe and meets fundraising regulations.

What materials can we provide you with?

We can provide materials such as, sponsorships forms, leaflets, giveaways (wristbands and bags for life), banners, and even volunteers to help! In some cases, we may suggest you ask for donation towards these items to help us save costs. The more we save the more we can put back into our charitable aims.

How can we help promote your event?

We can use our online resources such as Instagram, X, Facebook and our website as well as contact all our existing supporters. We can even arrange for one of our team to come and speak or support at your event subject to availability.

BWC Branding

Our charity registration number 1140271 must be present on all printed materials if you are looking to create your own. We can provide you with our charity logo to support with this.

Health and Safety

The location of your event will determine requirements to ensure it remains safe. For example, if you are holding it at home for your friends, then completing a risk assessment is not necessary, but you must make it as safe as possible! Venues such as public halls and community centres will have their own procedures in place but depending on the activity, you might be required to think about (for example) how to store money, first aid, food safety and use of equipment. Outdoor spaces like parks and recreation grounds might require a more in-depth risk assessment, depending on what you are planning. We can supply you with our standard template and guidelines, or can help you to complete this if required.

Insurance

Please contact us in the first instance to confirm whether your activity is covered by our public liability insurance. If not, this will need to be factored into your plans and we can advise on who to contact. Events held in community centres, pubs or cafes will have insurance but you will need to check it covers your specific activity.

Licensing

Street collections require a permit from the local council, as does the selling of alcohol at a non-licensed venue. Providing music (and other forms of entertainment) may also need a permit depending on the location and we are happy to support you with this.

Raffles

Raffles are a great way to raise money and easy to organise. There are rules governing the running of raffles set by the Gambling Commission that must be followed. A raffle run on the day of an event is classed as a 'small lottery' and does not have to be registered with your local authority as long as certain criteria are met. If the activity involves the selling of raffle tickets prior to the event, then the Licensing team at your local authority needs to be contacted to apply for a 'Small Lotteries Licence'. If in doubt, please check with us first.

Selling food

If you are going to sell food at your event, please [Click here](#) for guidance from the Food Standards Agency website. The site provides clear simple advice on how to prepare, store and label items and how to maintain good food hygiene.

Sponsorship and Gift Aid

BCW can claim Gift Aid on most donations. This means we will receive an extra 25p on every pound raised at no extra cost to the person donating, so if you are doing a sponsored event please ask everyone donating to tick the gift aid box on the sponsor form. You can download this [here](#)

For further information, please contact:

fundraising@bowelcancerwest.com