



# CRAWLEY OPEN HOUSE

*helping the homeless and disadvantaged*

## **GUIDELINES FOR FUNDRAISING IN AID OF FUNDS AT THE CRAWLEY OPEN HOUSE**

Thank you for choosing to support Crawley Open House by organising fundraising in aid of our work. We are very grateful for all the time, effort and money given by our supporters.

However, Crawley Open House has a range of responsibilities which affect the way we carry out our fundraising, whether or not it is done by volunteers, other supporters or employees.

Some are legal or regulatory requirements and all have an ethical dimension. So these guidelines are designed to help you and us stay within the law and the fundraising Code of Practice which we follow and which you can read here:

[www.fundraisingregulator.org.uk/code-of-fundraising-practice](http://www.fundraisingregulator.org.uk/code-of-fundraising-practice)

### **Who these guidelines are for**

These guidelines should be followed by anyone other than our employees who carries out fundraising in aid of Crawley Open House. Fundraising includes a wide range of activities from hosting dinners and coffee mornings, to taking part in sponsored events and organising raffles and collections.

Some volunteering roles are formal ones, for example being one of our trustees. Fundraising done by such volunteers is very closely linked to us and we are legally responsible for it since the person is **acting on behalf of** the Crawley Open House.

Other roles are less formal, for example if you decide to organise a bake sale and giving the proceeds to Crawley Open House. This is called '**acting in aid of**'. We are not legally responsible for this kind of volunteering, but the guidelines set out below still apply.

### **1. Make sure we know**

Please let us know your plans as soon as possible so that we can support you in making the fundraising effective and staying within the law.

If you are producing any materials to support your fundraising, please show us prior to printing or online publication and please include the following wording: '**We are fundraising in aid of Crawley Open House - Registered Charity No. 1048919**'.

## 2. Think about Health & Safety and Safeguarding

It's the cause of lots of jokes and complaints, but making sure people are safe at an event is really important. You may need to carry out a risk assessment, and if you are providing food and drink, especially if people are paying for it, then you need to comply with food safety laws and regulations. The Health and Safety Executive has some guidelines about how to carry out a risk assessment here: [www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)

Special attention should be paid if children or vulnerable adults are involved in an event or other activity.

Depending on the nature of your event you may want to think about insurance. Crawley Open House's own insurance does not cover fundraising or events undertaken in aid of Crawley Open House by volunteers.

## 3. Think about money, especially cash

If you are receiving cash then you need to think about how it will be kept secure. If a significant quantity is involved, then it is best to have two people involved at all times in cash handling. That way it is more secure, and you have the assurance that someone else has been involved. You need to get the cash to Crawley Open House as soon as possible after you raise it.

For any non-cash payments, we ask that you get the money to us within one month of a fundraising event. **Cheques must be made payable to 'Crawley Open House'.**

If you would prefer to make a bank transfer then please contact us for our bank details.

## 4. Think about Gift Aid

Gift Aid means that donations to Crawley Open House are worth 25% more. The easiest way for you to accept donations and ensure we can collect Gift Aid is to use online fundraising tools. We suggest Just Giving which is quick and easy to set up.

Alternatively, if you are organising a sponsored event and collecting money yourself, you can ask people to give you their name and address and tick a 'Gift Aid' box on the sponsor form. We can give you a sample form and wording that you can use.

**Please note, you cannot collect money from friends and sponsors and then give all the money as a Gift Aid donation from yourself.** This would not satisfy the Gift Aid rules, since you have to make Gift Aid gifts out of your own income, not someone else's.

## 5. Think about people's privacy

Crawley Open House has to comply with data protection laws and regulations. That means that anyone who is on our database must know that they are on it and what we do with their data. We promise people not to share their data with any other organisation or person, other than for Crawley Open House's own use.

This means that when you are volunteering to raise funds in aid of Crawley Open House, you must not share information about people for any purpose other than Crawley Open House's own use. For example, an invitation list to an event is confidential and should not be shared beyond the group of people being invited.

A helpful way to think about what is appropriate or not is to ask yourself 'Would the person concerned be happy if they knew I was using or sharing information about them in this way?' If the answer is 'no' then use of data in that way is probably not lawful.

## **6. Think about whether permissions are needed**

### *Street collections*

Crawley Open House's policy is that street collections are only undertaken by staff or volunteers acting on behalf of Crawley Open House, so we ask you not do street collections in aid of Crawley Open House.

### *Raffles and Lotteries*

The terms raffle and lottery are used interchangeably, and they are one of the most heavily regulated areas of fundraising because they are a form of gambling. You can hold a raffle if it takes place during a non-commercial event and if the raffle happens on the premises where the event is taking place.

Lotteries and raffles which are promoted to the general public, as opposed to those open only to members of a workplace, or society, or single dwelling require a licence from the local authority or the Gambling Commission depending on their size. Details are available at: [www.fundraisingregulator.org.uk/113-0-raffles-lotteries/](http://www.fundraisingregulator.org.uk/113-0-raffles-lotteries/)

## **Summary**

- Everyone fundraising for Crawley Open House should read and follow this guidance.
- Always tell us what you are planning to do to support Crawley Open House.
- Be aware of your legal responsibilities.
- Be aware of your health and safety responsibilities.
- Gift Aid forms should always be signed by the donor, not the collector.
- Cash should always be paid in as soon as reasonably possible.
- Funds raised should be sent to Crawley Open House within a month of any event.
- Payments should always be made to Crawley Open House.

## **Questions and further help**

If you have any questions about these guidelines or about how to plan fundraising in aid of Crawley Open House, please contact Ian Wilkins, Fundraising and Relationship Manager on 01293447702 or [Ian.Wilkins@crawleyopenhouse.co.uk](mailto:Ian.Wilkins@crawleyopenhouse.co.uk)

Further resources on fundraising in aid of charities are available via the links below : [www.institute-of-fundraising.org.uk/code-of-fundraising-practice/guidance/volunteer-fundraising-guidance](http://www.institute-of-fundraising.org.uk/code-of-fundraising-practice/guidance/volunteer-fundraising-guidance)

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Crawley Open House

Riverside House

Stephenson Way

Three Bridges

Crawley

West Sussex RH10 1TN

[www.crawleyopenhouse.co.uk](http://www.crawleyopenhouse.co.uk)

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