

Thank you for your interest in fundraising for Maternity Worldwide. Every penny you raise will help us to continue saving lives in childbirth in developing countries. Whatever event you decide to hold, there will be legal and safety issues you will need to consider. If you have any questions please do not hesitate to contact us.

Street Collections

You need a licence from your local authority to collect funds on the street, in a public place or going house to house. It is illegal to collect funds in this way without a licence. We will need to see your licence before we can issue you with collection buckets.

Raffle and Lotteries

Small raffles can be held as part of a larger event. The ticket sales and announcement of results must be held during the event. No cash prizes can be given. All tickets should be sold for the same price with no discounts allowed on bulk buys (for example 5 for the price of 4). Tickets should not be bought or sold by people under 16. There are strict rules and laws relating to raffles and lotteries so please see the Gambling Commission website for more information www.gamblingcommission.gov.uk.

Events

- Ensure your event is properly organised efficiently and safely. Maternity Worldwide can take no responsibility for any injury, losses or damage caused or sustained as a result of fundraising events held in aid of Maternity Worldwide. It is the responsibility of the event organiser to comply with legal and safety regulations.
- Conduct a risk assessment to ensure you have proper plans for the safety of participants. The Health and Safety Executive has further information on their website www.hse.gov.uk. Make sure you take a copy with you on the day.
- 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 included, 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. Maternity Worldwide cannot accept any responsibility for your event or anyone who participates in it.
- Check whether you need any special licence e.g. public entertainment licence or licence to sell alcohol.
- Always have two people present to count the money raised.

Gift Aid

Please ask donors/sponsors to sign a Gift Aid declaration or tick the relevant box on your sponsor form. This enables us (and higher rate tax payers) to claim tax back from the Government and increases the overall benefit to the charity. A Gift Aid form is available to download from our website or we can send you some. Please note that we are unable to claim Gift Aid on ticket sales, raffle sales, corporate sponsorship, sale of goods or auction proceeds.

Fundraising Materials and Publicity

If you are creating your own publicity materials for your event please make it clear you are fundraising "in aid of Maternity Worldwide" and that you do not represent the charity. Suggested wording would be "[Name of your event] raising funds in aid of Maternity Worldwide".

Sending in your Donation

All funds collected should be sent to Maternity Worldwide within six weeks of collection. Expenses must not have been deducted from the sums collected unless you have approved this with us and provided us with relevant receipts.

Any Questions?

Do not hesitate to contact us if you have any questions or would like any advice about fundraising in aid of Maternity Worldwide and **thank you!**

Call: 01273 234033

Email: fundraising@maternityworldwide.org

Maternity Worldwide, Community Base, 113 Queens Road, Brighton, BN1 3XG.