

The legal bit...

You as a fundraiser MUST be aware of the legalities involved when organising a fundraising event on behalf of the Down's Syndrome Association so here's a few pointers to help you on your way to running a safe, legal event 😊

Collections

Street collections - To be able to collect money in the street or at people's doors you must first obtain a license from your local authority or if in Greater London, the Metropolitan Police. This is a very popular means for collecting funds so make sure you apply for your license WELL IN ADVANCE (at least one month or three months if within London). When you are issued with your license they will also give you a set of rules and guidelines to follow.

Collecting on private property - if you plan to do a collection in, for example, your local shopping centre, train station or supermarket you must first gain permission from the landowner or manager.

Please note: When collecting money for the DSA in this way, you must either use our official collection tins (forms available from National Office) or ensure that any buckets/materials carry the Down's Syndrome Association Registered Charity Number (1061474). If under the age of 16, please ensure you are accompanied by an adult when collecting money from the public.

Lotteries and Raffles

Rules and regulations change depending on the size and regularity of these events. Further information can be found at www.gamblingcommission.gov.uk. There are three main types of lottery:

Small lotteries - these are run at small one off events such as school fetes, sporting events, dinner dances etc. No more than £250 can be used from the proceeds of the lottery to buy prizes, although the value of donated prizes is unlimited. Tickets must ONLY be sold at the event. Small lotteries do not require the charity to register the lottery with the local authority so are a very popular way of fundraising.

Private lotteries - charities can run private lotteries where participation is limited to their members. These don't require registration as they are not open to the general public. All proceeds must be spent on prizes or the activities of the charity.

Lotteries - These are the most common and what we would all tend to think of as a charity lottery. Members of the public can buy tickets and the lottery is widely promoted to get the maximum possible number of participants. All these lotteries have to be registered with the Local Authority or the Gaming Board. Tickets must not be sold for more than £2 and nobody under 16 years old can sell or buy lottery tickets.

Promotional materials/branding

The law states that any materials that may be construed as a fundraising or potentially fundraising tool must carry the Down's Syndrome Association's

charity number (1061474). You must also ensure that you have prior approval from us to use our logo. We have style guidelines that must be stuck to when using the logo and these can be obtained by contacting the Events Team on 0333 121 2300 or email: events@downs-syndrome.org.uk

Temporary Events Notice

If you plan on carrying out any of the following at your event, you will need to apply for a temporary events notice from your local authority:

- Selling alcohol.
- Serving alcohol to members of a private club.
- Providing entertainment (music, dancing, indoor sporting event)
- Serving hot food or drink between 11pm and 5am.

There are restrictions. Your event must:

- Have less than 500 people at any one time (including staff)
- Last no more than 168 hours or 7 days.

For further information visit www.gov.uk/temporary-events-notice.

Alcohol

If you are selling alcohol at your event or an indirect charge is going to be made for it (e.g. your ticket price has been increased to cover the cost) you MUST obtain a license. You will need an alcohol licence from your local authority and a Temporary Event Notice (details above). This can be done by applying for a temporary license from the licensing justice at your local magistrate's court (please remember to give at least 6 weeks notice). The alternative is to hold your event on licensed premises or getting your local pub, club or bar to organise the bar for you.

Food

The Food Safety Act of 1990 and Regulations of 1995 place requirements on anyone who sells or processes food to make sure they do so safely and hygienically. If you plan to sell food at your event then food safety laws apply. Further information can be obtained by contacting your local environmental health department or go to: <https://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups>

Safety

We really appreciate the time and dedication that goes into organising an event on behalf of the DSA but we want to ensure that you do it safely. We therefore advise you to complete a risk assessment to identify any potential accidents or hazards and can provide you with hints and tips as well as a template.

Unfortunately the DSA cannot insure any of your events or fundraising activities. Depending on the type of event you are organising, it may be sensible to look into taking out your own public liability insurance especially if your event is open to the public.

The Down's Syndrome Association (DSA) is unable to accept any liability or responsibility for any loss or damage, or for any death or personal injury arising as a result of your fundraising activity for the DSA.

I know the above all sounds a bit scary but once you've got your licences and checked all the legalities out with the relevant people you can be safe in the mind that your event is covered ☺