



HOW TO KEEP SAFE AND LEGAL WHEN FUNDRAISING

Thank you so much for choosing to support Mission Direct. Whether you're raising money to support us directly, help fund a project or for your two-week trip, your efforts will impact someone in need. It's thanks to people like you who are generous with their time and energy, as well as the financial generosity of those who donate, that we are able to support projects in communities all over the world in their efforts to break the cycle of poverty for future generations.

As you plan your fundraising, here is a list of things to help you think about how to keep your fundraising safe, legal and, of course, fun!

Health and safety

Whether you're taking part in or organising a sponsored walk, coffee morning, individual challenge or any other fundraising activity, you will need to consider any potential risks to organisers, guests, volunteers, helpers or the general public, and think about how you can minimise them.

Please note: Mission Direct cannot accept any responsibility for accident, injury, loss or damage as a result of your fundraising event.

Risk Assessments

- You should conduct a risk assessment to ensure that you have proper plans for the safety of participants. We have an editable risk assessment form, which you can download from www.missiondirect.org/risk-assessment-form. If you need more information, consult the Health and Safety Executive – www.hse.gov.uk

If you are organising a large event, please contact teartfund@teartfund.org to discuss the process of completing a detailed risk assessment.

- Ensure that all participants are fully briefed about the event, including (where relevant) any risks, fitness requirements, special equipment or clothing required, and standards of behaviour expected.
- If you are taking part in or hosting a sporting or active event, it is the responsibility of each individual to ensure they are fit enough to take part.
- It is important to ensure that your event is properly and adequately supervised.

Insurance

Tearfund cannot accept any responsibility for accident, injury, loss or damage as a result of your fundraising event. We strongly recommend that you have adequate insurance (eg public liability insurance), and that you take all reasonable steps to ensure the safety of all concerned.

More overleaf...

Children

Where children are included, it's important that you:

- ▷ provide proper adult supervision
- ▷ check that the child's parents/guardians have given permission for their child to take part
- ▷ carry out appropriate background checks if adults are to have unsupervised access to children



Licenses

Check whether you need any special licence, eg a public entertainment licence or a licence to sell alcohol. There is more information about 'entertainment licensing' on the Government website at www.gov.uk, or contact your local authority who will be able to tell you what licence is required for your particular event.

Food Hygiene

- If you are serving food at your event, the Food Standards Agency – www.food.gov.uk provides guidelines for preparing, handling and cooking food.
- Make sure you consider hygiene and food allergies.
- If you are using a caterer, make sure that they have a Food Hygiene Certificate and Public Liability Insurance.

Collecting money

- To collect money in a public place, eg carol singing in your local supermarket, you must get permission (and in some cases, a formal licence) from either the local council, police, shopping centre, supermarket or other landowner and from Mission Direct.
- Door-to-door collections are illegal without a licence and we do not have fundraising resources to support this or other on-the-street fundraising.

Transfer of funds

All money raised in aid of Mission Direct must be sent to us within four weeks of collection. Expenses must not be deducted from the sums collected unless you have approved this with us, provided us with a receipt, and made this clear to your sponsors or donors.

Handling cash

- Collect cash using a secure container, eg a sealed container for a collection or a secure cash box for change. Never leave cash unattended.
- At least two people (unrelated) must be assigned to collect, count and record all cash handled at your event. All cash must be counted in a secure environment.
- Take care when carrying money around or taking it to the bank. Use a safe route and always go with someone else and/or carry a personal alarm.
- You must ensure that any fundraising money is banked as soon as is practicable.

Fundraising materials and publicity

All of your fundraising activities and materials should make it clear that you are fundraising in aid of Mission Direct, but that you do not represent Mission Direct or are employed by us. If you are using our logo, it should be used with the statement: '[name of volunteer/group]:raising funds in aid of Mission Direct'.

If you produce any fundraising materials, they should be labelled with 'In aid of Mission Direct, Registered Charity No. 1107824. Company number 5289161.

Support

Most of all, make sure you have fun! Fundraising provides a great opportunity to complete a personal challenge, put on an event in your community or team up with friends, all for a good cause. Our team is here to support you, so don't hesitate to contact info@missiondirect.org if you have any questions. The advice given here is clearly intended to provide general guidance only and to that extent the information conveyed is accurate at the time of writing.



Registered with
**FUNDRAISING
REGULATOR**

