



the brain injury association

Legal Issues

Organising a fundraising event or project is a great deal of fun and can be even more relaxed if you give some early thought to legal obligations. Below is some basic guidance depending on what type of fundraising you are planning. **If in doubt, please contact Headway's Fundraising Office**

Making it official – once you have decided how you want to fundraise for us, please get in touch to ask for an official letter of authorisation from Headway's Fundraising Office. You may be asked to show this to potential donors to show that you are genuinely raising money for us.

House to House Collections - You need a licence from your local authority to collect funds on the street or in a public place or by going from house to house. It is illegal to collect money or other items (such as clothes) or to sell goods in aid of charity without a licence. You will need a licence to collect funds if you are making:

- Door to door visits to people's homes
- Visits to public buildings such as offices, factories, pub chains etc



Private Collections

To collect money on private property such as a supermarket, single pub or train station you only need the permission of the owner or manager of the outlet

Collection Buckets

- Use a collecting box made of durable material such as metal, wood or plastic and make sure it can be securely sealed.
- Label the box with Headway's charity name, address and registered number
- Empty the collection boxes regularly
- Count the proceeds in the presence of at least two people
- Bank the proceeds within one month of collection
- **Don't use an open bucket or box made of cardboard or paper**

Raffles & Lotteries at Events

A common way of fundraising at events is to organise the sale of raffle tickets, scratch cards or a tombola.

This will be classed as a **small lottery** and you will need to follow the rules below:

- Tickets can only be sold during the event
- You must not have money prizes but store vouchers are okay
- You cannot spend more than £250 on prizes (donated prizes are fine)
- Tickets should cost no more than £2 each
- You must draw the raffle at the event
- You can only offer alcohol as a prize if your event is in a licensed premise



- All proceeds after deducting certain expenses (ie printing of tickets) must go to Headway
- If you are promoting and selling raffle tickets in advance of the draw date, there are strict and complex laws which you need to follow. **Please consult our Fundraising Office for more advice.**

Fundraising Materials and Publicity

- All of your fundraising should make it clear that you are fundraising for Headway but that you do not represent the charity.
- Always include our full name and registered charity number on any publicity material: Headway – the brain injury association, registered charity no 1025852.
- Use Headway – the brain injury association publicity materials wherever possible to help generate interest in your fundraising activity/event. Copies are available from our Fundraising office.



Collecting The Money And Keeping Records

- Collect the money in quickly, keeping a record of how much you received and from whom
- Use a receipt book and give receipts to anyone who has given you money
- Keep any till receipts for money you have spent
- Make sure suppliers know they need to give you receipts to reclaim their costs
- Bank all the cash quickly, in your bank account, keeping a record of what you have banked and when.
- All cheques should be made payable to 'Headway – the brain injury association'
- Expenses must not be deducted from the sums collected unless you have approved this with us and provided us with a receipt.

Please note, Headway cannot take responsibility for the legality or safety of any event you organise.

Headway – the brain injury association
Registered Charity No 1025852
www.headway.org.uk
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