

## Keep it Safe:

### Fundraising Legal and Safety Guidelines

- Strictly speaking, you will be fundraising 'in aid of' Student Minds. Our registered charity number is:1142783
- If you need to deduct expenses from the total amount raised then your supporters need to be aware of this: 'all profits will go to Student Minds' rather than 'all money raised will go to Student Minds.
- If your event is being held in a public place don't forget to get permission from the police or local authority. In particular, you'll need a license from your local authority if you're planning to collect money, provide public entertainment or sell goods.
- Collecting tins must be properly sealed and you'll need at least two people to count the money and sign off the total amount collected. Do not leave cash unattended – keep in a sealed bag/ container and (if possible) pay it into the bank immediately after the event.
- Keep a record of any money raised and keep receipts for any expenses.
- Remember to adhere to Food Safety Standards (<https://www.food.gov.uk/>) and think about First Aid/ insurance (events involving the public require public liability insurance – check whether the venue has this already). Don't forget to obtain a license if you're planning to serve alcohol (see [www.culture.gov.uk](http://www.culture.gov.uk)).
- Raffles can get complicated – make sure they're part of a wider fundraising event and ensure they come under the 'private' lottery category (i.e. a raffle for college students, not one that is open to the general public). Ticket sales and the announcement of results should take place during the event and there should be no cash prizes.
- Door-to-door collecting requires a license – generally not recommended.

#### Helpful Websites:

- Charity Commission - [www.charitycomission.gov.uk](http://www.charitycomission.gov.uk)
- Institute of Fundraising - <http://www.institute-of-fundraising.org.uk/guidance/>

*Student Minds is not responsible for organising, supervising or hosting your fundraising activities. All activities are at the organisers and participants own risk. If you have any further questions, please contact us at [fundraising@studentminds.org.uk](mailto:fundraising@studentminds.org.uk).*