

STAY SAFE



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**WE WANT EVERYONE HELPING US TO BE SAFE!
WHEN ORGANISING YOUR FUNDRAISING EVENT THERE ARE A FEW IMPORTANT THINGS TO REMEMBER:**

PLAN AND PLAN AGAIN

Ensure everyone knows what you are doing and also think about what to do if things don't go to plan.

INSURANCE

Check if you need insurance. If you're fundraising in your school, workplace, sports club or similar, they may have their own insurance and guidelines. Don't forget to ask for their permission too.

PHOTOS

If you want to take photographs of children you must have permission from their parent or guardian. Check with adults too before photographing - not everyone likes their photo being used.

PERMISSIONS

If you are collecting money in public, you'll need a licence from your local authority. Depending on the nature of your event, you can also check with them whether you need any other special licences, eg. public entertainment. Please make sure you keep a record of money collected in cash at an event or through sponsorship and keep the cash safe. Adults must accompany any children who are collecting money.

RAFFLES AND LOTTERIES

These are a great way to increase your fundraising at an event and the easiest one to do is a raffle using cloakroom tickets that are sold and the winner(s) drawn on the same day. For the latest regulations go to www.gamblingcommission.gov.uk.

WDC LOGO

If you want to create your own fundraising materials, we can send you the WDC logo and guidance on how to use it.

THINK GREEN

Please consider the planet and plastics. Don't release balloons or lanterns into the sky as, when they return to the ground or sea, they can severely harm wildlife. Remember to collect and dispose of all rubbish so it doesn't end up in the ocean.