

Fundraising guidelines

Keeping it safe and legal



Alex, age seven

Fundraising guidelines

Thank you for supporting Great Ormond Street Hospital (GOSH) by fundraising.

GOSH changes the lives of sick children and their families from across the UK and abroad. Without the fantastic fundraising of our charity supporters, the hospital simply wouldn't be the extraordinary place that it is.

Your safety and wellbeing is our priority, so with this in mind, please follow these fundraising guidelines and ensure you adhere to all laws and health and safety regulations when organising and holding your event.

Liability

Please make sure that it is clear that you are fundraising in aid of Great Ormond Street Hospital Children's Charity and that your activities are not representing or organised by the charity. The charity cannot accept any responsibility for your event or anyone who participates in it. We advise that all fundraisers seek advice regarding public liability insurance if your event involves the general public. There are a range of companies available to provide this.

Cash collections

All street collections or collections on public property will need to be registered with the local authority, who will issue a collection licence. Those on private property will require the permission of the property owner/manager. We will need to see a copy of this license/permission before issuing you with charity collection boxes or buckets. Under 16's are not permitted to collect money through public collections.

Please do not conduct any door to door requests for donations or sponsorship in aid of the charity. These require a license from local authorities and we do not support this activity, other than through the use of trained third party organisations.

Alex, age seven



Fundraising guidelines

Raffles and lotteries

Holding an auction or raffle at your event is a great way of generating big funds with minimal costs. However, as raffles fall under strict laws relating to all lotteries, there are some cases where a license from your local council may be required.

To make sure your raffle is legal and as successful as possible, please take a moment to read our 'Organise a raffle' information [gosh.org/how-to-guides](https://www.gosh.org/how-to-guides) as well as guidelines from the Gambling Commission at [gamblingcommission.gov.uk/pdf/Running-a-lottery-quick-guide.pdf](https://www.gamblingcommission.gov.uk/pdf/Running-a-lottery-quick-guide.pdf)



Your event

Ensure your event is organised efficiently and safely, by completing a risk assessment and considering what insurance cover or any special licences you may need from your local council, e.g. a public entertainment licence or a licence to sell alcohol.

All promotions of your event/activity should clearly state whether all funds raised at the event will go to the charity or whether any money will be used to pay for any costs, e.g. 'ticket price of £20 for dinner and entertainment and fundraising on the night via raffle and auction for Great Ormond Street Hospital Children's Charity'.

The Health and Safety Executive has further information on event safety at [hse.gov.uk](https://www.hse.gov.uk)

If selling food, contact the Environmental Health department at your local council for advice.

Child safety

Ensure that your event is properly and adequately supervised. Where children are involved, this should include providing proper adult supervision and carrying out appropriate background checks if adults are to have unsupervised access to children.

Shiloh, age four
GOSH patient

Fundraising guidelines

Using the charity logo

If you would like to use the charity logo to advertise your event or fundraising, you must request approval from the fundraising team by emailing **community.events@gosh.org**.

The charity's 'in aid of' logo may be provided with guidance on its use and all materials need to be approved before print or publishing.



Rosie, age four
GOSH patient

Tell us about your event

The charity has a Moral and Ethical Fundraising Policy, to ensure fundraising activities do not damage the reputation or standing of the charity or the hospital. To this end the charity will not accept donations that are derived from tobacco manufacture or the manufacture of weapons.

Additionally, the charity will not be associated with or accept donations from supporters participating in boxing related events or activities that may be considered to be detrimental to children's health and wellbeing or may be likely to damage the reputation of the charity or the hospital in some way.

Please do give the fundraising team at the charity full details about your activity and they will be on hand to support you and offer advice wherever possible, for whatever fundraising activity you do. So if in any doubt, please just ask.

Handling cash and sending in your donation

Always have two people present to count any money raised and all donations collected should be sent to the charity within six weeks of collection. You can pay in your donation online or find information on other ways to donate on our website at **[gosh.org/donate](https://www.gosh.org/donate)**

Other useful resources

From Great Ormond Street Hospital Children's Charity
at gosh.org/how-to-guides

Organising a raffle

[How to Organise a Raffle and Source Prizes guide](#)

Cash collections

[How to Organise a Bucket Collection guide](#)

Download [The Small Book of Big Ideas for fantastic fundraising inspiration](#)

Complaints procedure

At Great Ormond Street Hospital Children's Charity, we hope to meet your expectations all the time. However, we know that there may be times when we do not meet our own high standards, or our donors' expectations. We take all complaints very seriously and we treat them as an opportunity to develop. This is why we are always very grateful to hear from people who are willing to take the time to help us improve. We always thank people who contact us about their problems, concerns or worries.

Others

Event safety – The Health and Safety Executive hse.gov.uk

Institute of Fundraising Code of Practice
institute-of-fundraising.org.uk/guidance/code-of-fundraising-practice/

Organising a raffle

The Gambling Commission

gamblingcommission.gov.uk/pdf/Running-a-lottery-quick-guide.pdf

If you have a complaint or suggestion for improvement, please contact us on **020 3841 3131**

or email supporter.care@gosh.org

Please also see our complaints procedure at gosh.org/complaints-procedure

Thank you for supporting GOSH

Visit gosh.org to find out how your fundraising helps support sick children at the hospital