

Keep it safe and legal

When you're fundraising for Age UK Oxfordshire we want you to have FUN, but we also want you to stay safe and keep everything legal. Below are some things you may need to think about depending on how you're fundraising. Please get in touch with our fundraising team at any time for more guidance.

Raffles: You do not need a licence to hold a raffle as long as ticket sales and the draw take place on the day of the event. All tickets must be sold for the same price and the reason for the raffle made clear.

If you would like to hold a raffle over a long period of time, for example if you have a great first prize, please contact us and we'll be able to help.

For further advice please visit: www.gamblingcommission.gov.uk

Food Hygiene: Ensure you follow correct food hygiene procedures for your event, food safety laws apply if food is available free or for sale.

For further advice, please visit: www.food.gov.uk

Licences: Special licences are required for certain types/ aspects of events (e.g. public entertainment, alcohol licences or public street collections). The Oxfordshire County Council will advise you whether or not you will need to obtain any special licences, please contact us if you are unsure.

If your event is to be held in a public place you will need permission from either Oxfordshire County Council or the landowner.

Collections: It is illegal to collect funds in the street, or from house to house, without the necessary licence from the local authority.

If you are unsure please contact us for guidance.

Risk Assessments: Assess any hazards or risks and the need for any First Aid cover (dependent on the type/scale of your event).

If you are unsure please don't hesitate to contact us.

Children: Children under the age of 17 must be accompanied by an adult.

You will also need to get parental permission if you are taking photographs.

Insurance: You are responsible for any third-party event you host and Age UK Oxfordshire cannot accept liability for any fundraising activity.

If you are holding an event at a venue you will need to check they have the appropriate insurance.

Money: Make sure you count the money that you have collected with a second person – this is for your own protection as they can verify the amount raised.

Please request that any donation cheques are made out to 'Age UK Oxfordshire' and not you personally.

Records: Always keep records of all of your activities and donations for future reference.