



# Fundraising Guidelines



Firstly we would like to express a huge **“Thank You”** for deciding to fundraise in aid of Menphys. Menphys is dependent on voluntary donations and the assistance of people like you makes our work supporting Leicester & Leicestershire families who have children and young people with disabilities possible to allow them to live life with equal choice, equal opportunities and allow them to live ordinary lives.

Before you start to raise funds for Menphys it is important that you read this information as charity fundraising is regulated by law. You can seek further advice from the site [www.fundraisingregulator.org.uk](http://www.fundraisingregulator.org.uk) to ensure that you comply with any fundraising codes of practice relevant to your event.

## FUNDRAISING MATERIALS

The fundraising office will help you with limited leaflets, flyers, letters etc. If you wish to create your own fundraising materials they must be approved by Menphys prior to use, since we have to comply with rules set out by the Charity Commission.

**You must make it clear on any leaflets or posters that you are raising funds “in aid of” Menphys and that you don’t actually represent Menphys.**

## CHARITY REGISTRATION NUMBER

Menphys charity registration number (270700) **must** appear on all posters, forms, flyers, and advertisements etc. that invite people to participate, help or donate. This is the law and must be adhered to.

## MENPHYS LOGO

The use of the logo needs to have prior approval. If the Menphys logo is used, it must be clear that you are fundraising “in aid of” Menphys and that you are not acting as Menphys. We have an “in aid of Menphys” logo that can be send to you upon request.

## GIFT AID

Gift Aid can only be claimed on donations. Gift Aid cannot be claimed on the proceeds from the sale of raffle tickets or ticket sales for the cost of meals and entertainment etc.

## WHAT WE CAN PROVIDE

Collection tins and buckets.  
Advertising on the Menphys website and social media.  
Advice and support.  
Fundraising flyers and other Menphys literature.

For some events it may be possible for a Menphys representative to attend. We may also be able to arrange for a Menphys representative to make a presentation about the charity to groups or organisations.

## WHAT MENPHYS CANNOT PROVIDE

The beneficiaries of Menphys are children and young people with special needs and disabilities and their parents and carers. It is our policy that we do not ask our families to attend external fundraising events and activities or to attend events for publicity purposes.

Our staff and volunteers work hard at Menphys to run our services and fundraising events. We therefore cannot guarantee the availability of any staff or volunteers to attend events.

We are however happy to share details of your fundraising event on the Menphys website, Facebook and Twitter.

## ORGANISING AN EVENT

### SAFETY

It's your responsibility to ensure your event runs safely and you must ensure the venue complies with all health and safety regulations. You can find out more at [www.hse.gov.uk](http://www.hse.gov.uk)

Menphys cannot accept liability for accidents or damage to people or property as a result of your event or activity.

Depending on the nature of your event, it may need to have first-aiders, such as St. John's Ambulance, available.

### KEEPING IT LEGAL

Your event **MUST** be covered by insurance and, if you are the event organiser, you may need to take out specific insurance cover. Your venue must have public liability insurance and if you are hiring equipment or employing any third parties for your event, ensure they have their own insurance.

Obtain all necessary licenses, permits and consents for your event or activity. If you are planning an event in a public place, you will need to contact your local police or local council events department.

Follow good food hygiene procedures and comply with food safety regulations.

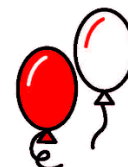
A licence is needed if you plan to sell alcohol at your event even if the cost of the alcohol is included in the ticket price.

### EQUAL ACCESS FOR ALL

Please consider issues of equal access for all, even if an event is being targeted at a specific group of people. Further information is available from the Disability Rights Commission.

### CANCELLATION

If you cancel your event all supporters who have paid in advance must be offered refunds. If anyone declines their refund - or if you are unable to trace the donor – the money must be paid straight to Menphys.



## RAFFLES & LOTTERIES

If you would like to hold a raffle in aid of Menphys please inform Menphys in advance. Before you start organising your raffle it is essential that you read this information as raffles are regulated by law.

### WHAT IS A RAFFLE

A raffle is just another name for a lottery. A raffle is an arrangement whereby individuals pay for an opportunity to win a prize and the prize-winner is selected entirely by chance.

Gift Aid cannot be applied to monies raised by the purchase of raffle or lottery tickets. If you cancel the raffle, any supporters who have paid in advance must be offered refunds. If anyone declines their refund - or if you are unable to trace the donor – the money must be paid straight to Menphys.

### KEEPING IT LEGAL

It is unlawful for an organisation to run a raffle (lottery) unless it has the appropriate licences from the Gambling Commission or has registered with the local authority (as required) or the raffle falls into one of the exempt categories of lottery set out in the Gambling Act 2005.

Your raffle **will not require a licence** from the Gambling Commission or the local authority as long as **all** the following are adhered to:

Menphys must be the beneficiary and there must be no private gain

- tickets must only be sold during an event, on the premises where the event is taking place and tickets must not be sold in advance of the event
- There must be no cash prizes
- The draw and announcement of the results must take place during the event
- No more than £100 can be deducted for costs
- No more than £500 can be spent on buying prizes although there is no limit on the value of donated prizes
- No rollovers are allowed
- Everyone must have an equal chance of winning. You cannot sell tickets at different prices, such as special deals – e.g. £1 per ticket, 5 for £4.

There are no specific ticket requirements, so, for example, cloakroom tickets can be used. If you wish to hold a larger raffle (e.g. tickets are sold to the general public and/or tickets are sold over a period of time prior to the draw taking place) please contact Menphys for further information.

## SPONSORSHIP EVENTS

Please only use our official "In Aid of MENPHYS" sponsorship forms, which meet legal requirements. These are available from the Menphys Fundraising Office and they can be emailed to you or supplied in hard copy.

## COSTS

If you will be using some of the sponsorship money you raise to pay registration fees and/or expenses for your event then this must be made clear to your donors.

## CANCELLATION

If you pull out of your sponsored event you must offer refunds to any sponsors who have paid in advance. If anyone declines their refund - or if you are unable to trace the donor - you'll need to pay it straight to Menphys.

## GIFT AID

Gift Aid can be claimed when sponsors give their name and home address and tick the "Gift Aid" box to give their permission.

## ONLINE SPONSORSHIP WITH JUSTGIVING

Menphys is registered with **JustGiving** and **Virgin Money Giving** which enables your sponsors to donate online. Menphys has an easy to follow instruction sheet to help you set up your JustGiving Page.

If you pull out of your sponsored event you must cancel your donation page immediately and inform Menphys that your event has been cancelled giving details of any donors who would like a refund.

## SAFETY

Menphys recognises the appeal, to some individuals, of undertaking adventurous or hazardous activities but Menphys cannot accept liability for accidents or damage to people or property as a result of your participation in a sponsored event.

Consider obtaining personal accident insurance cover for any activity involving risk of injury.

## COLLECTIONS: PRIVATE PROPERTY & STREET

Please contact Menphys before conducting any collection in aid of our charity as you **must** have Menphys written authority before collecting money on our behalf.

Menphys will discuss your collection with you and both parties (Menphys and you) must sign our "Money Collections in Aid of Menphys Memorandum of Understanding".

There are laws concerning collections (e.g. you will need a licence from the local council to collect in a public place).



Thanks once again for wishing to fundraise in aid of Menphys.

Please liaise with Fundraising on 01455 323013 [info@menphys.org.uk](mailto:info@menphys.org.uk)

