

# Keeping your fundraising safe and legal

**Thank you for fundraising for Meningitis Research Foundation. Every penny you raise helps us move closer to a world free from meningitis. Together we will defeat meningitis.**

We hope you have fun raising money for us. However, as you will be responsible for your fundraising you need to make sure you are responsible. Here are a few important points to remember to make sure your event runs smoothly, safely, and legally for everyone involved.

Whether you're baking, running, gaming, or holding a raffle, this guide gives you the key points you need to know to keep your fundraising safe and stress-free. Please contact us anytime to help you along the way [fundraising@meningitis.org](mailto:fundraising@meningitis.org).



## Handling Money

When it comes to handling money, it's always best to have a buddy with you. Count the cash together and jot down the total. If you're fundraising online, stick to trusted platforms like JustGiving or Facebook Fundraising. If you need to cover any event costs, just be open about it with everyone. And remember, cheques should be made payable directly to Meningitis Research Foundation. Send any funds raised to us as soon as you can.



## First Aid

Accidents are rare, but it's always good to be prepared. For smaller events, a basic first aid kit should do the trick. For larger events or those involving physical activity, you might want to have a trained first aider on hand. If your event involves running, cycling, or other high-energy activities, make sure participants stay hydrated and take breaks. For advice on first aid cover, check out the British or Irish Red Cross.



## Food and Drink

Serving food at your event? Great! Just follow some basic food safety practices: wash your hands, use clean utensils, and store food properly to avoid contamination. Don't forget to label any allergens like nuts, gluten, or dairy. If you're planning to sell alcohol, check if you need a licence—your venue or local council can help with that. The Food Standards Agency ([food.gov.uk](http://food.gov.uk)) and the Food Safety Authority of Ireland ([fsai.ie](http://fsai.ie)) have some handy advice on food safety.



## Insurance

We can't provide insurance for public fundraising events, so it's important to check if you need cover. If you're using a venue, ask if they have Public Liability Insurance that covers your event. For large or active events, consider arranging your own insurance—it's widely available. And if you're hiring third-party suppliers like caterers or entertainers, make sure they have their own insurance.



### Licensing

Some fundraising activities require a licence. If you're planning on collecting donations in public place, we may need to apply for a licence for you. For live performances or large gatherings, your venue can advise if you need a Temporary Event Notice (TEN). If selling alcohol, check if the venue already has a licence or if you'll need to apply for one yourself. Your local authority can provide more guidance on licensing.



### Managing Risks

Everything has some level of risk, so it's important to think ahead. Make sure your venue is fit for purpose, accessible, and safe. Identify any potential hazards and consider how to minimise them. If your event involves physical activity, make sure participants understand any risks beforehand. For larger events, a risk assessment might be necessary—contact us if you need help with this.



### Keeping Data Safe

If you collect any personal details from anyone, handle them responsibly under data protection laws like GDPR. Only collect what you need and store it securely. Never share data without permission, and once you no longer need it ensure they're securely deleted or destroyed.



### Marketing, publicity and photography

We encourage you to shout about what you are doing. Be clear and honest about how the money raised will be used. If you'd like to use our logo, please contact us so we can provide the correct version. If you take photos at your event let people know. Be extra careful if children are involved—you'll need direct permission to use their photos.



### Raffles and Lotteries

Thinking about organising a raffle, prize draw, or sweepstake? Some types of draws require a special permit, so check with us before you go ahead. If raffle tickets are only sold at your event, you usually don't need a licence, but all proceeds must go to charity. And remember, anyone under 16 should have an adult with them to buy a ticket. If you're unsure, get in touch, and we can provide our UK or Ireland raffle guide.



### Safeguarding

If children or vulnerable adults are involved in your event, their safety is the top priority. Make sure a responsible adult is always supervising. If you have any concerns about someone's welfare, report it immediately. We have safeguarding guidance available on our website.



### Looking Out for Others

Sometimes, you might meet people who are vulnerable or need extra support in making a decision about donating. If you think someone isn't in a position to make an informed choice, don't accept their donation, and if necessary, return any funds already given. Always ensure your fundraising information is clear, treat donors fairly, and never pressure anyone into giving. If someone seems confused or vulnerable, make sure there's no pressure to donate.

For further information on fundraising compliance visit the UK [Fundraising Regulator](https://www.fundraisingregulator.gov.uk) and [The Charities Institute Ireland](https://www.charitiesinstitute.org).

To make a complaint visit [meningitis.org/complaints](https://meningitis.org/complaints).