

Fundraising

with World Vision

It's so rewarding – and great fun – to raise money for your favourite charity.

As the event organiser, you're responsible for all aspects of planning and delivery. But we're here to help you. Here's our handy guide to running a great fundraiser.

The legal bit

To make sure it goes without a hitch, you need to check your fundraising is safe and legal.

The Institute of Fundraising's Code of Practice is an essential read. And they've got useful information on all other aspects of fundraising too.

www.institute-of-fundraising.org.uk/code-of-fundraising-practice

Good to know

Use this checklist to make sure everything's in place for a great day.

✓ HEALTH AND SAFETY

Whatever you do, please do it safely. World Vision cannot accept liability for any loss, damage or injury suffered by you or anyone else as a result of fundraising for us.

To make it simple, we've written a statement you can use on any of your fundraising publicity:

"This fundraising event is organised by [your name], who will donate the proceeds of this event (less any costs) to World Vision. World Vision accepts no responsibility for any liability that arises from this fundraising event."

✓ IN AID OF WORLD VISION

Always make it clear that the fundraiser is 'in aid of World Vision'.

✓ WORLD VISION LOGO

If you're using the World Vision logo we will ask for an administration fee of £10 + VAT (to ensure we are adhering to the tax requirements). This will be deducted from the donations you send through, so please be aware.

✓ RISK ASSESSMENT

Ask the venue if they have a risk assessment – they normally do. If not, the Health and Safety Executive website has a template you can use before your event.

www.hse.gov.uk

✓ FOOD PREPARATION

Always ensure that food is correctly stored, prepared and thoroughly cooked. If selling food you must list all ingredients. You can find simple and straightforward advice at:

www.food.gov.uk

✓ INSURANCE

If you organise an event for the public, you may need Public Liability Insurance – check that your venue is already covered. If not, a simple insurance can be purchased from insurance companies. For use of music or showing a film you will need to apply for a licence.

✓ COLLECTING THE MONEY

If you're collecting money in a public area you will need permission from your local authority.

✓ RAFFLES AND LOTTERIES

There are very strict and complex laws relating to raffles and lotteries. You must check that the event you're planning meets all legal requirements, which may involve purchasing a licence from your local authority. For full details of the law in this area please consult:

www.gamblingcommission.gov.uk

✓ GIFT AID

World Vision can reclaim tax on all donations from UK taxpayers. Donors must declare that they want to claim tax back on their donations. Justgiving provides this option automatically. If you're using World Vision sponsorship forms, the relevant box will need to be ticked with full name and address.

✓ SECURITY

Ensure money is stored securely at all times. It's good practice for two people to be present when the money is counted for verification. The process of collecting money for sponsored challenges is made simple by using online sponsorship. All money raised offline should be banked as soon as possible. Please send cheques to World Vision made payable to 'World Vision UK', for the attention of Charlotte Tipping, Fundraising Specialist.

✓ CHILDREN ENJOYING FUNDRAISING

Any fundraisers under 18 should have parent or guardian's permission. Children should be properly supervised and any adults looking after children should have carried out appropriate checks with Disclosure and Barring Service (formerly known as CRB checks).

www.crbdirect.org.uk

✓ DATA PROTECTION

Any information you keep about people involved in the fundraiser must comply with the Data Protection Act. Don't share data or hold information on someone without their permission. Guidance can be found at the Information Commissioner's Office.

<https://ico.org.uk>

✓ TRANSFER FUNDS

Funds need to be transferred in a secure and timely manner.

- **Justgiving, Everydayheroes or Virgin Money**
You can set up a fundraising page, allowing the money to be sent through to World Vision UK, automatically.
- **Cheques**
These should be made out to 'World Vision UK' and sent for my attention: Charlotte Tipping, World Vision UK, Opal Drive, Fox Milne, Milton Keynes MK15 0ZR.
- **Telephone**
Call our Supporter Care Team on 01908 84 10 10 and they can take a donation over the phone.
- **Direct payment at a bank or online**
World Vision UK Donor Account –
Sort Code: 30 15 53 Account No: 02640630

If you need help or clarification at any time,
please call me on **01908 24 44 17**.

Thank you,



Charlotte Tipping