

Fundraise Your Way

How to Keep it Safe and Legal



In support of:

North Manchester General Hospital
Manchester Royal Infirmary
Wythenshawe Hospital
Royal Manchester Children's Hospital
Manchester Royal Eye Hospital

Saint Mary's Hospital
University Dental Hospital of Manchester
Withington Community Hospital
Trafford General Hospital
Altrincham Hospital



Manchester Foundation
Trust **Charity**

Manchester Foundation Trust Charity is registered with the Charity Commission as Manchester University NHS Foundation Trust Charity. **Registered charity 1049274.**

Our family of hospitals



North Manchester
General Hospital **Charity**

North Manchester General Hospital has a full Accident and Emergency Department, which includes a separate paediatric A&E unit. It also offers a full range of general and acute surgical services and is the base for the region's specialist infection disease unit.



Manchester Royal
Infirmary **Charity**

Manchester Royal Infirmary cares for over 630,000 patients every year with over 135,000 people attending our Accident and Emergency Department. The hospital provides specialist services in haematology and sickle cell disease and is a specialist regional centre for kidney and pancreas transplants.



Wythenshawe Hospital
Charity

Wythenshawe Hospital is a major acute teaching hospital that provides district general hospital services and specialist tertiary services. The hospital's main specialisms include cardiology and cardiothoracic surgery, heart and lung transplantation, respiratory conditions, burns and plastics, cancer and breast care services.



Royal Manchester
Children's Hospital **Charity**

Our young patients come to **Royal Manchester Children's Hospital** from across the North West but also nationally and internationally. As the largest single site children's hospital in the UK, Royal Manchester Children's Hospital offers specialist services including bone marrow transplantation and paediatric intensive care.



Manchester Royal
Eye Hospital **Charity**

Since 1814 **Manchester Royal Eye Hospital** has provided world class ophthalmic care to the people of Manchester, today providing an extensive range of eye services for both adults and children across the North West and beyond.

Our family of hospitals



Saint Mary's Hospital
Charity

Saint Mary's Hospital has successfully developed a wide range of world class medical services for women, babies and children as well as a comprehensive Genomics Centre and Sexual Assault Referral Centre (SARC).



University Dental Hospital
of Manchester Charity

The **University Dental Hospital of Manchester** is one of the major dental teaching hospitals in the UK. The hospital provides specialist treatment and the highest standards of care for patients in a number of areas including oral and maxillofacial specialities, restorative dentistry and child dental health.



Withington Community
Hospital Charity

Withington Community Hospital provides specialist care to those patients requiring diagnostic treatment, day surgery and community services. The hospital's main specialisms include dermatology, urology, audiology, ENT and therapies.



Trafford General
Hospital Charity

Trafford General Hospital is a district general hospital providing a range of services to patients in its community, including general surgery and medicine, children's services, cardiology, elderly care, dermatology and rheumatology.



Altrincham
Hospital Charity

Altrincham Hospital opened in April 2015 and is a purpose-built facility providing a high quality, modern, user-friendly environment for patients and staff and a range of general and specialist outpatient and diagnostic services.

There are lots of different laws, guidance and best practice that applies to every aspect of fundraising. We know that this may feel overwhelming so we've put together this handy guide. If you have any questions, please get in touch with your named Charity contact.

Liability

Throughout your fundraising journey, please make sure that it is clear you are fundraising **on behalf of** our 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. If you are organising an event that involves the general public, we advise that you seek the appropriate advice regarding public liability insurance.

Your event

You may need to complete a risk assessment and consider 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.

- You will need to be clear in the promotion of your event/activity and state whether all funds raised at the event will go directly to the Charity. You will also need to consider whether any money will be used to pay for any of the event costs, e.g. 'all net profits from the event will be donated to the Charity.'
- You can find further information from the Health and Safety Executive on event safety at [hse.gov.uk](https://www.hse.gov.uk).
- If you are planning to sell food at your event, contact the Environmental Health department at your local council for advice.

Event licence

You may require a temporary event notice to organise your event. Check with the venue first as they may already have a licence you can use. Alternatively, you can contact your local authority to see if a licence is required at [gov.uk/temporary-events-notice](https://www.gov.uk/temporary-events-notice).

Our supporters organise and take part in all kinds of activities to raise money for our Charity! We hope that this pack will provide you with the guidance and advice needed for your fundraising activity. Your fundraising support will ensure that we are able to continue to fund treatment, research and care for our patients. Thank you!



Child safety

If there are children attending your event, you will need to ensure suitable adult supervision is provided and you may need to carry out appropriate background checks if adults are to have unsupervised access to children. A few other things to consider if children are involved with your fundraising:

- Children under the age of 16 are prohibited from selling or buying tickets.
- Children under the age of 16 are not allowed to take part in bucket or money collections.

If you want to take photos that include children at your event, you will need to seek the consent of their parents or guardian first. If you pass on any photos that include children to the Charity team for use, our Photo Release form must be completed. Your named Charity contact can supply this to you.

Cash collections

If you are planning to do a street collection, or any collections on public property, you will need to register with the local authority, who will issue a collection licence. Those taking place on private property will require the permission of the property owner/manager. We will also need to see a copy of this license/permission before issuing you with charity collection boxes or buckets. Please note that children under the age of 16 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. Please note that we never authorise any door to door collections.

Raffles and lotteries

Raffles and lotteries are a fantastic way to engage with your guests and to get people spending money. However, there are strict laws relating to raffles and lotteries and you may be required to obtain a licence. For further information, please check out our Organising a Raffle or Auction and Sourcing Prizes fundraising pack. Call us on **0161 276 4522** or email charity.office@mft.nhs.uk if you require this information.

You may also wish to visit gamblingcommission.gov.uk for further advice.

Please check out our Buckets and Tin Collections Fundraising Pack for further information on cash collections. Call us on **0161 276 4522** or email charity.office@mft.nhs.uk if you require this information.



Using the Charity logo

We will send you our logo for use in the promotion of your event along with guidance for its use. Please note that all materials will need to be approved before print or publishing to ensure our logo is being used appropriately and in conjunction with our brand guidelines.

Data handling

Whilst you are fundraising, or during your event, you may come across someone's personal data. It is your responsibility to ensure you are compliant with the Data Protection Act. This may be paper or electronic data and should be treated confidentially.

We want to hear about your event

The Charity has a reputation to uphold and as your event or fundraising activity will be associated with our Charity and the hospital you are supporting, it is important to understand what the context of your fundraising will be. If the Charity has any questions regarding your fundraising, this will be discussed with you before your fundraising is authorised.

Please let the Charity team know the full details of your activity and we will be on hand to support you and offer advice wherever possible. If you have any questions or want to share ideas with us on your fundraising activity, please just ask – it's what we're here for!

Handling cash and sending your donation

Please ensure you have two people present when counting your collection money. You should do this in a secure location and not in public.

Once you have collected all of your donations in full they should be sent to the Charity within six weeks of collection. Please get in touch with your named Charity contact to discuss your options to pay in your fundraising.

giftaid it

Gift Aid allows us to make your donation go even further. All personal donations qualify, be it large or small, one off or regular.

If you are a UK tax payer we can claim back the tax you have already paid on your donations. The extra income comes straight from the government, so you can increase your donations at no cost to yourself. Please let us know if you would like a Gift Aid Declaration form sent to you.

Complaints

We welcome any feedback that you can give us about our fundraising activity. Although we strive for the highest possible standards in our fundraising, we rely on our supporters to let us know when we can do better, or if we've made a mistake. If you have a complaint or suggestion for improvement please visit mftcharity.org.uk/complaints or feel free to drop us an email at charity.complaints@mft.nhs.uk.

External guidance

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

The Fundraising Regulator Code of Fundraising:
fundraisingregulator.org.uk/code.

The Gambling Commission:
gamblingcommission.gov.uk/PDF/quick-guides/Running-a-lottery-quick-guide.pdf.

Fundraise Your Way packs

- Bucket and Tin Collections
- Charity Fun Day
- Maximising Your Online Fundraising
- Organising a Raffle or Auction and Sourcing Prizes

We also have a number of event specific guidelines we can share with you. If you would like to receive any of our guidelines or Fundraise Your Way packs, please get in touch with your named Charity contact and they will send you a copy.



Get in touch

Contact the Charity team

charity.office@mft.nhs.uk

0161 276 4522

mftcharity.org.uk



As a charity our mission is simple: to support the excellence in treatment, research and care we provide to our patients each and every day.



We would love to stay in touch!

Sign up to receive our regular e-newsletter at mftcharity.org.uk/keep-in-touch

  Manchester Foundation Trust Charity

 @MFT_Charity  @MFTCharity

Manchester Foundation Trust Charity is registered with the Charity Commission as Manchester University NHS Foundation Trust Charity. Registered charity 1049274.



Manchester Foundation Trust **Charity**