

Keep it safe and legal

Please make sure you stay safe – and within the law.

Make contact with your local council about any licences you may need. There may also be health and safety issues, or you may need a gaming licence. Other licences to take into consideration are an alcohol licence and an entertainment licence.

Make sure you **get permission** to hold your event. It may be your boss or the owner of a venue. You may also need to advise the police if it is in a public place.

If you need first aid cover contact St John Ambulance. Also refer to our **Risk Assessment** sheet further on.

Expenses must not be deducted from the sums collected unless you have approved this with us and provided us with a receipt.

It is essential that **DGOH approve** copies of any fundraising literature and that the charity logo is not used without permission.

Make sure all **publicity materials** clearly state:

All proceeds will go to Dudley Group of Hospitals Charity. Registered Charity No. 1056979

Always supervise anyone **under 16** collecting sponsorship money.

Don't make any **street collections** without appropriate permission.

Have fun and stay within the law.

Call our
fundraising
office if you
need any
advice.

