

Fundraising Guidelines

We welcome the dedication of all supporters, but it's important to ensure your fundraising efforts are safe and legal, which is why we've put these easy to follow guidelines together for you.

1. Obtain written permission from the charity to raise funds on their behalf.
2. Show the charity's registration number on all posters, advertisements etc. (Candlelighter's Registered Charity No.1045077). If you are dividing your fundraising profits between more than one charity, make sure you include the names of the charities you are supporting, and the percentage of the split, on all printed documents and announce this at the event.
3. Keep a simple Income and Expenditure Account. Make sure you save the receipts for any payments you make in connection with the event. This keeps your event safe and transparent, as well as ensuring you are able to cover the costs of your event.

Example:

Income	Expenditure
100 tickets @ £5.00 500.00	Food and drink 150.00
Raffle 50.00	Hire of Hall 10.00
Tombola 30.00	Band 20.00
Donations 100.00	Donation to charity 500.00
<hr/> 680.00	<hr/> 680.00

4. Street collections and house to house collections usually require a permit or licence from the appropriate local authority. Collection boxes must have tamper proof seals and be returned to us unopened.
5. Please make sure you have permission from the manager/owner when organising a collection on private premises e.g. supermarkets, shopping centres, theatres, public houses etc.
6. Collecting boxes at private events should be returned unopened to the Charity unless you are organising a special collection for which the Charity has given permission for the boxes to be opened and the contents counted. Permission will usually be granted if the collection is part of a special event. Two or more of the committee organising the event should be present when the boxes are counted and the amounts countersigned.

7. Raffles Cloakroom tickets can be used if the raffle is organised as part of an event and all the tickets are sold and drawn at the event. Pre-printed tickets and a lottery registration with the Local Authority licence are required if the tickets are being sold over a period of time. Candlelighters hold a lottery registration. Please contact the office for further details.

8. The Gift Aid Scheme has been extended to include **all** donations from UK Taxpayers. Charities can reclaim 25p income tax for every pound donated provided the donor is a UK taxpayer and has signed a Gift Aid Declaration. This applies to donations and not fundraised income. Please ask the Candlelighter's Office for a Gift Aid Declaration Form.

If you are taking part in a sponsored event and your sponsor is a tax payer we can also reclaim the tax paid provided his full name and address is shown on the official sponsorship form and he has initialled the appropriate box. Sponsorship Forms are available from the Candlelighter's Office.

9. Before organising a walk, run, cycle ride etc. you should contact the police and local authority to make sure they have no objections.

10. If you are taking part in a potentially dangerous activity e.g. Bungee or parachute jumping, abseiling etc. please make sure you are adequately insured. Most insurance policies exclude such high-risk pursuits and Candlelighters cannot accept liability for any injury you may sustain as a result of fundraising activities.

