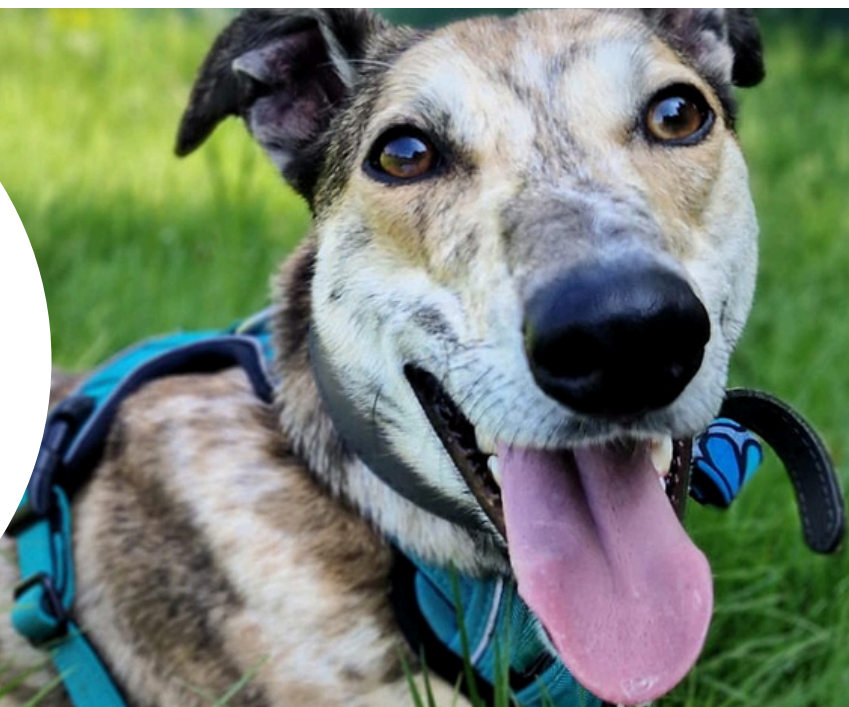


# How to Fundraise Safely and Legally

## The really important bit!

Fundraising is really fun - but there are a few things to remember!

Health and safety is really important to make sure your fundraising is safe. Ask an adult to read through this with you.



## What are you allowed and not allowed to do?

**If you're under 16 years old, you will need an adult to be in charge of the money - this means handling and counting the money for you.**

**If you're under 13, you'll just need an adult to sign you up for fundraising.**

**If you're under 18 years old you can't run or take part in a raffle or lottery.**

**Door-to-door fundraising is not allowed by anyone representing Bath Cats & Dogs Home.**

## How to be safe when handling money

If you're under 16 years old, you'll need to ask an adult to be in charge of the money. This includes any cash-handling, like when you're selling things or being given sponsorship money, and counting the money raised afterwards.

They should make sure any collection cans or buckets are sealed and kept in a safe place until it's possible to pay in to Bath Cats & Dogs Home - and this should be done as soon as possible after your event.

If you ever feel unsafe with money, tell the adult with you, and they should put the money away immediately.

## Using our Branding

We're really proud of our branding, and want to make sure it's used at its best! Make sure that any materials promoting your fundraising say that it is 'in aid of' Bath Cats & Dogs Home, and includes our charity number '205594'.



# How to Fundraise Safely and Legally



## Avoid Danger

When you're fundraising it's a good idea to write a Risk Assessment. To do this, think about all the things that could go wrong and be a danger to someone, then write something you could do to make sure it doesn't happen.

## Food & Drink

If there's food or drink involved in your fundraising, you should ask an adult to read through The Food Standards Agency with you, to make sure you're being hygienic and safe.

## Fundraising at School

If your fundraising is happening at your school, or a group, you need to ask them that it's okay to do so first. Make sure you speak to your teacher about your fundraising idea, and make sure they're okay for you to hold it there. Don't go ahead without asking first.

If you have questions on any of this you can contact our Fundraising Team on [fundraising@bcdh.org.uk](mailto:fundraising@bcdh.org.uk) or call 01225 787321

## The Fundraising Promise I promise that I...

- Will use my politest manners when fundraising for Bath Cats & Dogs Home
- Will tell the truth when fundraising, especially when sharing animal stories
- Will treat all my supporters fairly and equally
- Will follow the rules and advice in this pack to make sure my fundraising is always safe and legal

