



ESSENTIAL GUIDE TO FUNDRAISING IN SUPPORT OF BOSP

BRIGHTER OPPORTUNITIES FOR SPECIAL PEOPLE

Thank you for deciding to fundraise for BOSP. Your fundraising will help support and change the lives of children and young adults with complex disabilities and their family members.

This information guide is mainly aimed at people who are arranging fundraising events in aid of BOSP. However, we want all our supporters to stay safe, be legally compliant and that money raised for BOSP is handled correctly. This guide is also available on our website at www.bosp.co.uk

BEFORE STARTING TO FUNDRAISE

Please contact our team on 01268 553117 or email: community@bosp.co.uk to let us know what you are doing and how we may be able to help.

WE CAN HELP YOU by providing publicity posters, and leaflets. If you create your own fundraising publicity materials, they should be approved by BOSP to ensure they are legally compliant. We can also supply BOSP collection pots, buckets and running vests. We can provide a fundraising pack including BOSP information flyers and literature. We can also provide an A to Z list of fundraising ideas.

If someone is available a BOSP representative will, if asked, attend your event and we will try to arrange for a BOSP team member to come along to groups and organisations to give a presentation about BOSP's work. However we have a small team and as a charity, we endeavour to keep our administration and fundraising costs to a minimum, which means we sadly cannot attend all the events we are invited to.

Registered with



FUNDRAISING
REGULATOR



If required, we can send you a letter of 'Authority to Fundraise' and our special 'Fundraising in Support of BOSP logo. The logo should be used (un-altered) on all posters, online sites, social media, and fundraising materials. If you choose not to use this logo you **MUST** include our Registered Charity number (1107392) together with a statement making it clear your event is **'In Support of'** or **'In Aid of'** BOSP on all publicity materials.



BOSP is a Registered Charity and is also registered with the Fundraising Regulator. Everyone who fundraises for BOSP has to comply with Fundraising Law. Lots of useful information can be found on the [UK Government and Fundraising Regulator websites](#).



ORGANISING AN EVENT IN AID OF BOSP

It's your responsibility to ensure the EVENT RUNS LEGALLY

Find out early on what **permissions, licences and practices** you need to follow as this could determine when the event can take place and how the event is managed. The place you are holding your event at may already have a licence, so check with them. Obtaining a licence, road closure or permission to use a public space can take months.

Depending on circumstances licences and permissions are needed if you are holding a Lottery, Raffle, Race Night, public collection, providing entertainment or music, sale or consumption of alcohol or using any Public Space.

- You can check what event permissions and licences are needed by contacting your Local Council Licencing Authority and on the Government website <https://www.gov.uk/guidance/entertainment-licensing-changes-under-the-live-music-act#overview>
- If you are holding a game of chance (such as a Raffle, Bingo, or Tombola), as part of your event with tickets only being sold at that event and prize winners announced on the same day, you will not need a licence. However, if you wish to sell tickets in advance and over a period of time to people not attending the event you should get a licence. More information can be found on the Gambling Commission website. <https://www.gamblingcommission.gov.uk/public-and-players/guide/fundraising-prize-draws-raffles-and-lotteries>
- If you are collecting money in a public place there are strict legal requirements. You must be licenced by the Local Authority to hold the collection in that specific place and you may also have to provide Public Liability insurance. Please contact us for initial advice if you are going to hold a collection
- All collection pots supplied by BOSP are number recorded and will have a security seal as required by charity law. In order to comply with legislation, we ask you do not open these boxes or break the seal
- Check that your event has adequate insurance cover - as the event organiser it is your responsibility in law to ensure the venue, the activity, suppliers you use and all attending are adequately regulated and insured. Seek advice if you are not sure



ORGANISING AN EVENT IN AID OF BOSP

It's your responsibility to ensure the event RUNS SAFELY

BOSP cannot accept liability for accidents or damage to people or property at your event or activity, or as a result of your event.

To comply with all **Health and Safety** regulations. It will help if you carry out a '**Risk Assessment**' of your event and the venue.

- You can use a 'basic Risk Assessment Template' (several are available free to download online)
- Identify and record all potential hazards, assess the associated risks, and take appropriate action to minimise, reduce or eliminate the hazard
- Check the venue/area is suitable and safe for your activity.
- Check if the venue has a First Aid Kit and you can use and telephone/mobile phone signal to call for professional assistance.
- Check fire/emergency evacuation points and that evacuation doors are operating as they should
- If you are providing food, check the venue/ catering company you are using hold valid 'food hygiene' certification and check their hygiene rating
- If you/your helpers are making/providing food ensure all legal food hygiene legislation is followed relating to Allergens and cross contamination, food preparation, handling, storage, transport and display. This section of the Food Standard Agency website <https://www.food.gov.uk/business-guidance/food-hygiene-for-your-business> has information that will help you



It's your responsibility to make sure that everyone involved is AWARE of potential risks and circumstances that may impact them

- Let those involved know about anything that has potential to affect their safety or personal needs
- Inform participants at sporting events of required fitness levels, pre-training or equipment they need to bring
- If food is being provided inform people about refreshment and Allergen provision
- If car-parking is not close to the event, or there is limited seating, or the event will be impacted by weather, or the venue has difficult walking and wheelchair surfaces. Give advice, as necessary so people can come prepared

It's your responsibility to ensure the event is SUPERVISED properly and adequately. Make sure you have enough helpers, or marshals, and that they have the knowledge, skills, and equipment to do what you want

- Depending on the nature of your event you may need - Professional First Aid such as St. John's Ambulance, overflow car-parking facilities, extra toilets, signage, information points, public communication (Facebook, PA System)
- If you cancel your event all supporters who have paid in advance must be offered refunds. If anyone declines their refund or if you are unable to trace the donor, the money should be paid directly to BOSP



Good luck and
thank you
once again for
your
kind support!

Take extra care if CHILDREN, YOUNG or VULNERABLE people are involved

Always ensure that children, young and vulnerable people are safe and that you do not allow them or anyone to 'solicit money', ask for or collect money in an aggressive or inappropriate way.

Equally you must ensure that people who are 'vulnerable' are not exploited or targeted and asked for support or money inappropriately.

- Vulnerable people can be defined by factors like, age, disability, low income, and social issues, aspects such as affordability and understanding should be taken into consideration
- If there are children either taking part or helping, please make sure you have parental/guardian permission and have someone to look after them
- If your event requires Adults to supervise or look after children you need to carry-out appropriate checks. See the Governments Disclosure and Baring Service (DBS) for more information <https://www.gov.uk/dbs-check-applicant-criminal-record>



Make your event as ACCESSIBLE & INCLUSIVE as possible

It is not only the right thing to do it is often a legal requirement. People with different needs or who have different circumstances should be able to access and take part in activities that they want to. Making your event accessible and inclusive also means more people may be able to attend and support you, making your event more successful.

- Check if a building, room layout and location is suitable for people who use wheelchairs, mobility scooters, or are deaf (is there a loop-system?)
- Check for availability of ramps, lifts, and toilets that are accessible for wheelchair users and people with limited mobility
- Make sure written and verbal communications such as joining instructions and event signage, are clear, and easy to understand. Offer a range of ways people can join or buy tickets (eg: phone, on-line, e-mail, in person) and how people can contact you if they have questions
- Check the venue has parking and transport options
- Check if the venue allows 'service dogs'
- Offer reserved seating and help for people with additional needs

SPONSORED EVENTS YOU ARE ATTENDING/TAKING PART IN

Stay Safe! BOSP does not encourage hazardous activities and cannot accept liability for accidents or damage to people or property as a result of participation in a sponsored event.

- Be aware of any potential risks and that you have looked into any special requirements to participate such as clothing, equipment, and training. Please read all information provided by the event organisers, and follow their advice
- If you have a medical condition, even if you are not taking medication, check with your GP that taking part will not be detrimental to your health. Also check with the event organisers as some events require a letter from your GP for participants who have certain medical conditions
- If you do not have it already - it is important to consider obtaining Personal Accident insurance cover for any activities that may involve any risk of injury. If you do have Personal Accident insurance check that you are covered for that specific activity/ it is not excluded from your cover

SPONSORSHIP MONEY

We want your fundraising to be a fun and satisfying experience, so follow these tips to save time and meet any legal requirements.

- To make collecting money easier, BOSP recommends setting up a free online sponsorship page at www.givey.com or www.justgiving.com. Pages are simple to set up and all donations are automatically sent to BOSP also giving your sponsors the option of enhancing their donation with Gift Aid
- Online sponsorship offers a great way to advertise what you are doing as you can send the link to family, friends and colleagues on social media and online channels
- You should only use BOSP's official sponsorship forms which meet all legal requirements and an option for your sponsors to Gift Aid their donation. These can be e-mailed to you or supplied in hard copy. Please ask for them when you contact us to let us know what fundraising activity you are doing
- If the event is cancelled or you decide not to participate you must cancel your fundraising page immediately and inform BOSP, giving details of all donors requesting a return of their donation. You must also offer refunds to any sponsors who have paid in advance. If you are unable to trace the donor, you will need to forward on the money to BOSP together with what details you have
- You must inform sponsors, donors and BOSP if any event participation or entry costs will be coming out of the money being donated (eg: if you are participating in a trek or entry fees)
- Check with your employer if they offer 'match funding' whereby all or some of the money you raise for charity is matched by a donation from the company
- Encourage everyone who sponsors you, if they are a tax payer, to consider 'Gift Aid'
- If you are collecting cash on the day and have permission from the event organiser, check that appropriate licences/permissions have been obtained first. All regulations, as detailed previously, for using collecting pots/buckets apply. Please contact the BOSP office for collecting pots/buckets and advice

HOW TO SEND IN YOUR CASH DONATION AND SPONSORSHIP MONEY

All funds raised through on-line fundraising pages will have been automatically transferred to BOSP so you don't need to worry about those!

Off-line fundraising and cash donations can be sent to us by:

Bank Transfer using the following details:

Account name: **BOSP**
Sort Code: **40-10-27**
Account Number: **51481215**

Please use your name as the reference for this transaction and, if you are able, send an e-mail to community@bosp.co.uk letting us know the date and amount of transfer so we can acknowledge receipt and 'Thank you'

Cheque: Please make cheque payable to 'BOSP' and post to us or call-in during office hours, remembering to include your name and contact details, all paper sponsorship and Gift Aid forms you have used at: The BOSP Office, Wat Tyler Country Park, Pitsea Hall Lane, Pitsea, Basildon, Essex, SS16 4UH

Cash/collecting tins: Please do not send cash to BOSP by post as it may be lost in transit. You can call into The BOSP Office, Wat Tyler Country Park, Pitsea Hall Lane, Pitsea, Basildon Essex, SS16 4UH during office hours. Remembering to bring all paper sponsorship and Gift Aid forms you have used. If you have been given sealed collecting pots, please return them unopened.

GIFT AID EXPLAINED

giftaid

Gift Aid is a government run scheme that allows charities to re-claim tax to the value of 25% on donations made to us. This means that £10 can be turned into £12.50 provided the person who donated is a UK tax payer and the money given was not for event tickets, raffle tickets or similar. Sponsorship money, and donations given to you when, for example, someone may not be able to attend your event is applicable for Gift Aid.

To enable BOSP to claim Gift Aid for off line donations either a Gift Aid form needs to be completed for each donation, or the Gift Aid box on our paper sponsorship forms completed. If you are fundraising using an online platform you do not need to do anything as this is taken care of by the online platform provider.

Thank you

We prioritise our funds to directly support children and young adults with complex disabilities and only have a small administrative team. As a result, BOSP are not always able to provide people to attend or assist in the running of your event, but this makes your support all the more special to us.

Thank you, again, for your kind fundraising support, which is massively appreciated. We simply could not manage without it!

'Good Luck' with your fundraising and remember, our team will be delighted to hear from you on 01268 553117 or email: community@bosp.co.uk

