# FUNDRAISING IN AID OF BOSP ESSENTIAL INFORMATION

**FIRSTLY A BIG THANK YOU FOR DECIDING TO FUNDRAISE IN AID OF BOSP!**

BOSP (Brighter Opportunities for Special People) is a charity organisation that depends on generous donations and assistance. Without supporters such as you, our work supporting Essex families with children and young people with complex disabilities would not be possible.

Before you begin to raise funds for BOSP, it is essential you read this information as charity fundraising is regulated by law and we are obliged to inform you of the following guidelines.

This guide includes information on:


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## CODES OF PRACTICE

We ask that you kindly read and comply with the appropriate Codes of Practice, included in these guidelines.

BOSP is registered with the Fundraising Regulator and complies with their codes and regulations. You can refer to their guidelines at: **www.fundraisingregulator.org.uk**

Registered with FUNDRAISING REGULATOR

## CHARITY REGISTRATION NUMBER

By law, BOSP's charity registration number (1107392) must appear on all forms of posters, flyers and advertisements that invite people to donate, participate or help with the cause.

Registered Charity No. 1107392

## BOSP LOGO

You will need prior approval in order to use the BOSP logo. If used, it must be clear that you are not acting as BOSP but fundraising 'in aid' of BOSP. The BOSP logo cannot be altered.

BOSP
Brighter Opportunities for Special People

BOSP.CO.UK bosp-charity BOSPCHARITY BOSPCHARITY


Brighter Opportunities for Special People
The BOSP Office, Wat Tyler Country Park, Pitsea Hall Lane, Pitsea, Basildon, Essex SS16 4UH
Telephone: 01268 553117 email: enquiries@bosp.co.uk Website: www.bosp.co.uk


Registered Charity No. 1107392. Registered in England & Wales. Company No. 5284004.

## FUNDRAISING MATERIALS

The BOSP Office will assist you by providing leaflets, flyers, posters etc. If you would like to create your own fundraising materials, BOSP should approve of them prior to use. This is because all materials have to comply with the rules set out by the Fundraising Regulator. It is vital that you make clear on any materials that you are raising funds 'in aid of BOSP' and are not actually representing BOSP.

## WHAT BOSP CANNOT ALWAYS PROVIDE

The beneficiaries of BOSP are the children and young people with special needs and disabilities along with their parents and carers. Our policy is that we do not request our beneficiaries to attend external fundraising events and activities or to attend events for publicity purposes.

Our staff work diligently alongside volunteers running our services and therefore we regret that we cannot always provide people to attend events to collect money or provide people to assist in the running of your event.

## WHAT BOSP CAN PROVIDE

If someone is available, a BOSP representative will attend your event. We can try and arrange for a BOSP representative to make a presentation about the Charity to a group or organisation.

We can provide BOSP collection pots, buckets and running vests.
We can provide a fundraising pack including flyers and BOSP literature.
We can provide BOSP Coffee Morning/Afternoon Tea packs with invitations and posters.
We can provide an A to Z list of fundraising ideas.

**Please do not hesitate to call The BOSP Office on 01268 553117 or email: community@bosp.co.uk if you have any questions.**

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

BOSP.CO.UK bosp-charity BOSPCHARITY BOSPCHARITY

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## ORGANISING A FUNDRAISING EVENT IN AID OF BOSP

Please make it clear on any leaflets or posters that you are fundraising 'in aid of BOSP' and that you do not actually represent BOSP.

### SAFETY

It is your responsibility to ensure your event runs safely. BOSP cannot accept liability for accidents or damage to people and property as a result of your event or activity.

You must ensure the venue complies with all health and safety regulations. Depending on the nature of your event, it may need to have first-aiders, such as St. Johns Ambulance available.

You must ensure that your event complies with all health and safety regulations. Carry out a risk assessment before your event or activity to ensure that everyone involved with your event: participants, helpers and spectators stay safe. You can find out more at **www.hse.gov.uk**

Make sure that everyone involved with your event is aware of any potential risks and of any special requirements for taking part. e.g. fitness levels, training or specialist equipment needed. Supervise your event properly and adequately and take special care if children are involved.

Always ensure that children are safe and that you do not allow them to solicit money or collect money without being accompanied by an adult.

### EQUAL ACCESS FOR ALL

Please consider issues of equal access for all, even if an event is being targeted at a specific group of people. Further information is available from The Disability Rights Commission.

### KEEPING IT LEGAL

Your event must be covered by insurance, and if you are the event organiser, you may need to take out specific insurance cover. Depending on your event and venue you may need to have public liability insurance. You may also need to check permissions with the local authorities.

Follow good food hygiene procedures and comply with food regulations.

A licence is needed if you plan to sell alcohol at your event even if the cost of the alcohol is included in the ticket price.

### CANCELLATION

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 must be paid directly to BOSP.

## RAFFLES AND LOTTERIES

If you would like to hold a raffle 'in aid of BOSP', before you begin your raffle, it is important that you read this information as charity raffles are regulated by law.

### WHAT IS A RAFFLE?

A raffle is an alternative name for a lottery. It is an agreement whereby individuals purchase an opportunity to win a prize. The prize winner is selected at random entirely by chance.

### INCIDENTIAL, NON-COMMERCIAL LOTTERIES

These are the simplest raffles to run. They do not require a licence from either the Gambling Commission or the local authority as long as all the following rules are adhered to:

- BOSP must either be the sole beneficiary or the % of funds allocated must be clearly stated, and there must be no private gain
- **Tickets can only be sold during the event** and on the premises where the event is taking place
- There must be no cash prizes
- The draw and the announcement of the results must take place during the event
- There can be no more than £100 deducted for costs
- There can be no more than £500 spent on buying prizes; however there is no limit on the value of donated prizes
- There are no rollovers allowed
- There are no set ticket requirements, so for example, cloakroom tickets can be used

### SOCIETY LOTTERIES (DRAW TICKETS)

If you hold a larger raffle, where for example, tickets are sold over a period of time prior to the draw, the raffle must be registered with the local authority and tickets must be printed.
There are regulations regarding the information printed on the tickets, which includes the date of the draw. The information required can be normally obtained from the ticket retailer/printer. A named promoter should be nominated to take responsibility for the raffle and if ticket sales exceed £20,000 it must be registered with the Gaming Board. As they are governed by many rules, we recommend contacting your local Licensing Authority for advice before organising a Society Raffle.

### KEEPING IT LEGAL

In England and Wales, lotteries/raffles (other than the National Lottery) are now governed by the Gambling Act 2005. The Act defines a lottery as an arrangement whereby individuals pay for an opportunity to win a prize and the prize winner is selected entirely by chance. It is therefore unlawful for an organisation to run a lottery without the appropriate licences from the Gambling Commission or had registered with the local authority (as required) or the lottery falls into one of the exempt categories of lottery set out in the Gambling Act 2005.

### CANCELLATION

If a Society Lottery is cancelled for any reason, any supporters who have paid in advance must be offered refunds. If the refund is declined, or if the donor is untraceable the money must be paid immediately to BOSP.

## SPONSORED EVENTS

You should only use "Official In Aid of BOSP" sponsorship forms, which meet legal requirements. These will include the title of your event and the date it is taking place. They can be emailed to you or supplied in a hard copy from The BOSP Office.

### SAFETY

BOSP does not encourage hazardous activities and cannot accept liability for accidents or damage to people or property as a result of your participation in a sponsored event. Please ensure you are aware of any potential risks and have looked into any special requirements involved for taking part in your event, for example fitness levels, specialist equipment and any special training that might be needed. It is important to consider obtaining Personal Accident insurance cover for any activities that may involve any risk of injury.

### ONLINE SPONSORSHIP WITH JUST GIVING

BOSP is registered with Just Giving which provides free online fundraising tools and enable the electronic collection of donations. The Just Giving website is simple to use and reclaims Gift Aid automatically. It is a great way to advertise your event as you can send the link to your fundraising page to family, friends and colleagues via social media and email. If unfortunately you are forced to cancel your sponsored event however, you must cancel your fundraising page immediately and inform BOSP that your event has been cancelled, giving details of all donors who would like a refund. If you require any more information about Just Giving, please contact The BOSP Office.

### SPONSORSHIP TOP TIPS

- Set up an online page showing your fundraising target. Call The BOSP Office if you would like help setting this up or if you require wording about our Charity to add to your page
- Send the link to your family, friends, and colleagues and, of course BOSP, by posting a link on your social networking sites and on your email signature
- Ask BOSP for paper sponsorship forms and BOSP flyers, for friends and family who do not like to donate online. Where possible include a generous sponsor at the top of each sheet to set the standard!
- Encourage people to sign up to Gift Aid so that BOSP can claim a further 25% on every pound a person donates. Remind your sponsors that they must give their full name and home address including their postcode and put a √ in the Gift Aid column
- Ask your employer to match or part-match what you raise
- Inform your sponsors, donors and BOSP if any event costs will be coming out of the money being donated i.e. entry fees

### CANCELLATION

If you have to cancel your sponsored event you must offer refunds to any sponsors who have paid in advance. If anyone declines their refund or if you are unable to trace the donor, you will need to pay it directly to BOSP.

## MONEY COLLECTIONS IN AID OF BOSP

It is really important that you contact us before carrying out any collection in a public place that is in aid of BOSP. No one may take part in any collection in a public place unless they are in possession of a written authority signed on behalf of BOSP.

### SAFETY

Always ensure that children are safe and that you do not allow them to solicit money or collect money or without being accompanied by an adult.

### KEEPING IT LEGAL

You must first obtain permission to collect money in a public place. To collect in the street, you will need a licence from the local council who will also give you a set of rules to follow. You will need to apply for the licence well in advance. It is illegal to collect door-to-door without the correct licence. To collect on a private property, for example a shopping centre, you must ask for permission from the owner or whoever is responsible for it.

### COLLECTING MONEY AT SPONSORED EVENTS

If you are collecting money 'in aid of BOSP' i.e. at a sponsored event, please check with the event organisers first, as you may need their permission and/or a licence from the council.

### BOSP BUCKETS AND COLLECTION POTS

BOSP has its collection buckets and pots which should be used. All collections in aid of BOSP must adhere to the following rules and regulations:

1. Buckets and tins must display prominently the title of BOSP and BOSP's registered Charity Number (1107392)
2. Collection buckets and pots must be properly labelled and bear a number held in BOSP's register
3. All collection buckets and pots must be sealed
4. Collection buckets and pots should remain sealed and immediately be returned to The BOSP Office. They will be opened in your presence by a member of BOSP staff or under dual control at a later date. You will receive a receipt

If rule 4 is not possible or practical, or you need to advise supporters of the amount raised at the end of your event:

- Open the buckets or pots and count the proceeds in the presence of an independent witness
- The amount counted should be recorded on a slip and signed and dated by you and your witness
- Please then take the counted proceeds, or send a cheque for the amount (made payable to BOSP) to The BOSP Office
- BOSP will check the amount and issue you with a receipt. BOSP will then inform the Council of the total if the money was collected in a public place

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**Gift Aid** can only be claimed on donations. Gift Aid cannot be claimed on the proceeds from the sale of raffle tickets or ticket sales for the cost of meals and entertainment etc.