

Pelvic Radiation Disease Association (PRDA)

Legal notes on fundraising

Government guidance <https://www.gov.uk/guidance/fundraising-legally-and-responsibly>

This document contains information about

- 1. Personal responsibility**
- 2. Street collections**
- 3. Raffles**
- 4. Under 18s**

1. Personal responsibility if fundraising

- Please note that PRDA does not organise or endorse any particular fundraising events – you must make your own arrangements.
- You should ensure that you are medically fit as appropriate for the event, and that you understand that you participate in an event at your own risk.
- PRDA will not be held responsible for injury or illness resulting from your participation.
- PRDA is not responsible for the content of any external websites linked to in our [fundraising guide](#).

2. Street collection guidelines and regulations

Collections can be a fun way to raise donations and awareness for us, but **please contact us fundraise@prda.org.uk first before making any plans.**

Street collections require quite a bit of planning, preparation and organisation – please see our guidelines below. PRDA is currently unable to help with any administration of street collections. We do not endorse any house-to-house collections.

- Ensure you have read and abide by the Fundraising Regulator’s Code of Fundraising Practice for face to face fundraising:
<https://www.fundraisingregulator.org.uk/code/specific-fundraising-methods/collecting-money-or-other-property>
- Other useful guidance is available here: <https://www.institute-of-fundraising.org.uk/guidance/fundraising-with-individuals/fundraising-in-a-public-place/face-to-face-fundraising/>
- Plan well in advance in order to get the right documents to apply for the correct street collection licence, and organise who will do the collecting.
- Depending on your council’s requirements, documents you may need to request from us at fundraise@prda.org.uk include:
 - A ‘letter of authority’ from PRDA, endorsing your collection
 - A summary of PRDA’s aims
 - A copy of our audited accounts
 - Name badge(s).
- For collecting on the street, you will need a licence from your local authority.
<https://www.gov.uk/street-collection-licence>
- If in London you need to apply to the Metropolitan Police <https://www.met.police.uk/advice/advice-and-information/cc/charity-collection-licensing/street-collection-licences/>
- For collecting outside a supermarket store, you will need permission from the manager.
- For collecting on private property you will need permission from the land owner.

- Choose a popular location or a busy time to do your collection. Give yourself time to secure a suitable date, especially if there is a high demand from other fundraisers.
- Get other volunteers to help.
- Only closed collection tins/buckets may be used so please ensure these are sealed at all times. Once you have permission for your collection, please email fundraise@prda.org.uk for tins. Empty tins should be returned to 62 Norbiton Avenue, Kingston upon Thames, KT1 3QP.
- If you would like a collection bucket, please get in touch.
- [Jar/tin](#) and [bucket](#) labels are available to download.
- Two people should be present when tins/buckets are opened for counting the money.
- Proceeds should be banked as soon as possible and then please use our [paying in form](#) for sending the total raised to PRDA.
- Please note we do not currently have any kit for contactless payments, but let us know if you feel this would be helpful and we will investigate.

3. Raffle guidelines and regulations

Holding a raffle is a great way to increase donations from your event. However, PRDA recommends that you only run a small raffle where tickets are sold and prizes awarded on the day of the event. Large raffles usually need a small lotteries licence from your local authority and PRDA is currently unable to help with administration of large raffles.

Raffle proceeds should be banked as soon as possible and then please use our [paying in form](#) for sending the total raised to PRDA.

Please see guidance here <https://www.institute-of-fundraising.org.uk/guidance/fundraising-with-individuals/lotteries/>

Also guidance here <https://www.gamblingcommission.gov.uk/PDF/quick-guides/Running-a-lottery-quick-guide.pdf>

If you hold a small raffle on the day of your event you do not have to get a special licence as long as:

- Any prizes purchased are worth a total of no more than £250. Donated prizes can be of unlimited value.
- All tickets are sold on the same day as the raffle is drawn.
- Tickets are sold for the same price and there are no discounts.
- Prizes that involve alcohol are only included if the event is being held on licenced premises.
- All tickets are sold on the same premises and on the same day as the raffle is drawn.

Under 18s – legal guidelines

If you are under 18 and holding a fundraising event, there are certain things that you will need help with. You should always ask an adult to help you with your fundraising to make sure you are safe.

There are some things that you cannot do if you do not have an adult to help you. These things are:

- Street Collection
- Raffles
- An event involving alcohol.

November 2021