



**The Anthony Seddon Fund**  
Supporting mental wellbeing in our community

<b>Document Control</b>	
<b>Title:</b>	<b>Fundraising Legal Obligations</b>
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<b>Scope:</b>	
This policy is applicable to all individuals undertaking fundraising and sponsorship events in aid of <b>The Anthony Seddon Fund</b> .	
<b>Purpose:</b>	
The purpose of this policy is to ensure all fundraising for <b>The Anthony Seddon Fund</b> is in line with legal and statutory obligations.	
<b>Supersedes:</b>	
N/A	
<b>Next Review Date:</b>	February 2024

<b>Signed On Behalf of the Board of Trustees</b>			
<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			

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## 1. Introduction

It is important that all fundraising and sponsorship events undertaken in aid of **The Anthony Seddon Fund** are carried out in line with all legal and statutory obligations. This policy applies to all individuals participating in fundraising and sponsorship events with the goal of raising funds and donations for The Anthony Seddon Fund, and it is intended to serve as a guideline to ensure legal fundraising.

## 2. Street Collection Guidelines and Regulations

Collections can be an easy and fun way to raise donations and awareness of the charity, but there are some things to consider before undertaking a collection event.

### Make Sure You Have Permission

- For street collections, a licence from the local authority / council needs to be obtained.
- For collecting outside a supermarket, permission from the store manager is required.
- For collecting on private property, you will need permission from the land owner.
- Once permission for your collection or to display a collection tin has been granted, fill out our [event form](#) stating where and when it will take place, and we will arrange a collection tin / bucket you can collect.

## Arranging a Street Collection

- Choose a busy location or time to do your collection.
- Give yourself time to secure a suitable date, especially if there is high demand from other fundraisers.
- Get other volunteers to help, as it can be a long day – make sure to take regular breaks.
- Only closed collection tins / buckets should be used, so please ensure these are sealed at all times with the stickers / ties provided.

## Letter of Authority

Alongside the collection tin / bucket, we will also provide you with a letter of authority showing that we are aware of and support your fundraising. This letter does not constitute official permission for any fundraising activities, and you must obtain any permits / licences from relevant authorities.

## How to Return Your Collection Tin or Bucket

When you have finished collecting, or if you no longer wish to collect for **The Anthony Seddon Fund**, please return your tin to:

**The Anthony Seddon Centre  
12 George Street  
Ashton-under-Lyne  
OL6 6AQ**

We will issue you a receipt to confirm the return of your collection bucket, and follow this up with a final total once the donation has been counted.

## 3. Raffle Guidelines

Holding a raffle is a great way to increase donations from your event.

### Large Scale Raffle

A small lotteries licence may be required if you are holding a large-scale raffle. You will need to contact your local authority to obtain this licence. You must not:

- Sell tickets on the street or from house to house.
- Anyone under the age of 16 may not sell or purchase tickets.
- Tickets must state that the lottery is in aid of The Anthony Seddon Fund and include your name, address, and the date of the lottery draw.

### Small Raffles

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 on licenced premises.
- All tickets are sold on the same premises and on the same day as the raffle is drawn.

For more information, please read the [Fundraising Regulator Guidelines](#).

## 4. 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 with your fundraising to make sure you are safe.

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

- Street collections.
- Raffles.
- An event involving alcohol.

## 5. Review

This policy will be reviewed annually to ensure that it remains up-to-date and reflects the needs and practices of the organisation.

The policy may be reviewed following relevant legislation change, or if monitoring information suggests that policy or practices should be altered.