



The Anthony Seddon Fund
Supporting mental wellbeing in our community

Document Control	
Title:	Fundraising Legal Obligations
Version:	2
Reference Number:	HR-PP-FI-06
Scope:	
This policy is applicable to all individuals undertaking fundraising and sponsorship events in aid of The Anthony Seddon Fund .	
Purpose:	
The purpose of this policy is to ensure all fundraising for The Anthony Seddon Fund is in line with legal and statutory obligations.	
Supersedes:	
HR-PP-FI-06 – Fundraising Legal Obligations – VI	
Version Changes:	
<ul style="list-style-type: none">• No substantive changes required.• Updated document reference to reflect revised naming convention.• Updated Section 5 – Review to reflect the charity's new tiered policy review cycle.	
Next Review Date:	June 2026
Review Tier:	Tier 1

Contents

1. Introduction.....	2
2. Street Collection Guidelines and Regulations	2
Make Sure You Have Permission.....	2
Arranging a Street Collection	3
Letter of Authority.....	3
Returning Your Collection Tin or Bucket.....	3
3. Raffle Guidelines	3
Large Scale Raffle	3
Small Raffles.....	3
4. Under 18s – Legal Guidelines	4
Other Guidelines.....	4
5. Review	5

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 is applicable to all individuals undertaking fundraising and sponsorship events in the aim of raising funds and donations for **The Anthony Seddon Fund** and is intended as a guideline to ensure fundraising stays legal.

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 or 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 landowner.
- Once permission for your collection or to display a collection tin has been granted, fill in **FO-FP-07 – Tell Us About Your Fundraising** in the **Fundraising Toolkit (FO-FP-01)** stating where and when it will take place, and we will arrange a collection tin or bucket you can pick up from **The Anthony Seddon Centre**.

Arranging a Street Collection

- 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, as it can be a long day. Make sure to take regular breaks.
- Only closed collection tins and buckets should be used, so please ensure these are sealed at all times with the stickers and ties provided.

Letter of Authority

Alongside the collection tin or 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 or licences from relevant authorities.

Returning 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**

We will issue you a receipt to confirm the return of your collection bucket, and we will 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

If you are holding a large-scale raffle, you may need to obtain a small lottery licence. You will need to contact your local authority to obtain this licence. You must not:

- Sell tickets on the street or 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 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 held 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.

Prohibited Activities

- **Street Collections:** Under-18s are not permitted to participate in street collections unless accompanied by an adult supervisor.
- **Raffles and Lotteries:** Individuals under the age of 18 are prohibited from organising, selling, or purchasing tickets for raffles and lotteries.
- **Alcohol-Related Events:** Under-18s may not participate in the organisation or execution of events that involve the sale or consumption of alcohol.

Other Guidelines

Supervision

- **Adult Supervision:** All fundraising activities involving under-18s should be supervised by a responsible adult who has undergone suitable background checks and training. The ratio of adults to minors should be adequate to ensure safety and proper supervision at all times.
- **Event Safety:** Risk assessments must be conducted for all events involving under-18s to identify potential hazards and implement measures to mitigate risks.

Consent and Participation

- **Parental/Guardian Consent:** Written consent from a parent or guardian should be obtained for all under-18s participating in fundraising activities. This consent form should outline the nature of the activity, any risks involved, and the details of the supervision provided.
- **Inclusion:** Efforts should be made to include under-18s in fundraising activities in a manner that is appropriate for their age and capabilities. Activities should be engaging and educational, fostering a spirit of charity and community involvement.

Training and Education

- **Fundraising Education:** Provide age-appropriate training and information to under-18s about the purposes of fundraising and the importance of ethical practices and legal compliance.

- **Skill Development:** Encourage skills development through fundraising activities by assigning tasks that are suitable for their age and ability levels, thus promoting a sense of achievement and contribution.

Reporting and Feedback

Feedback Mechanism: Provide a clear mechanism for under-18s and their parents or guardians to provide feedback or raise concerns about fundraising activities.

- **Incident Reporting:** Ensure that all incidents or accidents involving under-18s in fundraising activities are promptly reported and documented in accordance with organisational policies and legal requirements.

Media and Publicity

Image Use: Obtain specific, written consent from parents or guardians before using images or videos of under-18s for publicity purposes. Ensure that such use complies with GDPR and respects the privacy of the individuals involved.

5. Review

This policy will be reviewed in line with The Anthony Seddon Fund's policy review cycle, which operates on a tiered system based on risk, relevance, and compliance need:

- **Tier 1** – Annual review (compliance-critical policies)
- **Tier 2** – Review every two years (operational or people-focused policies)
- **Tier 3** – Review every three years (low-risk or informational policies)

In addition to the scheduled cycle, this policy may also be reviewed earlier if:

- There are significant changes in legislation or best practice.
- Internal monitoring, feedback, or incidents indicate a review is necessary.
- Structural or operational changes within the charity affect its relevance or application.

Whether or not there were substantive changes, the version control section will display the date of the most recent review.