

# Day One Fundraising Checklist



Registered Charity 1075308

## Events

- Contact your local council for any necessary permissions, licensing, trading standards, and health & safety issues.
- Contact the police if you are planning an event in a public place e.g. if the event is to be held on public roads and could cause traffic disruption.

## Collections

- You'll require a license from your local authority to collect funds in the street, in any public place, or house-to-house - otherwise it is illegal. Most authorities have details of how to apply for a license on their website, but you should allow at least two months for it to come through.
- If you are collecting on private property e.g. a pub or supermarket, you must obtain written permission from the owner or manager, and when collecting you must always have a copy of this permission with you.

- Anyone collecting money in public, must be over 16.
- Please do not pressurise people to donate.

## Collection Boxes

- We can provide collection boxes for any event. For details on how to get one, please contact our fundraising office on 0113 2064540 or 0113 2068412.

## Raffles and Lotteries

- These are subject to very strict and complex laws - therefore you **MUST** consult The Institute of Fundraising Laws, before organising a raffle or lottery.
- We also recommend that you get a copy of Lotteries and the Law, from the Gaming Board of Great Britain.

## Day One

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## dayone.uk.com

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