



FUNDRAISING FACTS

Fundraising “In aid of” of the RSPCA

If you would want to fundraise in your own time, at your own pace and whenever you want to fundraise without the RSPCA getting involved or being part of your planned activity. This is absolutely great! If you do decide to organise your own activities here are some considerations and advice to help you:

We advise that you are 18 years before you consider fundraising “in aid of” the RSPCA, but if you are under 18 you **MUST** talk to a *parent/guardian/or other responsible adult about your ideas and they must be happy about what you’ve chosen to do and must take full responsibility for you, and all aspects of your fundraising activity.*

As you are acting independently of the RSPCA, this means we are not responsible for the planning and delivery of your event or your fundraising activity; therefore you will need to carry out a health & safety risk assessment for your event and ensure that all participants are fully briefed and adequately supervised and insured.

Again you need to be aware that any costs or risks that arise which includes: liability for personal injury, property damage or loss which may occur to you, your helpers or guests, would be your responsibility (remember you are acting independently of the RSPCA). You are responsible and need to take out insurance as you are not covered by the RSPCA’s insurance.

We ask that you check with us that your activity meets with our own Animal Welfare Policies and that your activity does not threaten the name or reputation of the RSPCA. It is important to check with us first to ensure we are happy with your activity even if you are acting alone.

There are also lots of regulations and legalities associated with fundraising, whatever charity you fundraise for, so get advice; for example: You cannot collect funds on the street, in a public place or go from house to house without a local authority licence (as an example). So obtain the necessary licences or check out the legalities before you go ahead.

We have lots of fact sheets and advice to offer on this so please get in touch and let us help you. ASK US!

You need also to be transparent about how you are fundraising, so we recommend that you inform your donors that you are fundraising *in aid* of the RSPCA Warrington, Halton and St. Helens Branch, giving our registered charity number - 232259, and indicate the amount or % of funds raised through your event which is to be donated to the charity. This is good practise and will reassure your donors.

You will need our written consent to reproduce the RSPCA name, acronym and lozenge logo (all registered trademarks), so please get in touch before you print, email, publish our logo or attach our charity number to your activities.

Handling money is always an issue and when people donate money to you in good faith so they need to be assured that it goes to the RSPCA; therefore you have a legal obligation to: collect, record and pass your donations to the RSPCA in a reasonable time, which is normally three weeks after collection.

Is there an easy way to collect my sponsorship donations?

If you are organising a sponsored event, you could consider setting up a just giving web page at www.justgiving.com, www.virginmoneygiving.com or www.easyfundraising.org.uk. These sites help you to collect sponsorship money on your behalf and send all your pledges to our branch. There are lots more on the internet for you to choose from.

How do I handle the cash I have collected?

If you are handling cash directly, please refer to the fact sheet entitled: **Handling Cash Donations**