



## FUNDRAISING DOS & DON'TS

If you are fundraising for Unseen, please make sure you stay legal – and take a moment to read the following guidelines and information before you start:

- Where ever possible please make sure your fundraising materials (e.g. posters) include the line: 'In support of Unseen' registered charity 1127620.
- Your fundraising materials must not suggest that you represent the charity, only that you are fundraising in support of us.
- If you are raising money in the course of a business, deducting any amount to cover costs, or splitting the money raised between Unseen and another charity, then you'll need a Fundraising Agreement. Contact us at [admin@unseenuk.org](mailto:admin@unseenuk.org).
- We don't advise you to collect money in a public place or door to door. If you do choose to do so, you'll need your own licence from your local authority (you should find details about this on your local authority's website).
- If children (under 16) are involved in fundraising in any way, please make sure that they have permission from their parent or guardian, and are properly supervised by a responsible adult. Children should never approach strangers about fundraising.
- If you are planning any type of lottery (such as a raffle, tombola or sweepstake), please be aware that there are strict rules about what you can do. For England, Wales and Scotland, the Gambling Commission publishes useful guidance on lotteries at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk).
- You should always consider whether you need appropriate insurance cover for your fundraising activity. If necessary, carry out a risk assessment and make sure participants are fully briefed about the activity. Please e-mail us at [admin@unseenuk.org](mailto:admin@unseenuk.org) for a risk assessment form.
- For more information on fundraising please see the Institute of Fundraising website, <http://www.how2fundraise.org/>.

### Disclaimer

Please be safe! Whilst we really appreciate your support, Unseen is not responsible for organising, supervising or hosting your fundraising activity.

All activities (whether a challenge, dare or simply something entertaining) and participation in them, are at the organisers' and participants' own risk. Your activity should not pose a danger to you or any onlookers.

Unseen does not accept responsibility or liability for any loss or damage, or for any death or personal injury, arising out of any fundraising activity including liability as a result of negligence (except death or personal injury caused by Unseen's negligence).

If you wish to donate to Unseen, please note that your donation or sponsorship payment is non-refundable. If you sponsor someone to attempt any activity in support