

Fundraising: the official stuff



Thank you so much for fundraising for INF! There are just a few legal bits to remind you about. This information is to provide general guidance only.

Fundraising materials and publicity

All of your fundraising activities and materials should make it clear that you are fundraising in aid of INF, but that you do not represent INF. If you are using INF's logo, please include the following statement: '[name of volunteer/group]: raising funds in aid of INF/UK'

If you produce any fundraising materials, they should include the statement: 'In aid of INF/UK (UK Registered Charity No. 1047178)

INF's logo is a registered trademark No: 00003130398

Holding Fundraising Events

INF really appreciates our supporters holding events to raise vital funds in aid of INF.

The Health and Safety at Work Act 1974 applies to volunteers holding fundraising events. So you need to take this into account when you are planning and organising your event

- When you start planning, conduct a risk assessment to ensure you have proper plans for the safety of participants (www.hse.gov.uk)
- Ensure that participants are fully briefed about the event, including (where relevant) any risks, special equipment, clothing required, standards of behaviour, and fitness requirements.
- Ensure that your event is properly and adequately supervised
- Consider what insurance cover you need for your event
- Check whether you need any special licence. (e.g. a public entertainment licence or a licence to sell alcohol)
- Where children are included, this includes:
 1. Providing proper adult supervision
 2. Checking that the child's parents/carers have given their permission for their child to take part
 3. Carrying out appropriate background checks if adults are to have unsupervised access to children

Please note: INF cannot accept any responsibility for accident, injury, loss or damage as a result of your event. We are available to give you support and guidance, especially in relation to risk assessments.

Transfer of Funds

Please forward the funds you've raised to INF within four weeks of collection. Expenses should not be deducted from the sums collected unless you have approved this with us beforehand and are able to provide a written breakdown of costs and expenses.

Any questions? Please get in touch!

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UK Registered Charity No. 1047178