



Yorkhill
Children's
Foundation

fundraising guidelines

Safety and legality

Regardless of what fundraising activities you are undertaking for Yorkhill Children's Foundation, it is important that you ensure that everything you do is safe and legal. There are a number of regulations that govern how people can collect and raise funds for charity. These regulations are in place to protect both the public and the fundraiser from fraud and nuisance.

Charity status

On any printed materials such as letters, tickets, posters etc that you may use to promote your event, you must state the following: "Yorkhill Children's Foundation. Registered charity number SCO07856". This is a legal requirement under the Charities Act 1992 and it is a criminal offence not to include it.

If you are unclear about any of these guidelines, or have any questions, please do not hesitate to contact the Fundraising Team at Yorkhill Children's Foundation on 0141 201 6917.

Insurance

Yorkhill Children's Foundation cannot accept responsibility for any damage, accidents or injury should they occur during your fundraising efforts. It is essential to make sure your event is safe and insured, where necessary. All fundraising is done on an independent basis.

Collections

Depending on the type of collection that you are planning there are different legal requirements in accordance with Charity Law. For all collections, please ensure that you use official Yorkhill Children's Foundation collection cans and buckets, which can be obtained from the Foundation office. If you are planning to collect only at your home, no license is required. If you want to collect sponsorship or donations in a public place such as a supermarket, pub or sports centre, you will need to obtain prior written permission from the owner/ manager. If you are organising a street collection you will need to apply for a permit from the local council and we advise you to do this well in advance of your collection date. Once you have your permit, we suggest that you try and rally as many of your family, friends and colleagues to help on the day to make the collection as successful as possible. Please forward a copy of your license to Yorkhill Children's Foundation.

Please note:

- The minimum age for collectors is 16
- If you leave a collection can at your local shop or library, please let us know where it is and we will ask the venue to contact us directly regarding uplifting it, counting the money and replacing it
- Please return all full collection cans to Yorkhill Children's Foundation
- Always ensure that two people are present when any money or donations are being counted
- Collectors should always undertake their work in a courteous and ethical manner which reflects the high standing and ethos of Yorkhill Children's Foundation

helping sick kids get better