



## **Safe and Legal Fundraising at Médecins Sans Frontières (MSF UK)**

This information is for people, organisations and others who raise or wish to raise funds for MSF UK.

Fundraising is essential and can be a fun and rewarding way of supporting the work of MSF (Médecins Sans Frontières). Whatever event you have in mind, we hope the enclosed information is useful. It is important to MSF UK that everyone supporting our organisation can do so in a safe and legal way, and that this will lead to your event being a success. Plan ahead to help everything go smoothly.

Here are some things you should consider when planning your fundraising:

### **Safeguarding**

Safeguarding is of paramount importance to MSF UK. MSF UK works to ensure all those who come into contact with our work, including through fundraising events in support of MSF, are safe.

MSF UK wants to ensure that anyone supporting our organisation is safe. We advise you to make sure that when running events, you think about how to safeguard yourself when engaging with the public, handling cash, and health and safety. Please also make sure there is safeguarding information in place for others. We advise individuals to run events with more than one person to ensure you have support from each other throughout the activities.

### **Responsibility for the Event**

Is it important to remember that you are responsible for your own event, including setting fundraising targets and the requirements for people fundraising. MSF UK can offer advice on effective fundraising approaches in support of MSF. Unfortunately, we cannot accept any liability for your fundraising activities. You will also need to make it clear that your event is fundraising 'in support of' rather than organised by MSF UK.

### **Venues, locations and equipment**

When identifying a suitable event you must consider:

- issues of equal access for all, even if an event is being targeted at a specific group of people,
- whether the venue meets the legal requirements on health and safety, and
- make sure the venue or location and ensure the location is fit for purpose, noting any restrictions and be able to justify any environmental effect the event might have.

## Insurance and Licences

You need to check whether you require appropriate insurance to cover you for your event, that they are in place, and be clear who is insuring against which risk. If your event is open to the public, you may need to take out public liability insurance. This will protect you if a member of the public is injured during your event.

Further, you should request to see the public liability insurance certificate of any suppliers you hire or venues which you hold your event at, as they may have it in place already. This will ensure that they're covered in the event of an accident or incident with their equipment or service.

Any event carried out in support of MSF will not be covered by MSF UK's insurance and the charity cannot be held liable for accidents, injuries, loss or damages as a result of your event. You may need to contact your local authority to check whether you need a licence if, for example, you're planning to:

- provide food or drink (see Food Hygiene Regulations 2006 here for [England](#), [Wales](#), [Scotland](#), and [Northern Ireland](#), respectively)
- sell alcohol
- sell goods in a public place
- collect money in a public place
- hold a raffle, lottery or auction (as described below)

Also, some licences have a legal requirement for, among others things, the maximum number of people at an event. Violating the licence agreement could potentially nullify any insurance you have, so please double check the relevant permission, licence, or local conditions when planning your event.

## Lotteries, prize competitions and free draws

There are strict legal requirements about the organisation of raffles, lotteries and prize draws. More information about these rules can be found at the [Gambling Commission](#), although please note that special rules apply in [Northern Ireland](#).

If you are planning a raffle or other game of chance (such as a tombola or duck race) you would not require a licence if the following conditions were fulfilled:

- tickets must be sold on the same day as the raffle is drawn,
- tickets are sold only to those aged 16 and over

- all raffle tickets are sold at the same suggested donation amount
- no more than £500 can be deducted from the takings to cover the cost of prizes
- tickets must be sold only at that event.

However, if you wish to sell tickets in advance, or to people not attending the event, this requires a licence, or an alternative activity such as a prize draw. Only a non-commercial organisation can apply for a lottery licence: this would be via your local authority if you qualify.

## **Collections**

Collections on private property usually require the manager's or owner's written permission. Keep this with you while you're collecting. Public collections require a licence from the council, or the Metropolitan Police if you're in London. Visit the [government website](#) for all the details on how to apply.

## **Handling money**

Here are some tips for handling money at your event:

- Be cautious when carrying money around
- Make sure at least two people are around when money is being handled and counted
- Collect cash using a secure container
- Put money in the bank as soon as possible

## **Risk Assessment**

Think about the possible risks, accidents or legal issues ahead of your event– even if it's somewhere you know well like your workplace, school or local community centre or pub.

The best way to identify any potential accidents or hazards is to complete a risk assessment. The [Health and Safety Executive](#) have guidance and a free template on their website.

## **Emergencies and First Aid**

If you're holding an event involving many people, make sure that you have appropriate first aid support in place. You can get advice from [St John Ambulance](#) or the [British Red Cross](#).

As a basic guide, there should always be someone on hand to help for smaller events, but for larger events involving around 500 people, there should be a minimum of two qualified first-aiders on site. Make sure emergency evacuation procedures are in place and there is access for people with disabilities. Here are some other things you need to consider:

- Number of people
- Type of event and risk involved
- Type of people (e.g. age) (see more information on children below)
- Location
- How long the event lasts
- What is the weather likely to be like
- How near is it to local medical facilities
- What experience you have of similar events
- What welfare and first aid facilities are at the venue
- Availability of fire exits and assembly points, whether fire exits are clearly marked and whether there will be marshals to direct people to a safe place

## **Fundraising involving children**

If there are children at your event, you should ensure that they have permission to take part and have someone to look after them. Adults looking after children should have carried out appropriate [Disclosure and Barring Service \(DBS\)](#) checks on individuals looking after the children.

If you are under 18 years old, you should always ask a responsible adult to help you with your fundraising. If children are taking part in your fundraising event or activity, please ensure there is adult supervision and carry out appropriate background checks if an adult may be left unsupervised with a child.

See the Government's [Disclosure and Barring Service \(DBS\)](#) information for more guidance.

It is also important to think about the individuals attending your event and be mindful when coming into contact with potentially vulnerable people, in particular children to ensure that they are treated appropriately, respectfully and fairly. Please see the [IOF- Protecting Supporters for more information.](#)

## **Data Protection**

If you plan to take photos of other people at your fundraiser, please make sure you obtain consent from those you wish to photograph and let them know how you intend to use the photos, for example, posting them on social media platforms. You will need to get parental permission if children are helping at your event or if you're taking photographs of children. If your event is on private property, get permission from the owner or manager.

Make sure any electronic or paper record you keep about people involved in a fundraising event complies with data protection law. Any information that you collect for your fundraising should be kept safe and comply with the Data Protection Act and the General Data Protection Regulation (GDPR)

25 May 2018). As a rule of thumb, don't keep information about people any longer than you have to, and don't share information or data about someone without their permission. More information can be found at the [Information Commissioner's Office](#).

## **Food and Drink**

If you plan to have food available at your event, then you'll need to ensure it's safe. Check out the [Food Standards Agency](#) for guidelines on handling, preparing and storing food. If you are using a caterer, you need to make sure they have a Food Hygiene Certificate and Public Liability Insurance. In general, if you will be selling alcohol you'll need a premises licence, unless the venue already has one.

## **Driving**

You may need people to drive in order to deliver goods or attend an event. Anyone driving to support your event should have a current driving licence, a safe vehicle, a good driving record and vehicle tax and insurance.

## **Using MSF's Logo**

At MSF, the safety of our staff and patients is always at the forefront of everything we do. MSF is renowned for not using armed security in countries in which we work. Our logo is our primary use of protection and is found on our uniforms, vehicles and the flags that fly over our facilities. Our logo is an emblem of the respect that MSF has earned in the countries in which we work due to our key principles of independence, neutrality and impartiality. It often means we are able to work in places that are too dangerous for others.

For this reason we are incredibly careful of how our logo is used. As a general rule, in the United Kingdom we do not share it with our corporate supporters.

In the case of fundraising, we have a fundraising specific logo which is permissible for use.

We request any posters, flyers, t-shirts or other materials that display our fundraising logo be sent to us in advance, for us to approve, before public use.

If you are thinking about using MSF's logo, please contact [fundraisinghelp@london.msf.org](mailto:fundraisinghelp@london.msf.org). Also, while we have tried to explain the main legal points, please review the [Code of Fundraising Practice](#) as there may be some points relevant to you that we have not covered.

