



ORGANISING A FUNDRAISING EVENT IN AID OF BOSP

ESSENTIAL INFORMATION

CODE OF PRACTICE

First of all, a big thank you for deciding to hold an event and raise funds in aid of BOSP!

BOSP is dependent on voluntary donations and the assistance of people like you makes our work supporting Essex families who have children and young people with disabilities possible.

Before you start organising your event it is essential that you read this information as charity fundraising is regulated by law.

IN AID OF BOSP

You must make it clear on any leaflets or posters that you are fundraising in aid of BOSP and that you don't actually represent BOSP.

CHARITY REGISTRATION NUMBER

By law, BOSP charity registration number 1107392 must appear on all posters, forms, flyers, and advertisements etc that invite people to participate, help or donate.

The use of the BOSP logo needs to have prior approval. If the BOSP logo is used, it must be clear that you are fundraising in aid of BOSP and that you are not acting as BOSP.

The BOSP logo must not be altered.

IF YOU ARE ORGANISING A SPONSORED EVENT

If you are organising a sponsored event please give all those taking part in your event a copy of our Code of Practise for "Taking Part in a Sponsored Event in Aid of BOSP".

You must only issue official "In Aid of BOSP" Sponsorship forms, which meet legal requirements. These will include the title of your event and the date it is taking place. They can be emailed to you or supplied in hard copy from the BOSP office.

CANCELLATION

If you cancel your event all supporters who have paid in advance must be offered refunds. If anyone declines their refund-or if you are unable to trace the donor, the money must be paid directly to BOSP.

SAFETY

It is your responsibility to ensure your event runs safely. BOSP cannot accept liability for accidents or damage to people or property as a result of your event or activity.

You must ensure that the venue complies with all health and safety regulations.

Depending on the nature of your event, it may need to have first-aiders, such as St. Johns Ambulance, available.

You must ensure that your event complies with all health and safety regulations. Carry out a risk assessment before your event or activity to ensure that everyone involved with your event-participants, helpers and spectators-stay safe. You can find out more at www.hse.gov.uk.

Make sure that everyone involved with your event is aware of any potential risks and of any special requirements for taking part, e.g. fitness levels, training or specialist equipment needed.

Supervise your event properly and adequately and take special care if children are involved.

Always ensure that children are safe and that you do not allow them to solicit money or collect money without being accompanied by an adult.

EQUAL ACCESS FOR ALL

Please consider issues of equal access for all, even if an event is being targeted at a specific group of people. Further information is available from the Disability Rights Commission.

KEEPING IT LEGAL

Your event MUST be covered by insurance, and if you are the event organiser, you may need to take out specific insurance cover. Your venue must have public liability insurance and if you are hiring equipment or employing any third parties for your event, you will need to contact your local police.

Follow good food hygiene procedures and comply with food regulations.

A license is needed if you plan to sell alcohol at your event even if the cost of the alcohol is included in the ticket price.

RAFFLES AND LOTTERIES

Please contact BOSP before conducting any raffle or lottery as there are laws regulating these. BOSP will discuss your raffle/lottery with you and provide our code of practise for 'Raffles (Lotteries) in Aid of BOSP'.

COLLECTIONS: PRIVATE PROPERTY & STREET

Please contact BOSP before conducting any collection in aid of our charity as you must have BOSP'S written authority.

There are laws concerning street collections (you will need a license from the local council to collect in a public place) and we also have our own regulations.

BOSP will discuss your collection with you and give you our Code of Practise for "Money Collections in Aid of BOSP".



Good luck and thank you once again for your kind support!