

# Fundraising for Age Connects Cardiff and the Vale



Here is some helpful advice to make sure your fundraising activities are safe and legal.

## Children under 16:

- must have their parents' permission to take part
- should be supervised when asking for and collecting sponsor money
- should not approach strangers
- must not collect money in public or from door to door

## Events:

- Please ensure that your event is organised efficiently and safely and consider if you need insurance cover. If your event involves the public in any way, you will need to ensure that either you or the venue has public liability insurance.
- Age Connects Cardiff and the Vale cannot accept any responsibility for your event nor for anyone who participates in it.
- Events in a public place may need local authority permission, check with your local council.
- Events on private land or property always need the permission of the owner or manager.

## You will need a licence from your Local Authority for:

- Collecting money in public (please contact us first if you intend to do this)
- Sale of alcohol
- Music and dancing
- Lotteries e.g. raffles.
- You will not need a licence if the raffle is run as part of another event such as a quiz night or dinner.
- However, the sale and draw of tickets must only take place during the event and tickets may only be sold to people attending the event.

There are restrictions on having cash prizes and the amounts used to buy prizes and on event costs. The licensing team of your local authority can provide further guidance.

## Photography:

Make sure you get consent from anyone that you take photographs of and ensure this covers all possible uses including the internet. For children under 18, consent must be obtained from their parents or carers. When using these photos do not include personal details such as a child's name and address. Please get in touch if you require photographic consent forms.

For further advice contact us on **02920 683 604**  
or visit: **[www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk)**

**The Fundraising Regulator provides guidance and resources to support charities, fundraising organisations and the public during the Coronavirus (COVID-19) pandemic.**

**Please visit the website below to find out more:**  
**<https://www.fundraisingregulator.org.uk/guidance/coronavirus>**