



BCCS

a children's charity for
Essex and East London

Brentwood Catholic Children's Society

Planning an event or activity: Guide to how you can help us

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Planning your Event or Activity

Our top tips to help you make the most of whatever you're planning:

Choose a date and venue – Will you hold your activity at home, at the office, in the garden or somewhere a little different? Think about what time of the year is best and find out what else is going on in the local area.

Plan your theme – why not plan a Birthday Celebration, a Dine at Mine or something completely original! Take a look at our A-Z of Fundraising to get you started.

Set your fundraising target – Set your donation or entry fee for the event and plan some fundraising activities such as tombola's, raffles and auctions to raise event more money. Think about any costs you may incur and make sure you stick to your budget.

Invite your guests – The more guests you have, the more money you can raise for children! Email, phone and send out the details of your event to all your family, friends and colleagues. You might even wish to consider creating an event using Social Media.

Promote your event – Put up posters in your local area or contact local papers and use Social Media for coverage if you want more people to join you.

Get some help – Contact your local shops, pubs and restaurants to donate items, prizes or display posters. Ask friends, family and colleagues to help out, donate and get their ideas.

Collect donations from your guests – Ask your guests to complete a GIF Aide form for all donations they make to **bccs**. This will enable us to claim an extra 28% on every pound raised at no extra cost to you or the person making the donation. Set up your own online donation page and make it easy for your friends and family to make a donation.

Have fun and make it safe – The key to a great event and successful fundraising is to enjoy yourself. The more fun you have, the more your guests are likely to give! As well as having fun it is vital that in holding any event you protect yourself and others and are careful to safeguard children. See our guidance on **keeping it safe** and **keeping it legal**.

Thank you guests – Everyone who comes to your event will be making a difference to children, so let them know how much they have helped to raise.

Keeping it Safe

It is important to make sure that everyone at your event, including spectators are safe while having fun.

- Always ensure that children are safe and that you do not allow them to solicit money or collect money alone or without an adult.
- You must comply with the Health & Safety at Work Act 1974 and all other subordinate legislation.
- **bccs** cannot accept responsibility for accidents, so make sure that your event is safe for all concerned.
- If you are going to be carrying money around take care with personal security. Always use a safe route and always be accompanied and/or carry a personal alarm.
- Make sure that no-one is fundraising, working or spectating in an unsafe environment. Assess the risks involved and make sure that they are eliminated or minimized to an acceptable level, particularly in the case of children. Ensure an adequate Risk Assessment is completed and remember that the Health & Safety Act applies to volunteers as well as employees.
- If contractors, sub-contractors or external facilities are used make sure they have the relevant experience and can demonstrate compliance with insurance and health and safety standards.

Keep it Legal

Charity fundraising is regulated by law. You as a fundraiser and **bccs** can be fined for non compliance with legal regulations which also include health and safety regulations. To make sure your fundraising is legal; we have listed some guidelines below.

Street Collections

If you want to collect money in a public place, you must first obtain permission to do so. To collect in the street, you will need a license from the local council who will also give you a set of rules to follow during your collection. Street collections are a popular means of fundraising so you will have to apply for you license well in advance. To collect on private property, for example in a shopping centre you must ask permission from whoever is responsible for it. Door-to-door collections are illegal without a license.

Alcohol

A license is needed if you have alcohol at your event. You can avoid this issue by either holding your event on licensed premises or by asking a local pub to organize a bar at your venue. Event organisers need to issue a Temporary Event Notice to the Local District Council.

Food Safety

Food safety laws apply when food is available at an event whether it is for sale or not. You need to be aware of these and follow food hygiene procedures. Further information can be obtained from your local authority environmental health department.

Insurance

If you organize an event that involves the public in any way, you will need to ensure you have public liability insurance. Check if your company policy covers such activities.

Lotteries and Raffles

A lottery is a game of chance in which tickets are sold, enabling the holder to qualify for a prize or money. When an element of skill is introduced then it becomes a competition and had fewer restrictions. A raffle is just another word for a lottery. There are three types of lottery:

- 1. Private Lotteries** – If you hold a raffle at your workplace or club, there is no need to obtain a license and no limit on the size of the lottery. We would encourage you to do this type of lottery as it is much easier to run and less complicated legally. The lottery must be promoted by someone from within the company and only advertised on the premises. Tickets must state the price, the name and address of the promoter and who is eligible to participate.
- 2. Small Lotteries** – When a raffle is not the main focus, but part of a larger event, a license is not required. There must be no cash prize, and the ticket sales and announcement of the results must be carried out during the event. No more than £250 can be spent on buying prizes although there are no limits on the value of donated prizes.
- 3. Public Lotteries** – If you hold a larger raffle that is open to members of the public, the raffle must be registered with the local authority. A named promoter should be nominated to take responsibility for the raffle. If tickets less exceed £20,000 you must register with the Gaming Board.

A - Z Fundraising Ideas

A

Abseiling
Aerobics Workout
Afternoon Tea Stall
Antiques Fair
Arm Wrestling
Ascot Ladies Lunch
Athletic Event
Auction of Favours/Promises
Auction of Unwanted Goods



B

Backward Walk
Badminton Tournament
Bake-a-cake Stall
Bad Hair Day
Balloon Race
Barbecue
Beard Shave
Bed Push Race
Bring & Buy Sale
Barn Dance



C

Cabaret Night
Caption Competition
Car Treasure Hunt

Charity Car Wash
Car Boot Sale
Caribbean Night
Cheese and Wine Party
Coffee Morning
Coins in a Fountain
Charity Cricket Match



D

Dance Marathon
Darts Competition
Disco
Donkey Derby
Duck Race



E

Easter Egg Hunt
Eating with a Cocktail Stick
Egg & Spoon Race
Expert Talk



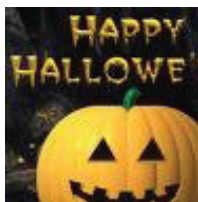


F

Family Fun Day
Fancy Dress Pub Crawl
Fancy Dress Competition
Fashion Show
Five-a-side Tournament
Fashion Show
Fun Run
Fete

G

Gala Evening
Garage Sale
Go-karting
Girls v Boys Day
Golf Day



H

Hair Shave
Halloween Party
Hockey Match
Honesty Box
Horse Riding

I

Indoor Games Evening

International Evening

It's a Knockout

Italian Evening



J

Jazz Evening

Jelly Eating

Jumble Sale

Job Swap

K

Karaoke Evening

Kidnap and Ransom

Knit-in

Keep Fit-athon



L

Lotteries

Luncheons

Line of Coins

Loud Tie Day

M

Marathon event

Market Stall

May Fair

Medieval Banquet

Mountain Bike Race

Musical Evening

Mystery Tour



N

Nearly-new Sale

Name that Tune

Nature Walk

Non-Uniform Day

O

One Day Fast

Onion Peel Competition

Odd Socks Day

Obstacle Course



P

Painting Competition

Pool Competition

Pram Race

Promotional Party

Pub Games Night

Parachute Jump



Q

Quasar Night

Quiz Evening



R

Races

Raffles

Raft Race

Rock n Roll Night

S

Second-hand Market

Shoe Shine Services

Silent Auction

Silly Specs Evening

Skittles

Sports Day

Supermarket Trolley Dash

Sunflower Competition

Swear box

Swimming Gala





T

Talent Competition

Teddy Bears Picnic

Tennis tournament

Themed Party

Three-legged Race

Tombola

Treasure Hunt

Tug-of-war

U

Underwater Eating

Unwanted Gifts Sale

University Challenge

Underwear Over Your Clothes Day



V

Valentine's Day Party

Volleyball Competition

Vicars & Tarts Party

Variety Show

W

Wellie Throwing
Wheelbarrow Race
Whist Drive
Wine Tasting
Wacky Tie Day
Walk



X

Xmas Draw
Xmas Party
Xmas Dance

Y

Yacht Race
Yard of Ale
You've Been Framed



Z

Zany Clothes Day
Zodiac Readings
Zanier the better



Sponsor Form

Please sponsor me (Name)	
The activity I am doing is	

GIFT AID - Dear Sponsor, thank you for your donation. If you pay Income Tax, registered charities can reclaim the tax you have paid - 25p for every £1 you give us. *giftaid it*

We, who have given our names and addresses below, **and who have ticked the box entitled 'Gift Aid'** want the above charity to reclaim tax on the donation detailed below.

Full Name	Full Address Inc. Postcode	Amount Pledged	Gift Aid Please Tick	Collected



Full Name	Full Address Inc. Postcode	Amount Pledged	Gift Aid Please Tick	Collected



Brentwood Catholic Children's Society

are fundraising for the
Brentwood Catholic Children's Society

How: _____

Where: _____

When: _____

Details: _____

Contact: _____

www.bccs.org.uk



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