



Read more stories of shelter

SHELTERBOX.ORG

If you are undertaking fundraising activity in aid of ShelterBox, the legal landscape can seem daunting and ever-changing. We hope that the information below will help you to identify and manage some of the risks, but if you are in any doubt as to your legal obligations, it is always advisable to obtain independent advice.

Holding an event

You can find a really helpful guide on the [gov.uk website](#) about charity events, including information about licenses, serving alcohol, food safety and insurance. [Click here.](#)

A good place to look for information on hosting a raffle or lottery is the gambling commission website, they have lots of information on fundraising. [Click here.](#)

If you're not sure, check with your local authority's planning and licencing teams. Find your local authority. [Click here.](#)

Data Protection

If you're keeping any details about people involved in your activity, make sure that your records are in line with data protection law, in respect of which you can find details of [here](#). Some documents - such as sponsor forms - are public in their nature, but if anyone would prefer to donate online or via our Supporter Care team please give them [our details](#).

Risk assessments

It's a good idea to do a risk assessment before any fundraising activity, it will help you to think about anything you need to do in order to prevent potential accidents. The Health and Safety Executive have created a helpful checklist to work through, which [you can find here](#).

You will also need to ensure you have adequate first aid cover available for the scale of your activity. If you're not sure what that might be, check with your local authority. Find your local authority. [Click here.](#)

Ahmed and his family live in an emergency camp inside Syria. They received a ShelterBox, which included a tent and essential aid items, that will help them to get through the next few months.

“It was very bad when we arrived here. We had no place to stay and we suffered for a whole month moving from under the trees in the day to the river side at night.

Then we heard that your organisation had come to the area and started to distribute tents and other household items, so we immediately registered to get the support.

– Ahmed



Collecting money

Before starting a collection please **get in touch** so we can give you a letter of authority to show you are raising money for ShelterBox. If you are planning a street collection you will need a licence from your **local authority** in advance. To collect on private property (a supermarket or pub) you will need written permission from someone responsible for the space. Any cash should be banked ASAP, the details of how to do this are on your 'how to' document. Please note ShelterBox does not permit house-to-house collections.

Safeguarding

Make sure any children taking part in your activity have the permission of their responsible adult and that they're safe in what they're doing. Generally, this will mean making sure there is always someone looking after them – if that person isn't their parent or guardian, they may need to have a DBS check. For more information on safeguarding children have a look **here**.

The information here is to provide general guidance. Neither this leaflet nor the sources within it should be regarded as complete or authoritative, or a substitution for legal advice. It is your responsibility to ensure that any sources you are relying on are up to date. ShelterBox will not be liable for any loss or claims arising as a result of the information contained within this leaflet.

Food and Drink

Whether you are selling food or giving it away, you must always ensure that the way it is made meets food hygiene standards. You can read a helpful summary **here**.

Contact your **local authority** for their food hygiene regulations or follow the guidance set by the Food Standards Agency **here**.

Gift Aid

Any money you donate personally can be increased by 25% if you are able to sign a Gift Aid declaration. Check if you can sign up **here**.

If you are taking part in a challenge event and ShelterBox has given you a benefit (such as a charity place at an event), then **please get in touch**, as the rules around Gift Aid are different for you.

If you are fundraising for us and ShelterBox has not contributed a benefit towards your activity then everyone you know is free to sign a Gift Aid declaration alongside their donations. If you have an online donations page this will appear there automatically.

If you are selling something in aid of ShelterBox we can only claim Gift Aid if the items are clearly marked with a suggested donation, not a fixed price.

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For example:

You can claim Gift Aid for cupcakes if they are sold under a sign that reads "Suggested donation: £1 each"

Other ways to protect yourself

If you are working with any third parties, you should ensure that they are reputable and that you have defined the terms of your relationship to avoid disagreement at a later date. This includes complying with any conditions of use associated with assets/materials supplied by them.

You should also consider whether insurance is necessary for your activity. ShelterBox's public liability insurance is unlikely to cover you for your event. For more information on Public Liability Insurance please look **here**.

