

Fundraising Guidance Event Organisers



Thank you for organising an event in aid of Sobell House Hospice

To comply with charity law and to make organising events easier, we've put together some guidance for anyone that is organising an event in aid of Sobell House.

Please read through this sheet carefully before signing the event registration form, and keep it in a safe place to refer back to.

1. By law, all publicity material that you use must contain the words "Sobell House Hospice Charity, Registered Charity No: 1118646."
2. If you are making a collection in a public place you must contact your local authority to obtain a licence.
3. If you are holding a raffle, please contact your local authority to see if a licence is required. This may not be required if you are selling tickets and making the draw on the same day.
4. If your event is taking place on a public highway you must first obtain permission from your local authority.
5. Sobell House Hospice Charity cannot accept responsibility for any loss or accident that may occur as a result of your fundraising event. Event organisers are responsible for checking that adequate insurance is in place.
6. Collecting tins/buckets can be provided if requested on your registration form. Please make arrangements to collect them from the Sobell House Hospice Charity office at the Churchill Hospital in Headington, one week prior to your event.
7. ALL collecting tins/buckets MUST be returned to the charity office unopened with the seal intact. Under Charity Law collecting tins/buckets can only be opened by a charity staff member. We will count the contents of the tins/buckets and let you know the total as soon as possible.
8. The proceeds of any fundraising carried out in aid of Sobell House Hospice Charity must be passed on to the charity. Failure to do so is an illegal offence under Part 2 of the 1992 Charities Act.
9. After your fundraising event please send all proceeds to Sobell House Hospice Charity. You can drop off cash to the charity office, send a cheque made payable to Sobell House Hospice Charity, a card payment over the phone or by bank transfer. If cash is handed into one of our Charity Shops, staff are unable to count any money, please see point 7.
10. Please be sure that you have covered any legal requirements necessary for your fundraising.

If you have any queries, or are unsure what requirements are necessary for your fundraising, please contact the charity office on 01865 857007 or email us at mail@sobellhospice.org and we will do our best to advise you.

Sobell House Hospice Charity Churchill Hospital Headington OXFORD OX3 7LJ	Barclays Bank Sort Code: 20-65-18 Account Number: 80821802 Account Name: Sobell House Hospice Charity Ltd Please put your name in the description box
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**Finally, thank you again for supporting Sobell House Hospice Charity
and good luck with your fundraising!**