

Fundraising guidance for 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 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 Number 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 and/or buckets can be provided. 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. The funds will then be banked by the charity.
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. 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 - 01865 857007 or mail@sobellhospice.org - and we will do our best to advise you.

Finally, thank you again for supporting Sobell House Hospice Charity and good luck with your fundraising!

Sobell House Hospice Charity
Churchill Hospital
Oxford
OX3 7LJ



Charity Number 1118646