

Fundraising Guidelines

FOR SCHOOLS



Thank you so much for choosing to support Alexander Devine Children's Hospice Service at your school.

We have pulled together some information that will help with your fundraising efforts. If you have any questions or need any help, please get in touch with one of the team. Most of all we hope you and your pupils have fun!



Sharing your fundraising plans

Please make sure that **parents** are aware of **your planned** fundraising activities and how their children will be involved. If you need we can provide a letter to send home to parents or information for your school newsletter.

We would love to receive photos of your fundraising, which we may use for marketing purposes on our website and social media. If you do share photos with us, **please ensure** you have parental permission for photos before sending them to us.

Handling cash and sending in your donation

Always have **two adults** present to count any money raised. Alexander Devine collection tins can be provided to your school, but need to be logged out to a named individual who will be responsible for returning it.

You can pay in your donation by bank transfer, cheque, cash or via our website. Children under 16 **must not** be left with overall responsibility for handling money or counting collected money.

Holding a collection

Please be aware that it is **illegal for children under the age of 16 to take part in public collections** (e.g. on the street or in supermarkets). If you are organising a street collection with older teenagers then please make sure you have the right permission and licenses from your local council.

If your students are taking part in an event in the community, such as carol singing or supermarket bag-packing, then an adult will need to be responsible for collecting the money and holding the tin.

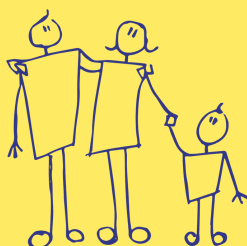
Using our charity logo

If you would like to use the charity logo for any of your fundraising materials then please email the team at fundraising@alexanderdevine.org. You will be provided with the charity's 'in aid of' logo. The logo must only be used as provided to you, it must never be recreated, altered, distorted, or redrawn in any way.

The logo must always be accompanied by our registered charity line: **Alexander Devine Children's Hospice Service**, registered charity no. 1118947

200+

children and families currently supported by Alexander Devine



2,765+

children in Berkshire and the surrounding counties with life-limiting conditions and research shows that this number is likely to increase by a further 11% by 2030



**THE
NEED
FOR OUR
SERVICE
HAS NEVER
BEEN
GREATER**

Insurance

You are responsible for your fundraising activity and for making sure that it is run safely and legally. Alexander Devine cannot accept any liability or responsibility for anything that might happen to people or property as a result of your fundraising activity. Check your school's liability insurance before holding your event to ensure it covers what you are intending to do.

Collecting sponsorship

We recommend if you are doing a sponsored event or campaign, that you set up a JustGiving or Enthuse page as these are the fastest and easiest ways to donate, and can automatically claim Gift Aid for our charity, where possible. We also have paper sponsorship forms that you can use.

Please make students aware that they should only ask people they know and do not go door to door or in any public place asking for donations.

Raffles

There are strict rules regulating ongoing raffles, workplace raffles or raffles running over a long period of time.

Most raffles don't need a licence if held on school premises or if they aren't the main focus of your event. However, if you hold a larger raffle that is open to members of the public, it must be registered with the local council.

THANK YOU!

Every pound your school raises and every minute of your time that you give to us, all adds up to making a world of difference to those that need the support of our children's hospice service, now and in the future.