

Fundraising guidance for teachers



Thank you so much for choosing to support Richard House Children's Hospice at your school. These guidelines aim to assist you in planning safe and legal fundraising activities.

Letting parents and carers know about your plans

Let parents know of and obtain their consent for fundraising activities which their children are involved with by sending a letter home or including information in your school newsletter. We would love to receive photos of your fundraising, which we may use on our website and social media, but 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. All donations collected should be sent to the charity within six weeks of collection. You can pay this in at the hospice, by cheque or by bank transfer or find information on other ways to donate on our website at richardhouse.org.uk/donate. Children under 16 must not be left with overall responsibility for handling money and/or responsibility for counting collected money.



Holding a collection

It is illegal for children under the age of 16 to take part in public collections (i.e. on the street or somewhere like a supermarket) and if you are organising a street collection for older teenagers then please ensure that you have a collection license from the local authority. We will need to see this before issuing your collection buckets. If your students are taking part in an event like charity carol singing or supermarket bag packing, then an adult will need to be responsible for holding the collection bucket.

Collecting sponsorship

We encourage schools to set up a Virgin Money Giving page for collecting sponsorship, as this is an easy way to donate and automatically claims Gift Aid where possible. We also have paper sponsorship forms available for you to use. Please ensure that students are aware that they should only ask people that they know for sponsorship and should not be asking door-to-door or in public places.



Raffles

Holding a raffle at your event is a great way of generating big funds with minimal costs. However, as raffles fall under strict laws relating to all lotteries, please take a moment to read the guidelines from the Gambling Commission at gamblingcommission.gov.uk/pdf/running-a-lottery-quick-guide.pdf



Together we will make a real difference to children with life-limiting illnesses and their families. If you want any further information please contact Tom at tommu@richardhouse.org.uk.

