

FUNDRAISING GUIDELINES



LET'S GET STARTED!

We are incredibly grateful that you have kindly decided to support us. Please take some time to learn how to ensure your fundraising is up to high standards. Please do not hesitate to reach out to us to make sure you take all the steps to make your activities safe and legal.

Fundraising in aid of Blue Light Card Foundation

Whilst organising fundraising activities in aid of Blue Light Card Foundation, you must ensure that your activities are not representing or appearing to be organised by Blue Light Card Foundation. We have prepared a library of resources for you which includes poster and press release templates which will help you to stick to our brand guidelines.

It is your responsibility

The charity cannot accept any responsibility for your promotion or activities, or for anyone who participates in them. If your promotion or activity involves the public, we recommend that you seek advice regarding public liability insurance and any permissions you may need to gain from your local authorities (including a lottery licence if you organise a raffle).





GDPR (General Data Protection Regulations)

As part of your fundraising, you may encounter personal data and information belonging to people involved in your activity. You are responsible for ensuring that any paper or electronic data you hold complies with the [Data Protection Act 2018](#).

Safeguarding

Whilst organising your fundraising activities, you may ask your family and friends for involvement and participation. That may include young people under the age of 18, and vulnerable adults. Please ensure your activities do not put them at any risk, and that you have permission from them, and their legal carers, to use images they feature in. You should be sure that your fundraising does not cause any upset and if you feel that someone does not understand what you are asking, you should not accept a donation from them. Please ensure that anyone who helps you at an event is aware of the right approach towards young people and vulnerable adults.

Money handling

Please handle money in a safe manner. We suggest you utilise online giving platforms like Just Giving for donations or Eventbrite for booking tickets. Please ensure you follow their guidance and that you track all donations correctly before directing them to Blue Light Card Foundation.

If you collect cash, it is important you do not put yourself at any risk. Do not leave money unattended, and handle cash in pairs to keep yourself safe and avoid the potential for miscalculations.

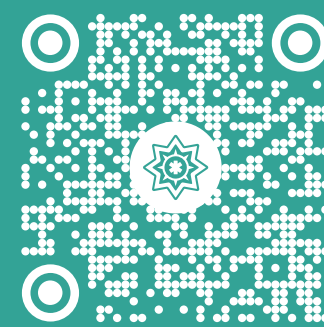


Food handling

Be aware of food safety and hygiene when handling any food. Be aware of potential allergies that your attendees might have – label all food clearly so that attendees are informed. Familiarise yourself with the basic rules of food prep. You can find a great summary and lots of advice [here](#).

BLUE LIGHT CARD FOUNDATION[®]

bluelightcardfoundation.org



GIVES BACK

TO THOSE WHO GIVE MOST

Chair of Trustees - Steve Denny | General Manager - Naomi Adie
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The Blue Light Card Foundation is a registered charity within England and Wales. Charity No. 1198492