

Safe and legal fundraising

This page gives further guidance to ensure that your fundraising in aid of Traidcraft Exchange is both safe and legal.

Thank you for your interest in fundraising in aid of Traidcraft Exchange. The following guidelines will help you prepare for your event.

Collections

It is absolutely fine to collect in aid of Traidcraft Exchange at your home, school, workplace or church once you have the relevant permission.

If you are collecting on private property, such as a supermarket, you need permission from the owner or manager.

If you are collecting in a public place, you need a licence from your local authority. Most local authorities publish information about how to apply for a licence.

House to house collections are illegal without a special licence and must be organised by a registered charity, so please do not carry out a house to house collection as part of your fundraising.

All collectors must be over the age of 16.

Events

If you are organising your own event in aid of Traidcraft Exchange, please ensure that it is organised efficiently and safely. We cannot accept responsibility for your event or for the safety of anyone who participates in it.

You should conduct a risk assessment to ensure that you have proper plans for the safety of participants and guests. The [Health and Safety Executive](#) has further information.

If you are holding a public event in aid of Traidcraft Exchange, consider what insurance you may need. Ask the venue what their insurance covers.

Check whether you need any special licences e.g. a public entertainment licence or licence to sell alcohol.

Raffle and lotteries

There are strict laws about holding raffles and lotteries. Before organising a raffle or lottery, please consult the [Institute of Fundraising](#) first. The [Gambling Commission](#) also provides further guidance.

For further help and advice about fundraising in aid of Traidcraft Exchange please [email us](#) or call Catherine on 0191 497 6448.

Thank you for your support. [Find out more about our development work.](#)