



# Lifeboats

## Fill your Boots fundraising guidelines

Thank you for your interest in fundraising for the RNLI, the charity that saves lives at sea.

Fundraising is all about having fun and making a difference by raising money for a good cause. To make sure fundraising is fun please read these guidelines about making sure it is safe and legal.

Young people of any age can help with fundraising for the RNLI, but there are a few important rules:

- If you or people taking part are under 18, please check with your parents or guardians before undertaking any fundraising events. Your parents may have to sign for you if you are entering into an event.
- Young people under 16 must be accompanied by an adult if collecting money from the public in a street collection. Generally the law states that it is an offence for anyone under the age of 16 to collect money on their own. However the law is dependent upon the local authority governing the area so always check with the relevant local authority prior to any collection.
- If you are under 16 and want to help a house-to-house collection you will need an adult with you. The adult house-to-house collector must carry a certificate of authority (eg, specifying the collector's name; period of collection; and specific location) and a collector's badge (eg, displaying the registered name of the organisation; registered charity number and is signed by the collector) which must be signed by the collector. For a full list of requirements fundraisers are encouraged to consult the local authority in the area in which they plan to fundraise or [institute-of-fundraising.org.uk](http://institute-of-fundraising.org.uk).
- Whilst the RNLI enjoys the benefit of an Exemption Order in relation to house-to-house collections in England and Wales the relevant local authority should always be consulted to ensure no additional licences are required.
- If you're going door-to-door asking for sponsorship, again you have to have an adult with you if you are under 16.
- Teachers – always obtain the written permission of parents or guardians before involving young people (aged under 16) in any fundraising events.
- Take extra care where children are involved in fundraising events. There must be adequate supervision and their health and safety is a priority. Be vigilant at all times to protect young people from risk and ensure that any applicable risk assessments and Disclosure and Barring Service checks (on relevant supervisors) are undertaken.
- Take time to involve children and young people at all stages of planning and carrying out fundraising events – and in celebrating successes afterwards!

### General advice

- Be safe! Don't do anything illegal or dangerous. Do try to take reasonable care of the health and safety of both yourself and other people.
- Consider how any planned fundraising events could affect other people. If you are unsure, please check with your local authority or contact the RNLI education manager in your area who will be able to help (email [education@rnli.org.uk](mailto:education@rnli.org.uk) or visit [RNLI.org/education](http://RNLI.org/education)).
- Check whether you have adequate insurance, eg, if organising an event to be held at school, check that you have adequate public liability insurance cover. The RNLI expressly excludes all liability, to the fullest extent permitted by the law, for death/personal injury, damage and/or any third party claims caused or sustained in whole or in part as a result of any fundraising event held in aid of the RNLI. People taking part in individual fundraising events must ensure they are fit to take part. If you are organising a fundraising event please remember that you must take reasonable steps to ensure that the event is safe and the participants are fit to take part.

- Ensure that any venue being used has been checked for health and safety hazards by carrying out a risk assessment, and that there are adequate emergency, first aid and evacuation procedures in place. Always make provision for lost or injured children at fundraising events.
- If the event involves the sale of alcohol or singing or dancing, you will need to check with your local authority whether you need a Public Entertainment Licence or Liquor Licence (unless your venue already holds one).

### Collections

- Always inform your RNLI education manager ([education@rnli.org.uk](mailto:education@rnli.org.uk)) before doing a public fundraising collection on behalf of the RNLI. You will also need to obtain permission from your local authority. Remember, anyone under 16 must be accompanied by an adult if collecting money from the public.

### Food

- The Food Safety Act of 1990 and Regulations of 1995 (as amended) place requirements on anyone who sells or processes food to make sure they do so safely and hygienically.
- Always ensure that any food you are providing or selling has been safely stored, hygienically prepared and thoroughly cooked.
- Foods made with nuts, unpasteurised milk or raw eggs should be clearly labelled or avoided.
- If selling food that has already been defrosted, label it to warn people against freezing it again.
- For further advice please consult your local authority's food safety officer.

### Lotteries and quizzes

- Lotteries are governed by the Gambling Act 2005.
- 'Small' and 'private' lotteries (for example at a fete or dinner dance) do not need a licence.
- 'Society' lotteries (such as stand-alone raffles) require a licence and there are legal requirements on the level of prizes that can be offered, the amount of expenses that can be charged, and the way the activity is organised.
- As the rules regarding lotteries are complex, it is advisable to ask for clarification from your local authority. If you are organising a quiz or competition where skill is involved in determining the outcome, no registration is required and there is no limit to the prizes that can be offered.

### Sales

- It is an offence to sell the following goods to young people under 16:
  - cigarettes
  - knives
  - other potential weapons
  - age restricted games and DVDs(this is not an exhaustive list).

- It is an offence to sell the following goods to young people under 18:
  - alcohol
  - adult-rated videos or literature(this is not an exhaustive list).

### Disclaimer

All of the above information is intended as guidance only. Full consideration should always be given to each event and the relevant local authorities and other interested parties should be consulted.

The laws mentioned are UK law, different laws will apply in the Republic of Ireland.

The RNLI is the charity that saves lives at sea

Royal National Lifeboat Institution, a charity registered in England and Wales (209603) and Scotland (SC037736). Registered charity number 20003326 in the Republic of Ireland

