

PLEASE FOLLOW OUR FUNDRAISING GUIDELINES – the small print!

On behalf of everyone at Wimbledon Guild we want to thank you for fundraising in support of our work to ensure that the people of Merton will always have help and support in times of need.

Your safety and wellbeing is a priority so please take note of our simple guidelines and follow all legal and health and safety recommendations when organising and hosting your fundraising activity.

Collecting Donations

You must have a licence from the Metropolitan Police and permission from Merton Council to collect funds on the street, or in a public place or by going from house to house. It is illegal to collect funds in these ways without a licence. Information [HERE](#)

Raffles & Lotteries

Small raffles can be held as part of a larger event and they are a great way to increase the amount of money you raise.

- Tickets must only be sold during the event, on the premises where the event is taking place
- The draw must take place during the event
- A limit of £500 can be spent on buying prizes
- No cash prizes can be given
- All tickets must be sold at the same price and no discounts are allowed on bulk buys e.g. five for the price of four.
- Tickets must not be bought or sold by young people under 16 years of age

There are strict laws relating to raffles and lotteries which do not fall into this category. Full guidelines are available from [Merton Council](#). For more information visit the Gambling Commission website www.gamblingcommission.gov.uk

Events

Please ensure your event is organised efficiently and safely as Wimbledon Guild cannot accept any responsibility for your event nor for any who participates in it. You should conduct a risk assessment to ensure that you have proper plans for the safety of participants / attendees. The Health & Safety Executive has further information www.hse.gov.uk

Ensure that participants / attendees are fully briefed about the event, including where relevant any risks, fitness requirements, special equipment or clothing required and expected standards of behaviour. Ensure your event is properly and adequately supervised. Where children are involved this includes:

- Providing proper adult supervision
- Checking that the child's parent / guardian have given their permission for their child to participate
- Carrying out appropriate background checks if adults are to have unsupervised access to children

- Consider what insurance cover you need for your event. Check with [Merton Council](#) whether you need a special licence e.g. public entertainment or alcohol

Expenses

Some events require a little bit of expenditure. As a rule of thumb, aim to raise at least three times as much as you need to spend e.g. if you spend £100 you should aim to raise a minimum of £300. Please note that we are unable to offer refunds to people fundraising in aid of Wimbledon Guild to cover expenditure. If you think your event expenditure will fall outside of these guidelines, please review your expenses. Call our community fundraising team on 0208 739 2920 for advice.

How to donate your funds

All funds should be sent to the charity within two weeks of the end of the activity via:

1. Wimbledon Guild website [HERE](#)

Gift Aid your donation and the Government will add an additional 25p to every £1 you donate. Gift Aid only eligible on donations from one person using their own money e.g. not eligible on a donation collected from multiple people.

2. By cheque made payable to 'Wimbledon Guild' and posted to:

Wimbledon Guild
Guild House
30 - 32 Worple Road
Wimbledon
London SW19 4EF

3. Directly into the Wimbledon Guild bank account:

Account Name: Wimbledon Guild
Bank Name: Barclays Bank
Account Number: 509 691 25
Sort Code: 20-96-89

Fundraising material and publicity

Please make it clear throughout that you are fundraising 'in aid' of Wimbledon Guild but that you do not represent the charity e.g. '[name of your fundraising activity] raising funds in aid of Wimbledon Guild'.



A local charity supporting
people across Merton

'Supporting Wimbledon Guild' logo terms and conditions of usage

- In order to support the promotion of your fundraising efforts for Wimbledon Guild we would be delighted to supply you with our 'in aid of Wimbledon Guild' logo. By using the logo you are agreeing to our terms and conditions of usage
- The 'in aid of Wimbledon Guild' logo is used to promote your fundraising activity and is not altered or modified in any way; except that it may be scaled

up or down providing that the relative dimensions of the icon remain the same.

- You do not use any component part of the logo except in the context of the logo
- You do nothing to compromise the distinctiveness or reputation of Wimbledon Guild's registered trademarks contained within the logo (Wimbledon Guild marks) nor do anything which affects directly or indirectly the registration of the Wimbledon Guild marks in any jurisdiction worldwide or nor knowingly do or permit anything to be done in connection with the use of Wimbledon Guild marks which could jeopardise the validity or goodwill of the Wimbledon Guild marks
- You do not use the 'in aid of Wimbledon Guild' logo in association with any part of your business or your employees' business or in connection with any person, thing or event other than as required in connection with your fundraising activity and do not otherwise gain any commercial benefit from the use of the icon.

'In aid of Wimbledon Guild' logo indemnity

You agree to indemnify Wimbledon Guild against any claims, demands, actions, proceedings, damages, losses, costs and expenses (including legal and professional advisors' fees (on a full indemnity basis) which are made or brought, or incurred or suffered, by the Wimbledon Guild (as the case may be) as a result of any legal claim or action brought by any third party against the Wimbledon Guild where such claim or action arises directly or indirectly from or in connection with the fundraising activity or use of the 'in aid of Wimbledon Guild' logo.

You agree that you have taken appropriate measures to safeguard all staff, volunteers and participants / attendees involved in the fundraising activity; and you confirm that you have taken out adequate insurance for the activity.

Wimbledon Guild is not supplying any services in relation to the fundraising activity and is involved in the fundraising activity only as a passive recipient of a charitable donation. As result, the Wimbledon Guild accepts no liability for the fundraising activity or for any loss, damage or claims arising in relation to it.

We hope this brief guide is useful but please do contact the Wimbledon Guild Community and Events Fundraising Team to say hi and tell us all about your idea. We'll offer as much assistance as we can.

T: 0208 649 0735

E: events@wimbledonguild.co.uk