



17. FUND-RAISING FOR PETS AS THERAPY SOME GUIDELINES AND IDEAS

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Fund-raising is hard work, but can be very rewarding and is an excellent way for the Charity to obtain funds to continue our work in the community. There are lots of ways to raise funds, some of which are included in this fact-sheet. There are also some legal requirements that you need to be aware of if you are considering any type of fund-raising activity or event.

COLLECTING TINS

We have a good supply of collecting tins available to volunteers for large collections/events. These boxes are allocated official numbers by the Pets As Therapy Executive Office, so please ensure that all collecting boxes bear the correct and current Pets As Therapy information and reference number. This is a legal requirement that we must comply with. Please allow us enough time to get the boxes to you prior to an event and please return it to us after the event so that other volunteers can benefit from them.

STREET COLLECTIONS

Legal requirements must be fulfilled before any organisation or individual can hold any kind of public collection. These should be planned well in advance with plenty of collectors to help. If you wish to organise a street collection, please contact your local licensing authority, e.g. District or Borough Council and ask for the appropriate application forms for street collections. You will be asked to submit accurate details of amounts raised etc.

PRIVATE COLLECTIONS

There are generally no legal restrictions on collections on private property e.g. supermarkets, pubs, pet shops etc. You do of course need the permission of the Owner/Manager of the property before holding the collection.

PUBLIC EVENTS

If you wish to collect funds at any public event, for example, a companion dog show, by law you will require a letter of authority from the Charity prior to the event. This letter gives you permission to collect money on behalf of the Charity and you could be asked to produce this authority while the collection/event is taking place. If this is not adhered to the Charity could be in serious trouble should the authorities discover that permission for a collection had not been sought.

COLLECTIONS IN SUPERMARKETS -

Morrison's have provided Pets As Therapy with national permission for collections at their stores, subject to the relevant Manager's permission. Other stores which regularly allow collections, (subject once again to permission from the store Manager), include: Tesco, Asda, Sainsbury and Pets At Home.

FINANCE ISSUES

If you raise any funds from an event, please send them by cheque made payable to Pets As Therapy to either the Registrations Office or to the Executive Office, with an explanation of where and how the funds were raised so that you can be duly acknowledged and thanked. Please also do not keep cash in hand from a fund-raising event. Please do not take expenses out of funds raised - this is against Charity Commission rules. An expenses claim form is available for this purpose from the Executive Office and once completed should be returned for authorisation. For all expenses claimed the Charity needs a valid receipt. Donations should also not be made to any other Charity - again the Charity Commission do not approve of this.

LEAFLETS AND FACT-SHEETS

If you'd like some of the Charity's leaflets or fact-sheets for an event, please contact us.

CONTACTS

For leaflets, collecting boxes and permission letters - Dinah Baynton-Dibley
ddibley@petsastherapy.org or 0208 589 9258

For fact-sheets, please see the website or contact Alison Reynolds
areynolds@petsastherapy.org 01524 380437

If you have any questions about insurance issues when fundraising, please contact Ann Foss on 01483 763278

Fundraising Ideas

Fancy dress at work; car-washing; darts competition; sponsored silences; Charity bingo evening; swearing fine box; "It's a Knockout;" Joke-a-thon; pancake race; bring & buy or jumble sales; "new-to-you-sale;" pet photo competition; Easter Egg Hunt; marathon quiz; fashion show; aerobics event; raffle; tombola; Yard of Ale competition; welly-throwing competition; Race Nights; yodelling competition; wine-tasting; coffee morning; treasure hunt; Halloween/Christmas Party; talent night; sponsored shave/haircut; Rounders tournament; sponsored slim; Karaoke night; odd job day; name the teddy/dog; Marathon, half marathon or Charity fun run.; Companion dog Show (help provided by Executive Office).....

