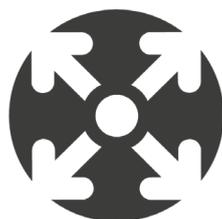


# FUNDRAISING GUIDE

Important information for individuals  
or groups fundraising for Elim  
Missions.



***ElimMissions***

Charity No. 251549 (England & Wales) SC037754 (Scotland)

## THANK YOU FOR SUPPORTING ELIM MISSIONS BY FUNDRAISING.

Without the fantastic fundraising of our supporters, we would simply not be able to do all we do. From education and healthcare to relief and church planting, your fundraising is truly changing lives across the world.

Your safety and wellbeing is our priority, so with this in mind, please follow these fundraising guidelines and ensure you adhere to all laws and health and safety regulations when organising and holding your event.



### LIABILITY

Please make sure that it is clear that you are fundraising in aid of Elim Missions (EFGA Registered Charity 251549) and that your activities are not representing or organised by the charity. The charity cannot accept any responsibility for your event or anyone who participates in it. We advise that all fundraisers seek advice regarding public liability insurance if your event involves the general public. There is a range of companies available to provide this. If the fundraising is part of a local Elim Churches activity then you will be covered under the local churches Liability policy. For those churches outside of Elim please refer to your Liability policy.

Please do not conduct any door-to-door requests for donations or sponsorship in aid of the charity. These require a license from local authorities and we do not support this activity.

### CASH COLLECTIONS

All street collections on public property will need to be registered with the local authority who will issue a collection licence. We will need to see a copy of this license before issuing you with charity collection boxes or buckets. Under 16's (or 18 in London) are not permitted to collect money through public collections.

### TELL US ABOUT YOUR EVENT

Please do give us full details about your event as we would love to tell your story. Please contact us on: [missions@elimhq.net](mailto:missions@elimhq.net) or call 0345 302 6750

If you are involved in a sponsored event then please use the Elim Missions Sponsorship Forms which will have been sent to you along with this pack.

### USING OUR LOGO

If you would like to use the Elim Missions logo to advertise your event or fundraising, please email the missions office: [missions@elimhq.net](mailto:missions@elimhq.net).



## YOUR EVENT

Ensure your event is organised efficiently and safely, by completing a risk assessment, available on page 3, and considering what insurance cover or any special licences you may need from your local council, e.g. a public entertainment licence.

All promotions of your event/activity should clearly state whether all funds raised at the event will go to the charity or whether any money will be used to pay for any costs, e.g. 'ticket price of £20 for dinner and entertainment and fundraising on the night via an auction for Elim Missions'.

The Health and Safety Executive has further information on event safety at [hse.gov.uk](http://hse.gov.uk). If selling food, contact the Environmental Health department at your local council for advice.



## CHILD SAFETY

Ensure that your event is properly and adequately supervised. Where children are involved, this should include providing proper adult supervision and carrying out appropriate background checks (DBS) if adults are to have unsupervised access to children.

## HANDLING CASH AND SENDING IN YOUR DONATION

Always have two people present to count any money raised and all donations collected should be sent directly to Elim Missions.

Money can be sent via cheque made payable to "Elim Missions" and should include a covering letter detailing the event as well as where the money is designated e.g. Elim Missions, Be Free, or any specific project.

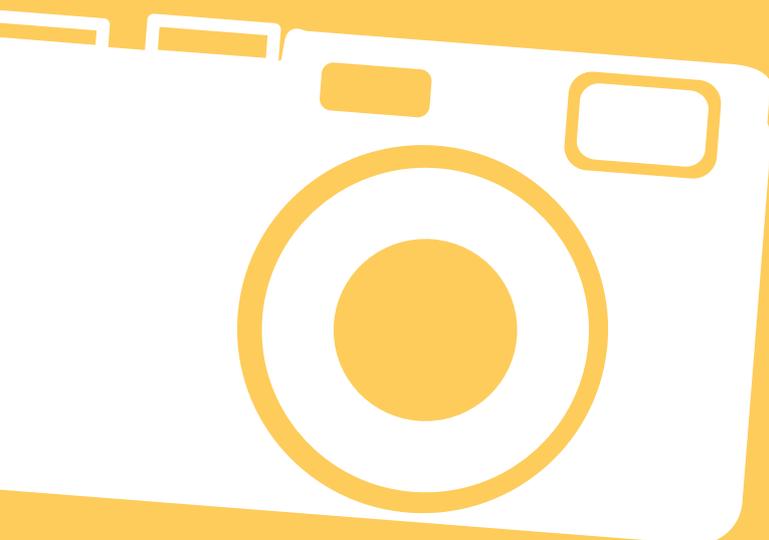
You can also donate online via our fundraising giving page. Please visit: [www.elimmissions.co.uk/fundraising](http://www.elimmissions.co.uk/fundraising)

## JUSTGIVING.COM

To help you raise money we have a [justgiving.com](http://justgiving.com) page: [www.justgiving.com/elimpentecostalchurch](http://www.justgiving.com/elimpentecostalchurch) Click on the orange "Fundraise for us" box on the top right of the page - as you set up your page please include your name and in the description please include that your fundraising is for Elim Missions a state any specific project you are fundraising for e.g. Be Free.

## STAY IN TOUCH

If at any point you would like to speak to a member of staff at Elim Missions simply call us on 01684 588 940 or email the office at [mission@elimhq.net](mailto:mission@elimhq.net)



Location of activity:				Risk Assess. No.:								
Task/Activity:				Assessment Carried Out By:								
				Date Prepared:								
HAZARDS				Likelihood			Severity			Risk Score		
Ref.	Key hazards associated with the above task/activity.			Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
			Score:	3	2	1	5	4	3	2	1	
1	Example: if activity were swimming; risk of drowning					X	X					5
2												
3												
4												
5												
6												
7												
8												
9												
10												
Risk Assessment Scores:				10+ Very High Risk			5-9 High Risk			1-4 Low Risk		