

Be smart, be safe!



Here are some helpful tips to help get you organised when you are dealing with money and safety at your fundraising event.

Make it FUN but make it SAFE

The idea is to make sure that all, especially children, are protected while they are raising funds for WDCS. This is because WDCS cannot accept responsibility for any accidents, so it is up to you to make sure that your event is safe for all who are involved.

Here are some tips to help you:

Make sure that:

- 🐳 An adult accompanies any children who will be collecting money.
- 🐳 Any environment you wish to visit is safe to do so.
- 🐳 You avoid extreme or dangerous sports.
- 🐳 Sub-contractors that you use have both experience and insurance. (portaloos, bouncy castles etc.).
- 🐳 Any facilities you use are appropriate, safe and insured.

Be smart with money:

- 🐳 Give someone the job of being in charge of the money. They should be responsible for collecting the money, counting it and banking it.
- 🐳 If you need a float for your event make sure you have it before the day. Make sure you have plenty of small change.
- 🐳 Make sure you have a decent supply of cash bags and a lockable cash box if necessary. If you are collecting lots of money at a time, collect the funds at regular intervals and put them somewhere safe.
- 🐳 Keep a record of where the money came from, that way you will know the most successful part of your event. Helpers at your event might like to know how much their efforts have raised.
- 🐳 It's handy to have a receipt book at events like fetes; someone might make a large donation or ask for a receipt when they buy something.
- 🐳 Bank the money as soon as possible, on the same day if you can.

Getting the money to WDCS

- 🐳 Don't send cash in the post.
- 🐳 Make your cheque/s payable to WDCS.
- 🐳 Fill in the payment form on the reverse of this page and send it together with the cheques, sponsorship forms and any photos with a completed photo permissions form in the freepost envelope provided in your pack.
- 🐳 Alternatively you can use the giro payment section on the reverse of this page.
- 🐳 If you prefer, you can send postal orders.

Think about:

- First Aid requirements. Contact your local branch of St John Ambulance.
- Fire safety. Contact your local Fire Station.
- Check out the free health and safety advice from the Health and Safety Executive (HSE) at www.hse.gov.uk

