

A practical guide for individual supporters fundraising on behalf of Kids Operating Room.



Fundraising safely and legally for Kids Operating Room



Thank you for choosing to support Kids Operating Room. Your fundraising helps make safe surgery possible for children around the world. To protect you, your supporters and the charity, please follow this guidance before planning or promoting your activity.

- Before you start**
- Tell Kids Operating Room about your fundraising activity before promoting it.
 - Make clear that you are fundraising “in aid of Kids Operating Room” and are not acting as the charity unless we have authorised this in writing.
 - Use only approved Kids Operating Room logos, images and wording.
 - Ensure the activity is suitable for the location, audience and age group involved.

- Keeping people safe**
- You are responsible for planning and running the activity safely.
 - Complete a simple risk assessment for events, challenges or public activities.
 - Follow venue and local authority health and safety requirements.
 - Provide appropriate supervision for children and vulnerable adults.
 - Arrange any required insurance, permissions or licenses.

Handling money

- Keep accurate records of money raised and costs paid.
- Pay funds to Kids Operating Room as soon as reasonably possible.
- Never leave cash unattended.
- Do not deduct costs from sponsorship money unless donors were told clearly in advance.
- Be clear whether your target includes or excludes expenses.

Raffles, prize draws and public activities

- Special legal rules apply to raffles, lotteries, prize draws, gambling-style activities and games of chance.
- If your activity involves food, alcohol, public collections or use of a public space, check licensing and permission requirements before proceeding.
- Speak to the Kids Operating Room fundraising team before organising activity involving prizes, ticket sales, alcohol, collections or public events.



Activities Kids Operating Room cannot support

Kids Operating Room may withdraw support from activities that are unsafe or illegal; could damage our reputation; conflict with our ethical fundraising standards; promote discrimination, hate, violence or harmful behaviour; or involve inappropriate products, services or partnerships.

Collecting personal data

- Only collect the personal information you genuinely need.
- Keep names, contact details and sponsorship information secure.
- Do not share personal data with anyone else.
- Only pass information to Kids Operating Room where people have agreed it may be shared.

Promoting your fundraiser

- Be truthful about how funds will support Kids Operating Room.
- Do not exaggerate claims or use misleading wording.
- Use photographs, videos, music and other content only where you have permission.
- Make sure online fundraising pages clearly identify Kids Operating Room as the beneficiary.



Important note

This guide provides general fundraising guidance and is not legal advice. Fundraisers remain responsible for ensuring activities comply with applicable laws, licenses permissions and regulations. Based on UK Charity Commission/ GOV.UK public fundraising guidance and the Fundraising Regulator Code of Fundraising Practice.

Need help?

Contact the Kids Operating Room Fundraising Team
before proceeding if you are unsure.

fundraising@kidsoperatingroom.org

0131 297 0090

www.kidsoperatingroom.org



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