

# Fundraising guidelines for NCS groups and group leaders

As well as striving for happy and healthy pets, we want to ensure you are happy and healthy in your fundraising activities.

## Important things to remember

- Visit our website at [www.bluecross.org.uk/national-citizen-service](http://www.bluecross.org.uk/national-citizen-service) to download material to help with your fundraising including 'how to' ideas, sponsor forms and posters to publicise your event.
- Think about where would be the best place to advertise your event to maximise fundraising. Social Media, flyers, poster boards, radio are all great ways to promote. Please visit [www.bluecross.org.uk/national-citizen-service](http://www.bluecross.org.uk/national-citizen-service) to download our 'in support of' logo with charity number (a requirement by law).
- Your event will be in support of Blue Cross, which means it's your responsibility to make it safe and legal. Blue Cross cannot accept any liability.
- We do not encourage you to involve animals in your fundraising activity due to any potential risks to individuals.
- If your event involves the public you will need public liability insurance. Check with your venue as they may already have it to cover your event.

- Planning to serve or sell food? Get the latest food hygiene regulations at [www.food.gov.uk](http://www.food.gov.uk)
- It costs the charity over £35 MILLION a year to keep going and we don't receive any money from the government. So the money you raise is so important to us and enables us to keep going. Non-monetary donations or Gifts in kind don't help us to continue our vital work.

## Fundraising activities to avoid

- Due to the legalities and short time scales involved in getting authorisation, we do not advise NCS groups fundraise through collections to either private or public.
- Live entertainment and the sale of alcohol at your event will need a licence from your local authority and you must be over the age of 18, so we recommend keeping your events alcohol-free.

- Raffles and lotteries are also restricted to over 18s. For the latest regulations for these visit [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)
- Due to the limited time you have to organise your NCS project, putting on a large public event would be difficult. However, if you still wish to do so, please make sure you complete a health and safety risk assessment to prevent accidents happening and that you have sufficient first aid cover for the size of your event.

## Volunteering

- Unfortunately we would ask that you do not approach Blue Cross shops or rehoming centres to volunteer. The process involved to allow child volunteers is too lengthy as it involves an application from the local council.

Most importantly  
**HAVE FUN**  
doing it!



Pets change lives  
We change theirs



# GO DIGITAL!

## MAXIMISE YOUR FUNDRAISING ONLINE

### KEEP IN TOUCH

- Connect with us via social media. We would love to hear from you! Let us know your twitter and Instagram handles and tag us into your 'tweets' and posts by using @BlueCrossEvents and @The\_Blue\_Cross
- Don't forget your hashtags #NCS4PETS #BlueCross #NCS
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### PAYING IN YOUR FUNDRAISING MONEY

It is really important that you bank your money as soon as you can. All funds raised must come direct to the charity. The sooner you send your sponsorship money or donations to us, the sooner we can help more pets. For security reasons please do not send cash in the post.

### PLEASE DO NOT TAKE YOUR MONEY INTO A BLUE CROSS SHOP OR REHOMING CENTRE

#### Online fundraising page

If you have raised money online with Just Giving or Virgin Money Giving, the good news is you do not have to do anything more. These sites will automatically pay the money to Blue Cross. Please make it clear which NCS group you're part of when you set up your page.

#### By post

Write a cheque/postal order made payable to Blue Cross along with a cover note stating your NCS Group name, address and fundraising activity. Send it to: **Community and Events, Blue Cross, Shilton Road, Burford, Oxon, OX18 4PF**

#### Paying in slips

Call 0300 790 9903 if you would like a paying in slip to pay in the cash you have collected into your local Barclays Bank.

**Note: Please do not pay in the money raised through the Blue Cross general donation webpage as we will not be able to identify how the money was raised.**

#### Sponsorship forms

Don't forget to send in your sponsorship forms to **Community and Events, Blue Cross, Shilton Road, Burford, Oxon, OX18 4PF** so that we can claim the Gift Aid from people who pay tax and make even more money for the pets in our care.

#### Non-monetary donations

If you are donating non-monetary items please be aware that it will be your responsibility to deliver these items to the charity, unfortunately we do not have the resources to come and collect them.

Thank you for supporting Blue Cross and helping us continue to help the abandoned and unwanted, ill and injured pets here at Blue Cross.

#### CONTACT

If you have any Fundraising queries please contact your Blue Cross Education Speaker who will pass your contact details to the Regional Fundraiser in your area.

