

akt fundraising guidelines

Don't let these guidelines put you off! if you have any questions or concerns about fundraising, please [get in touch](#) so we can help

1. make it clear that your activity is organised independently from akt

When you fundraise for akt, it's important to make it clear that you are doing so in an independent capacity, so akt cannot be held liable.

2. be up front about how the funds you raise will be distributed

Clearly explain in any and all promotional material how much of your profits, sales, or other fundraising efforts will be given to akt. If, for example, a proportion of the funds raised will be used to cover the costs of the event, you should make this clear in advance.

3. obtain a license from your local council before fundraising in a public place

All street collections or collections in public spaces need to be registered with your local authority, who should issue you with a collection licence. When you have your licence, please send a copy to the Fundraising Officer at supporters@akt.org.uk so that we have a record on file.

4. take steps to keep everyone safe by conducting a risk assessment

We want your event to spread queer joy, so please conduct a risk assessment and find out if you need special licences or insurance before

going ahead. For more information on factoring in health and safety when organising events, take a look at the [Health and Safety Executive website](#).

5. we recommend including raffles as part of other events, to avoid legal barriers

Raffles are a great way of raising money for charity. But if you want to run a raffle as 'the main event' you will have to abide by the rules laid out by the Gambling Commission, which you can find out about [here](#).

Instead, we recommend following the steps below and including your raffle as part of a wider event, so that it counts as an 'incidental lottery.' (Please note that the below is not to be taken as legal guidance.)

- Both sales of raffle tickets and the prize draw must take place during the event.
- All tickets must cost the same (ie. you cannot put a discount on bulk ticket purchases).
- No children under 16 are allowed to buy or sell tickets.
- If you have to purchase any prizes for the raffle, the maximum amount you should spend is £500.

6. please do not go door to door asking for funds for akt as you could be putting yourself at risk

Due to potential risks to fundraisers, as well as legal difficulties, we encourage people not to fundraise by door knocking.