



# Christmas

## FUNDRAISING CHECK LIST

- ☐ Agree on a fundraising event & set a date for the event
- ☐ Register your event with Fire Fighters Charity.
- ☐ Contact your Regional Fundraiser / Service Coordinator to find out about booking the card reader, etc.
- ☐ Set up your JustGiving fundraising page
- ☐ Have you sorted out your risk assesment & insurace?
- ☐ Do you need a collection license for your event? Check your area below –
  - England & Wales – via your local council
  - London – Met Police Application
  - Scotland &
  - Northern Ireland – permit will be required from PSNI
- ☐ Share your event online/ in the community
- ☐ Make sure you ordered all you need & done final checks a few days before the event, including volunteers to help do all the various jobs.
- ☐ Event Day – have fun & happy fundraising
- ☐ Post event –
  - Count all the generous donations – use our counting form to help & make sure there are two unrelated people present & being done in a secure room.
  - Pay in your fundraising.
  - Use your Post Office Card & fill in the Monies Return Form
- ☐ Share how you did with colleagues and the community & wait for an offical thank you from Fire Fighters Charity.