CHRISTMAS FUNDRAISING Checklist

Before you start

- [ ] Settle on your fundraising event and set a date for it
- [ ] Register your event with Fire Fighters Charity via the website
- [ ] Contact your Regional Fundraiser / Service Coordinator for info on booking a card reader and other resources
- [ ] Set up your JustGiving fundraising page
- [ ] Make sure your risk assesment and insurance are in place
- [ ] Check whether your event needs a collection licence. See your area below:

    England & Wales - via your local council
    London - Met Police Application
    Scotland - permit will be required from PSNI
    Northern Ireland - permit will be required from PSNI

- [ ] Share your event online/ in the community, and tag us in social posts
- [ ] Make sure everything is ordered and final checks are done a few days before the event, including confirming volunteers and their role

Event Day – have fun and happy fundraising

- [ ] Share how the event went with colleagues and your community, and look out for an official thank you from Fighters Charity

Post event

- [ ] Count the generous donations using our counting form, with two people who aren't family members present, in a secure room
- [ ] Pay in your fundraising using your Post Office Card and the Monies Return Form

In aid of Fire Fighters Charity

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