FUNDRAISING GUIDE

Receiving donations at Christmas and throughout the year

Thinking about fundraising for the Health Charity? Fantastic! We'd love to hear from you.

The Health Charity relies on donations and fundraising to help improve the experience of patients and service users across Cardiff and Vale University Health Board. Whether you're organising a bake sale, challenge event, raffle, our team is here to help make your event a success.

Is your ward, department or team expecting donations of gifts, money or vouchers?

The Health Charity can help ensure all donations are:

- Properly recorded
- Managed securely
- Processed in line with governance and financial control requirements

If you are planning to receive or seek donations, please contact the Health Charity team for advice and support. fundraising.cav@wales.nhs.uk

Before you begin, please get in touch. By contacting us early, we can:

- Provide advice and support
- Register your event on our fundraising calendar
- Help promote your activity
- Supply fundraising materials
- Celebrate and share your success to inspire others

029 2183 6042
healthcharity.wales
fundraising.cav@wales.nhs.uk

Cardiff & Vale HealthCharity Elusenlechyd Caerdydd a'r Fro

@HealthCharity

Fundraising Resources Available
We have a range of materials and guidance available to support your fundraising, including:
Fundraising agreement forms
Sponsor forms
Blank event posters
Advice on planning and promoting your event
Visit our Resources section on our website or contact the team for anything you need.

How You Can Help Us Support You
To help us make the most of your fundraising efforts, we ask that you:
Before Your Event
✅ Let us know about your plans by emailing fundraising.cav@wales.nhs.uk
During Your Event
✅ Take photographs where possible
✅ Make sure consent has been obtained from anyone who appears in photographs
If You Would Like Charity Support
✅ Let us know if you would like a member of the Health Charity team to attend or speak at your event. We'll do our best to help
After Your Event
✅ Tell us how it went, who was involved, and whether you'd like to fundraise again in the future

Running a Raffle
Raffles can be a great way to raise funds, but there are some important rules that must be followed.
Requesting Raffle Prizes
Please do not approach businesses or organisations for raffle prizes unless you already have a personal contact. This helps avoid multiple requests being made to the same company.
If you need raffle prizes, the Health Charity can send a request letter on your behalf. Simply provide us with the relevant details.

Important Raffle Rules
Raffles and lotteries are legally treated in the same way and must comply with Gambling Commission guidance.
Please note:
- Tickets cannot be bought or sold by anyone under the age of 16.

Raffle Tickets and Cloakroom Tickets
Raffle tickets must not be sold as cloakroom tickets when the draw takes place at a later date.
Cloakroom tickets can only serve both purposes if:
- The tickets are sold on the same day, and
- The draw takes place on the same day

The Health Charity team can provide official raffle tickets upon request if the draw is due to place at a later date.

Handling charitable income on wards and departments
To protect staff, donors and charitable funds, all charitable income must be handled securely and with a clear audit trail.

When Cash Is Received
✅ Cash must be counted by two members of staff
✅ The amount must be recorded on the appropriate donation documentation
✅ Both staff members must sign the documentation

Paying Funds In
✅ Donations should be paid into the relevant Health Charity fund through the cashiers' office within seven days of receipt

Important Reminders
❌ Cash should not be stored on wards or departments longer than necessary
❌ Cash must not be held indefinitely while waiting for future donations
✅ All monies received must be recorded and banked in accordance with the Standing Financial Instructions and Cash Control Procedures. More information can be found here 👇
Finance Department - Finance Control Procedures - Charity

If exceptional circumstances prevent money being taken to the cashiers' office, please contact the Health Charity team as soon as possible for advice.

Further guidance can be found in the Fundraising Policies:

Fundraising Policy

Ethical Fundraising Policy