**Guide to Fundraising *in aid of* the British Psychotherapy Foundation**

Thank you for choosing to organise a fundraiser for the British Psychotherapy Foundation (bpf), we are incredibly grateful for your support.

While you're fundraising in aid of the bpf, your safety and wellbeing are our top priorities. To help ensure your event runs smoothly and safely, please follow these few simple guidelines to help make sure your activity complies with relevant laws, regulations, and health and safety practices.

If you have any questions or need support along the way, we're here to help. Contact us at **support-us@bpf-psychotherapy.org.uk**

**Promoting your Fundraising activity**

You should make it clear throughout your fundraising that you are fundraising ‘in aid of’ the British Psychotherapy Foundation. For example, ‘[*name of your fundraising activity*] raising funds in aid of the British Psychotherapy Foundation/bpf.

Please ensure that you have contacted us and sought permission to use our logo, any images or text.

**Collecting Donations in Public Spaces**

If you plan to collect money from members of the public, whether on the street, in a public space, or by going door to door you will need to obtain a licence from your local authority. **It is illegal to collect funds in these ways without the appropriate licence.**

You might consider collecting donations at high-footfall locations such as:

* Shopping centres
* Supermarkets
* Train stations
* Restaurants or pubs

The busier the location, the greater your fundraising potential. Timing is also important, by aligning your collection with local events, national awareness days, or school holidays can help you raise more and reach a wider audience.

Plan ahead, as obtaining the necessary permissions can take several weeks or even months, depending on the venue and/or local authority requirements.

When you fundraise for us let us know so we can issue you with a ‘letter of authority’ to carry with you. If asked, you can show this letter to members of the public.

**Raffles**

It’s important you understand how to run a raffle legally. In the UK, raffles are seen as a form of lottery and gambling by the Gambling Commission. This means they must follow certain laws and restrictions.

The easiest way to avoid applying for a licence or registering your raffle with your local authority is by running what is called an ‘**incidental lottery’**. This type of raffle takes place during an in-person fundraiser. The requirements to meet an incidental lottery include:

* Tickets can only be sold at one location and while the event is taking place
you must not sell tickets online
* deductions for expenses must not exceed £100
* deductions for prizes must not exceed £500.

For more information, contact us or you can read [the Gambling Commission guidelines](https://www.gamblingcommission.gov.uk/public-and-players/guide/how-to-run-a-lottery-or-fundraiser)

**In aid of Fundraising Events**

Please ensure your event is well-planned and safely managed, as the bpf cannot accept responsibility for the event or its participants.

You should carry out a risk assessment to identify potential hazards and put appropriate safety measures in place. For example, any risks that might involve:

* Location and/or venue
* Fitness or health requirements
* Required equipment or clothing
* Expected standards of behaviour

Additional considerations:

* Ensure appropriate adult supervision for events involving children
* Obtain parental/guardian consent for child participants
* Conduct background checks if adults will have unsupervised access to children
* Arrange suitable insurance cover
* Check with your local authority about any necessary licences (e.g. for public entertainment, selling alcohol, or food hygiene)

If you need help, further guidance, and resources contact us or visit the [Health and Safety Executive](https://www.hse.gov.uk) website.

**Providing Food at Events**

You do not need a food hygiene certificate to make and sell food for charity events. However, you need to make sure that you handle food safely.

You can serve home-made cakes at community events. They should be safe to eat if:

* the people who make them follow good food hygiene advice
* the cakes are stored and transported safely
* a list of allergens contained in each item is provided

There is more information available on safely preparing and storing food on the [Food Standards Agency](https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events) website.

**Expenses**

We understand that some events require a little bit of expenditure. Make sure that you are aiming to raise at least three times as much as you need to spend.

For example, if you spend £100 you should aim to raise a minimum of £300. It is important to note that the bpf are unable to cover expenditure costs or offer refunds to people in relation to any fundraising done in aid of British Psychotherapy Foundation.

**Collecting and paying in your fundraising**

You are welcome to collect sponsorship in any way that works best for you, including through online fundraising platforms or personal donations.We have a couple of options for you to collect sponsorship money:

* Set up an online fundraising page [**JustGiving**](https://www.justgiving.com/charity/britishpsychotherapyfoundation)
* Download a copy of the bpf[**sponsorship-form**](https://www.britishpsychotherapyfoundation.org.uk/app/uploads/2025/07/sponsorship-form-new-160725.pdf)**.**

If you do collect any funds directly, please ensure they are paid to the bpf within six weeks of completing your fundraising activity.

All donations must be made payable to British Psychotherapy Foundation in pounds sterling (£). To make a bank transfer, please ensure your payment reference includes your full name**,** this helps us identify your donation on our statement records.

**Please do not post cash.** If you’ve collected cash, either deposit it into your own bank account and make a bank transfer to the bpf or take it directly to a bank and pay the bpf using the bank details we provide to you on request.

To request our bank details, please email the team at:
**support-us@bpf-psychotherapy.org.uk**

If you are using sponsorship forms for your fundraising, please send all completed forms to: British Psychotherapy Foundation**,** 37 Mapesbury Road, London NW2 4HJ.

**If you cancel your fundraiser event or activity**

If you cancel your activity (and don't re-arrange another date), or you decide not to participate, you are responsible for contacting your sponsors or anyone who has donated. You will need to confirm whether the individual is happy for their payment or donation to be treated as a charitable gift to the bpf, or if they would prefer the funds to be returned.

Thank you so much for your support!

**The Fundraising Team**

Email: **support-us@bpf-psychotherapy.org.uk**

**Useful Links**

Charity Commission - [www.gov.uk/government/organisations/charity-commission](https://www.gov.uk/government/organisations/charity-commission)

Fundraising Regulator - [www.fundraisingregulator.org.uk](http://www.fundraisingregulator.org.uk/)

About Fundraising - [www.fundraising.co.uk](http://www.fundraising.co.uk/)

Food Standards Agency- [Providing food at community and charity events | Food Standards Agency](https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events)

Health & Safety Executive - [Getting started - HSE](https://www.hse.gov.uk/event-safety/getting-started.htm)

Inland Revenue - [www.hmrc.gov.uk/charities](http://www.hmrc.gov.uk/charities) or ring 0845 302 0203