

The Safety & Legal Bit

There are a number of laws and regulations governing how people can collect or fundraise for a charity. Different rules apply depending on where and how you decide to raise funds. They are designed to protect you from fraud and to ensure best practice. When fundraising for the Ménière's Society we ask you to comply with our fundraising rules and the relevant laws and regulations. It is essential that any fundraising activity/event is run legally and safely.

Note: The event's organiser is responsible for ensuring compliance with legal, health and safety standards. If your event involves the general public, it's a good idea to have Public Liability Insurance. Check first to see if your venue already has this.

The Ménière's Society logo may only be used with our specific permission. If you are fundraising for the Ménière's Society, please use our charity registration number (297246) on all publicity materials and include the disclaimer: "*This event is raising funds in aid of the Ménière's Society (RCN: 297246). The Ménière's Society really appreciates your support, but is not liable for this event.*"

Any donations collected in one of our collection boxes are intended solely for the use of the Ménière's Society. Please return any monies raised to us as soon as possible after your event so that we can say thank you and send you your fundraiser's certificate.

Raising money or selling goods for charity in streets or public places usually requires a permit or licence from the appropriate local authority. House-to-house collections also require a licence. To collect money on private property you need permission of the owner/landlord.

Sending money to the Ménière's Society

Please ensure any money collected for the Society is sent to us as soon as possible after the event. If cheques have been made payable to you or you have been given cash, don't worry, just pay them into your bank account and then send us a cheque for the total amount. Alternatively, you can pay direct into our bank account via our website <http://www.menieres.org.uk/support-us/make-a-donation>.



Cheques should be made payable to the *Ménière's Society* and sent with details of how the money was raised to Ménière's Society, The Rookery, Surrey Hills Business Park, Wotton, Surrey RH5 6QT. Please include your name, address and details of your event with your cheque so that we can say '*thank you*'.

Copyright

All materials produced by the Society are copyright of the Ménière's Society and should not be reproduced or distributed either physically or electronically without the Society's express permission in writing. Thank you for your co-operation.

Disclaimer

If you suffer with any medical conditions it is recommended you always consult your GP, consultant or therapist for professional guidance before you take part in any fundraising event or activity which could potentially affect your symptoms.