



St Peter & St James Hospice  
Hospice care in the heart of Sussex

## How to keep your fundraising Covid-19 safe

### Follow the government guidance

Thanks so much for your interest in fundraising for St Peter & St James Hospice; we wouldn't exist without generous people like you. We'd love you to support us and will do all we can to help and cheerlead you along the way. First and foremost, please ensure you are following the current government guidelines and that you can fundraise safely at this time. You can find the latest updates here, which will help you plan accordingly and manage risk: <https://www.gov.uk/coronavirus>.

**Please be aware that fundraising collections in supermarkets and town centres are not currently allowed.**

### Share your plan with us

Whether you're hosting a socially distanced garden party, organising a bake sale for your neighbours, running a virtual marathon or taking on an adrenaline-fuelled challenge, we'd love to hear all about it. Our expert fundraising team will be able to look over your activity, the location and any prep involved to help you identify current risks, make an informed decision as to whether the event should go ahead, and ensure, when it does, that it is as safe and enjoyable as it can possibly be.

### Expect the unexpected - be ready to change or postpone your plans

Unfortunately things still remain uncertain, and advice could change at short notice for the foreseeable future. It is therefore important to keep up-to-date with announcements and apply any new requirements or limitations to any fundraising activity. If, for any reason, you do need to postpone or cancel your event, please do not feel guilty - the wellbeing of our community is the most important thing to us, and we will fully support you.

Restrictions are easing differently across the UK, and local lockdowns are being introduced where necessary, so please also remain mindful of this and make sure your plans are compliant with any restrictions in your area.

<https://www.westsussex.gov.uk/>

<https://www.eastsussex.gov.uk/>

## **Carry out a risk assessment**

If you organise an event that will be open to members of the public, you're responsible for ensuring those who attend are as safe as possible. While the risk of Covid-19 cannot be eliminated entirely, it's important to think about how best this risk can be minimised at the event. For example, you may need to consider the appropriateness of your venue, social distancing measures, the introduction of sanitisation stations and the wearing of face masks, dependent on government advice at the time. Your risk assessment must be easily available to demonstrate that the risk has been properly assessed, and that appropriate measures to mitigate this have been implemented.

Our Fundraising team are more than happy to help you complete your risk assessment and advice on practical measures you can take.

## **Let us know if you'd like any branded items**

We are still loaning out branded items such as t-shirts, running vests, collection tins and buckets. We are keeping these as clean as possible by quarantining them for 72 hours when returned to us, before sanitising them ahead of them being placed back into our stock for loaning.

Similarly, any hospice t-shirts returned will be quarantined for 72 hours before being washed separately by our housekeeping team.

If you wish to borrow any items, please speak to one of the team to arrange a collection.

## **Go cashless if you can**

Throughout the duration of the Covid-19 pandemic, it is generally safer to use contactless payments or collect online donations. If you can, our advice is to organise any ticketing online, or set up your own online giving page to collect sponsorship.

If cash is the only option for you, please do not worry, as we will quarantine it for 72 hours on receipt.