RAG HULL Raising and Giving

HULL UNIVERSITY UNION

CHARITY COLLECTIONS (2019 – 2020)

Contact Details	
Club/Society:	
Name and Committee Member Position:	
Student Number:	
Email:	
Mobile:	

Details of Proposed Collection	
Charity Name:	
Registered UK Charity Number: **Charity Address:**	
Payment to Charity (BACS transfer) ***please provide account details***	**Sort code:** **Account number:**

SOCIETY-FUNDRAISER-CHARITY
Please outline what you doing to raise money, If you plan on holding this event on campus, permission must be gained from the University first- this can be done through the Union – please contact Angie Drinkall for further support. (a.drinkall@hull.ac.uk) Tel: (01482) 466295

If you are dividing money between your student group and charity please include your account here:

Is the Event on Campus? – (Requires Event Permission Form and Risk Assessment)	***YES / NO***	***Is the Event Off Campus? – (Requires Risk Assessment)***	***YES / NO***

IMPORTANT: Have you completed a risk assessment? ***Every activity requires a risk assessment.***
Please contact A.Drinkall@hull.ac.uk for more info.

Office Use Only
Approved (sign): _____ Date approved: _____

Finance Use Only Date: _____ Amount: _____	Amount paid to MEM **RAG 58031** SRI: Code to MEM **RAG 68409** PIN: _____

Please note that all forms must be submitted no later than 7 working days before the proposed date of fundraising.

Fundraising Agreement - IMPORTANT
By signing this document I agree to the following:

- All money must be paid in to the Cash Office (second floor of the Union), immediately after the event. In exceptional circumstances, where fundraising occurs in the evening, money must be given to the Duty Manager in the Students' Union Sanctuary Bar. Please note that collections must be clearly labelled with your name and the charity it is for.
- Please note that bucket seals may only be broken by staff.
- Should you fail to pay in money immediately after the event, you hold fundraised monies at your own risk.
- HUU has the right to not approve or endorse any fundraising event at any time.

SIGNED:	**DATE:**

Charity Collections Guide - Your simple 10-step guide to fundraising.		
1	**Decide what to do!**	Quite simply, have a think about who you want to raise money for, how you plan on doing it and when. Please note that you can only fundraise for a registered UK charity. You can check the list here at http://apps.charitycommission.gov.uk/showcharity/registerofcharities/RegisterHomePage.aspx
2	**Contact the charity**	We strongly recommend that you contact the charity you have chosen to raise money for and get their bank details. They love to hear what their supporters are up to and sometimes can offer you promotional materials such as flyers, posters or balloons.
3	**Fill in a charity collection form.**	These are available online at hulluniunion.com/activities/rag and hulluniunion.com/volunteering or you can collect one from the Finance Office. Make sure you complete it fully, outlining what you are planning on doing to raise money and which charity it is for. Including if you are splitting the money between a student group and charity. Which must be displayed on the bucket and all promo.
4	**Hand the form in**	Hand to Angie Drinkall based in the SVOT office, Second floor, Student Central.
5	**Complete a risk assessment / event permission form**	• Every activity requires a risk assessment to be completed and signed by all participants, to cover you by our insurance. • Events on campus require authorisation from the University, and you must complete an events permission form to obtain this. Please contact *A.Drinkall@hull.ac.uk* for the form and details of who to send it to.
6	**Wait for approval**	Your form may take a little while to approve, so please be patient. You will receive an email with a copy of your charity collection form, once it has been approved.
7	**Promote your event**	Once you have had confirmation that your event has been approved, make sure you market your fundraising event well, so more people will turn up to it!
8	**☺ Happy Fundraising! ☺**	
9	**Pay in your money**	• After you have completed your fundraising event, you must pay all money in to the Cash Office, found on the first floor of the Union. • Please note it is open 11-3 Monday to Friday. • You must bring your charity collection form with you when you pay your money in to the Cash Office! • If the Cash Office is closed, you will need to give the money, in a sealed charity bucket, to the Duty Manager in the Sanctuary bar.
10	**Celebrate your success**	Make sure you take plenty of photos to send HUU after your event and let us know how much you have raised- don't be afraid to shout about it!