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| **Contact Details** |
| **Club/Society:** |  |
| **Name and Committee Member Position:** |  |
| **Student Number:** |  |
| **Email:** |  |
| **Mobile:** |  |
| **Details of Proposed Collection** |
| **Charity Name:** |  |
| **Registered UK Charity Number and address:** |  |
| **Payment to Charity (BACS transfer) *please provide account details*** | **Sort code:****Account number:** |
| **SOCIETY-FUNDRAISER-CHARITY** *Please outline what your 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 your RAG team at* *huu.rag@gmail.com* *or Angie Drinkall for further support (**huu-volunteering@hull.ac.uk**)* Tel: (01482) 466295 |
| **If you are dividing money between your student group and charity please include your account here:** |
| **Is this an online event? YES / NO**  |
| ***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* *huu-volunteering@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: \_\_\_\_\_\_\_\_\_\_\_\_ |

**CHARITY COLLECTIONS FORM (2020 – 2021) **

***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.

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| **SIGNED: DATE:** |

* HUU has the right to not approve or endorse any fundraising event at any time.

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| **Charity Collections Guide - Your simple 10-step guide to fundraising.** |
| **1** | **Decide what to do and contact the charity**  | Please note that you can only fundraise for a registered UK charity. You can check the list [here](http://apps.charitycommission.gov.uk/showcharity/registerofcharities/RegisterHomePage.aspx) We strongly recommend that you contact the charity you have chosen to raise money for to obtain 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. |
| **2** | **Follow the HUU Fundraising Policy** | You can find the fundraising policy [here](https://cd0245b3ce8070c3f0c4-06d3ab5db7610e0484c331fad6388570.ssl.cf3.rackcdn.com/Hull_University_Union_Fundraising_policy_Dec_2019.pdf). Ensure you’re confident in our fundraising guidelines, complete the online training ask RAG if you need help. |
| **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** | **Send the form in**  | We’d prefer to receive this form via email huu-volunteering@hull.ac.uk you can hand it 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 and write a method statement to obtain this.

Please contact huu-volunteering@hull.ac.uk for the form and details of who to send it to. |
| **6** | **Wait for approval** | This along with all other required forms for your event must be provided AT LEAST two weeks prior to your planned date. if we have not received your forms within this time frame your event will not be approved. |
| **7** | **Promote your event** | Once you have had confirmation that your event has been approved, make sure you market your fundraising event well (ensuring the fundraising logo is attached (see guidance) 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 second floor of the Union.
* Please note it is open 11-3 Monday to Friday.
* You must have sent your charity collection form to huu-volunteering@hull.ac.uk prior to attending the cash office. Once your event has been approved, your form will be sent to the finance team who can accept your donations.
* 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 to us after your event and let us know how much you have raised- don’t be afraid to shout about it! Using our online shout out platform here <https://hulluniunion.com/student-shoutout>NB: Please note you will need permission for photographs from participants or their parents if under 18 |