HUU ONLINE FUNDRAISING PROTOCOL

In line with the HUU Fundraising Policy

This protocol has been developed to support you in your online fundraising efforts, it should be read in conjunction with HUU’s Fundraising policy.

In the process of preparing for any type of fundraising, we ask that all students take part in HUU online fundraising training which is available through teachable as referenced in the Fundraising Policy point 3. Please ask a member of the opportunities team to send you a link if you do not have it.

Students should read the HUU fundraising policy before beginning any fundraising activity that can be accessed here [fundraising policy](https://cd0245b3ce8070c3f0c4-06d3ab5db7610e0484c331fad6388570.ssl.cf3.rackcdn.com/Hull_University_Union_Fundraising_policy_Dec_2019.pdf).

Approval for any online fundraising must be in place at least two weeks in advance of your fundraising event. The process for this is to complete a permission request form, method statement and risk assessment along with a charity collection form and send this to the volunteering co-ordinator who will seek approval from HUU and The University Health and Safety teams if required.

**Fundraising regulator logo**

As set out in our Fundraising policy HUU is registered with the Fundraising regulator and must display their logo on all promotional items relating to fundraising events and activities carried out by its volunteers.

To obtain the logo students must send their promotional material to HUU-volunteering@hull.ac.uk to request to have the logo added. Any fundraising promotional material used without the logo will receive a request for removal until it has the logo added.

**Raising and Giving (RAG)**

The RAG society can support your fundraising events on and off campus and they can provide you with the relevant forms required to partake in fundraising activity as a HUU affiliated group or individual. Student groups and individuals are advised to speak to RAG for help with planning fundraising events before fundraising activity commences.

# In Person on Campus with RAG:

For full guidance of how RAG can support your in person fundraising event on or off campus, follow the guidelines set out in the Fundraising Policy. The forms required for in person events can be downloaded here [RAG Fundraising forms](https://hulluniunion.com/join-in/rag).

**Online support from RAG:**

RAG can support groups with online fundraising pages that are fundraising regulator approved.

 **BOOST**

Student groups and individuals can create a crowdfunding project to raise funds for their group through boost the fundraising platform provided by the Union and University. Training on this can be found on teachable, please ask a member of the opportunities team for a link. Students can find out how to set up a project or support current fundraising projects here: <https://hull.hubbub.net/>

This online tool is for use by any students who will be given support and guidance by staff members from the Union and University.

All funds raised must go through the boost platform and the target set by students must be reached by their deadline for money to be collected from donors, we recommended setting a minimum target and increasing your goal if this is reached.

Online platforms

Student groups or individuals can fundraise through online platforms as long as the fundraising platforms are registered with the Fundraising Regulator, please check with a member of staff if you are unsure. This shows that they have made a commitment to responsible fundraising, and to adhere to the best practice and legal standards outlined in the [**Code of Fundraising Practice**](https://www.fundraisingregulator.org.uk/node/4020) to ensure that you are treated fairly and are able to make an informed decision about fundraising or donating online. You can tell if an online fundraising platform is registered when you see the Fundraising logo. If they do not have the logo on their UK registered charity page you must request our logo to be added to your own student promotional material such as posters or social media posts via email HUU-volunteering@hull.ac.uk.

Facebook fundraising

HUU does not sanction fundraising on face book or social media where money may be paid directly into a student’s pay pal account or bank account. We do not support any groups fundraising in this manner and would immediately ask these to be halted. We only endorse and support fundraising that is conducted through RAG, BOOST or other Charity’s official online fundraising pages that are fundraising regulator approved.