



# Fundraising Policy

## 1. Introduction


- 1.1. This policy was introduced by Hull University Union (HUU) in December 2019. The policy will be reviewed no later than November 2022.
- 1.2. This policy highlights the legal requirements that HUU and all students fundraising through the support of HUU must abide by.
- 1.3. At the time of publication this policy follows all relevant statutory guidance.

## 2. Policy Statement

- 2.1. HUU will at all times adhere to the Charities Act 2016, The Charities Act 1992 and other relevant statute where appropriate. All guidance in this policy is superseded by changes to the law and the fundraiser is responsible for ensuring they adhere accordingly.
- 2.2. HUU is registered with the [Fundraising Regulator](#) and is committed to upholding the Fundraising Regulator's [Code of Fundraising Practice](#) through implementing this policy and providing Members with support guidance and training as detailed in section 3.
- 2.3. HUU is committed to offering all students at the University of Hull the opportunity to take part in fundraising activities during their studies.
- 2.4. HUU aims to offer support for a range of fundraising activities within the parameters of Article 5.3 of HUU's Articles of Association, which appeal to our diverse student membership through involvement with Raising and Giving (RAG) and through the hiring of fundraising equipment for any student group activity. HUU will work within the Code of Practice and Relationship Agreement with the University of Hull to ensure all fundraising activity undertaken by students is appropriately and properly recorded through the RAG account so it can be accurately reported to the student body, the University and external stakeholders each year.
- 2.5. Student Group members can use the charitable status of HUU to raise money for Hull University Union's charitable purposes as stated in Hull University Union's Articles of Association, Article 4. Student Groups members can only use the charitable status of HUU to raise money for their group, if their student group is affiliated to HUU. Student Group members may also split funds jointly between their group and another charity providing this is clearly stated on all fundraising materials so that it is transparent to donors what proportion of their donations will be going to the specified group and another charity. The following sections clearly outline how to do this.

## 3. Support, Guidance and Training

- 3.1. HUU Support and guidance will be offered to students by the Student Opportunities team. . All students taking part in HUU organised fundraising,




including those organised by RAG, should approach the Student Opportunities team for support before commencing the fundraising activity. HUU is committed to ensuring all students engaging in fundraising activities are provided with training. As a minimum, all Student Groups will receive training in fundraising as part of Committee training. The Union may also invite external charity guest speakers to deliver fundraising training. Staff at the Union will run training for individuals who wish to engage in fundraising. The training and development of students in relation to Fundraising is the responsibility of the Student Opportunities team.

- 3.2. HUU will produce and deliver fundraising training materials for students which must be considered by students before engaging in fundraising activities for or on behalf of the Union, HUU will not sanction to embark on any fundraising activity unless those students involved have completed HUU fundraising training. This includes any fundraising undertaken as part of RAG.
- 3.3. Often charities provide their own fundraising training before allowing participants to take part in their events. Where possible, the Union will ensure that this training complies with the terms laid out in this policy and the Code of Fundraising Practice. Should it be found that the training does not comply, the Union will supplement the training with our own materials and shall require students to adhere to and implement our guidance and training prior to embarking on any fundraising activities.

#### 4. Health, Safety and Risk Management

- 4.1. All fundraising activities undertaken by HUU, including RAG, are subject to our risk assessment procedures. It is imperative that all fundraising events and activities are risk assessed before commencement, with comprehensive inductions and health and safety briefings specific to each activity arranged. Failure to produce risk assessments and/or take part in Health and Safety briefings relating to fundraising activity will result in HUU taking the decision to cancel the fundraising activity planned with immediate effect. The Student Opportunities team will advise you of your role in this procedures HUU is committed to the enhancement of employment skills in all our students. To support the development of skills, students wishing to fundraise must undertake their own risk assessments using Hull University Union's templates and guidance documents, for the Student Opportunities team to review and approve, amending where required.
- 4.2. All student fundraisers are required to complete a permission form and submit it to the Student Opportunities team before their event is approved. Where necessary, additional licences may be required for some planned outdoor events. You will be informed by the Student Opportunities team if this is required. HUU will ensure that all activities have appropriate insurance cover. Any activity that has not undergone a risk assessment will not be insured and **must** not take place see 4.1. If additional insurances need to be obtained the cost of such is the responsibility of the event organiser and student group.
- 4.3. Fundraising collection boxes used in HUU Commercial outlets must be approved by the Student Opportunities Team and will make the Senior Management Team aware of all Collection boxes in place and the timescales for each collection period. Staff working in HUU Commercial outlets will be required to follow the HUU Fundraising Collection boxes protocol at all times.
- 4.4. To ensure honesty and transparency in fundraising, any fundraising with a specific purpose, i.e. to purchase equipment, must be stated clearly on all fundraising materials so that the purpose of the fundraising is transparent and




donors are not misled. An explanation of what will happen with any funds raised if you do not raise enough, or raise too much, or if the original purpose of the fundraising can no longer be fulfilled must be clearly given in all fundraising materials and when soliciting donations. Prior to starting fundraising for a specific purpose, students should think about an alternative purpose for the donations if the original purpose cannot be fulfilled for any reason, and make this alternative purpose clear in all fundraising materials (e.g. if insufficient funds are raised to purchase specific equipment or if the original purpose or project cannot go ahead for any reason.) For example, it would be usual to donate these funds to the charity you are fundraising for. If you are in this situation (e.g. where the original purpose of an appeal cannot be fulfilled) advice can be obtained from the Student Opportunities team. In some circumstances there may be a legal obligations to return funds to donors, or a Charity Commission Scheme obtained before the funds can be spent. Student Opportunities team

## 5. Hiring and Use of Charity Collection Buckets

- 5.1. HUU has a selection of collection buckets/ boxes which can be used by students. These can be booked through the Welcome Desk with 48 hours' notice. A deposit is required for any student groups who are not part of an affiliated group of Hull University Union. All deposits are refundable on the safe return of the collection buckets or boxes. Deposits should be paid directly to the HUU Finance Office so a receipt can be given. A collection bucket sign out process is in place to manage the safe borrowing, use and return of collection buckets or boxes. This procedure is available online and from the Student Opportunities team.
- 5.2. All collection buckets will be secured with tamper proof seals by either a member of the Student Opportunities Team or RAG committee. These must only be removed by HUU Finance department staff [who will ensure that at least two people are involved in handling and recording the money received, which will take place behind a locked door. All returned collection buckets or boxes will be kept in the HUU Cash Office safe until this procedure has been completed. For any bucket which is lost or returned with a broken seal, the student who signed the bucket out will forfeit their £10 deposit. The fine will be paid into the RAG account to pay for replacement buckets.
- 5.3. Someone must remain in possession of the collection bucket or boxes at all times. This person must remain sober and responsible at all times.
- 5.4. The collection buckets or boxes must be returned to HUU Cash Office within 24 hours of the agreed date on the sign out sheet. The funds will be counted by the HUU Finance Team within 72 hours of return and the student who signed out the bucket or boxes will be notified of the amount raised.
- 5.5. If a fundraiser intends to return collection buckets outside normal Union working hours (10.00 – 17.00 weekdays) they must obtain permission from the [Student Opportunities team]. The bucket and contents must be handed into the duty manager and placed into the safe behind the bar in Sanctuary.
- 5.6. All funds raised by, or in partnership with, students will be paid into the RAG account via the HUU Cash Office before being transferred directly to the charity that the funds were raised for, a receipt will be obtained from the recipient charity for HUU records.

## 6. Collection Permits or Permissions

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- 6.1. Any collection of money outside of the University or Students' Union premises requires a street collections licence, available free of charge from Hull City Council (or the relevant council if the fundraising is taking place outside Hull). Public collections must not take place unless fundraisers have obtained the appropriate licence. Once you have received your permit this must be sent to the [Student Opportunities team].
  - 6.2. To collect money on private property you must obtain written permission from the owner or manager of the land. All permissions must be shown to the Student Opportunities team when collection buckets are hired.
  - 6.3. Failure to obtain the appropriate licences for fundraising is a criminal offence and could result in court action and will be dealt with under the HUU Disciplinary policy. [

## 7. Selection of Charities

- 7.1. Any charity chosen must be registered with the Charity Commission and have a registered charity number unless it is excepted or exempt from registration with the Charity Commission by The Charities Act 2011. . This number must be clearly displayed on all fundraising materials relating to the fundraising event/s.
- 7.2. If more than one charity is selected, the details of all charities must be displayed on all fundraising materials relating to the fundraising event/s and must clearly confirm the percentage allocation of the funds raised that will be donated to each charity. Failure to do so is a criminal offence and will be dealt with under the HUU Disciplinary policy.

## 8. Fundraising for Hull University Union

- 8.1. Charitable funds can be raised on behalf of the Union in fulfilment of its charitable purposes stated in its Articles of Association. HUU is a charitable company limited by guarantee, company number 8475916 and registered charity number 1152549.
- 8.2. All funds raised for HUU by students will be ring-fenced to provide additional funds for student activities unless otherwise specified or used in furtherance of the Union's charitable purposes.