

# Fundraising Policy

## March 2018

### 1. Policy Summary

- 1.1 This policy was adopted by Solent Students' Union Leadership Team in April 2014 and reviewed in March 2018. The policy will be reviewed no later than March 2021.
- 1.2 This policy highlights the legal requirements that Solent Students' Union and all students fundraising through the support of Solent Students' Union must abide by.
- 1.3 At the time of publication this policy follows all relevant statutory guidance.

### 2. Policy Statement

- 2.1 Solent Students' Union will at all times adhere to the Charities Act 2011 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 All guidance in this policy is superseded by changes to the law and the fundraiser is responsible for ensuring they adhere accordingly.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 Solent Students' Union is committed to offering all students at Solent University the opportunity to take part in fundraising activities during their studies.
- 2.3 Solent Students' Union aims to offer support for a range of fundraising activities which appeal to our diverse student membership through involvement in the Raise and Give (RAG) society and through the hiring of fundraising equipment for other society or individual student group activity.
- 2.4 Solent Students' Union will work in partnership with Solent University to ensure all fundraising activity undertaken by students is appropriately and properly recorded through the RAG account and accurately reported to the student body, the University and external stakeholders each year.
- 2.5 Society members can raise money for their society by using the charitable status of Solent Students' Union. They can also fundraise jointly between their society and another charity providing this is clearly stated on all fundraising materials. The following sections clearly outline how to do this.

### 3. Support, Guidance and Training

- 3.1 Solent Students' Union employ permanent staff to support students wishing to fundraise, either socially or as part of their course. Support and guidance will be offered to all students by the Activities Coordinator. All students taking part in Solent Students' Union organised fundraising, including those organised by the RAG Society, should approach the Activities Coordinator for support before commencing the fundraising activity.
- 3.2 Should the Activities Coordinator be unavailable, students should contact either the Student Involvement Manager or the VP Employability & Engagement.

- 3.3 All students groups will receive training in fundraising as part of Society Committee training and the Union may run ad-hoc training for individuals who wish to engage in fundraising.
- 3.4 Solent Students' Union will produce training materials for students which should be considered before engaging in fundraising activities for or on behalf of the Union. This includes any fundraising undertaken as part of the RAG society.
- 3.5 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. Should it be found that the training does not comply, the Union will supplement the training with our materials.

#### **4. Expenses**

- 4.1 Some fundraising events held by Solent Students' Union and its affiliates may incur a registration fee. Payment of this fee is the responsibility of the participants and will not be accepted as a reasonable expense. If this is a group activity, the registration fee would be the responsibility of each individual in the group to make a contribution.
- 4.2 Some fundraising events held by Solent Students' Union and its affiliates may incur other administration fees such as vaccinations for overseas trips. Payment of these fees is the responsibility of the participants and will not be accepted as a reasonable expense. All queries regarding additional fees to a registration fee should be directed to the Activities Coordinator.

#### **5. Health, Safety and Risk Management**

- 5.1 All fundraising activities undertaken by Solent Students' Union, including the RAG society, are subject to our risk assessment procedures. All events and activities must be risk assessed before commencement, with comprehensive inductions and health and safety briefings specific to each activity arranged. Advice and support will be given by the Activities Coordinator.
- 5.2 Solent Students' Union aims to develop employment skills in all our students. To support the development of skills, it is actively encouraged that student fundraisers undertake their own risk assessments using Solent Students' Union templates and guidance documents, for the Activities Coordinator to review and approve, amending where required.
- 5.3 All student fundraisers are required to complete an events plan and submit it to the Activities Coordinator before their event is approved. Additional outdoor licences may be required for some planned outdoor events. You will be informed by the Activities Coordinator if this is required.
- 5.4 Solent Students' Union will ensure that all activities have appropriate insurance cover through the completion of risk assessments approved with our insurers. Any activity that has not undergone a risk assessment approved by the Student Involvement department will not be insured and should not take place. If additional insurances need to be obtained the cost of such is the responsibility of the event organiser and student group.

- 5.5 All staff employed at Solent Students' Union are responsible for ensuring fundraising pots positioned in their place of work are approved by the Activities Coordinator and remain secured and sealed throughout the period of time on display.
- 5.6 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. An explanation of what will happen with any funds raised if you do not raise enough, or raise too much, will need to be clearly given. It would be usual to donate these funds to the charity you are fundraising for. If you are in this situation advice can be obtained from the Activities Coordinator.

## 6. Hiring and Use of Charity Collection Buckets or Pots

- 6.1 Solent Students' Union has a selection of collection buckets or pots which can be booked through the Student Involvement department with 48 hours' notice. A deposit is required for any student groups who are not part of a sports club or society affiliated with Solent Students' Union. All deposits are refundable on the safe return of the collection buckets or pots. **Deposits should be paid directly to the Students' Union Welcome Centre or Finance department so a receipt can be given.**
- 6.2 A collection bucket sign out process is in place to manage the safe borrowing, use and return of collection buckets or pots. This procedure is available online and from the Activities Coordinator.
- 6.3 All collection buckets will be secured with industry approved tamper proof seals which must only be removed by Solent Students' Union 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 pots will be kept in a 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 be liable for a £50 fine. The fine will be paid to the charity being fundraised for.
- 6.4 Someone must remain in possession of the collection bucket or pots at all times. This person must remain sober and responsible at all times.
- 6.5 The collection buckets or pots must be returned within 24 hours of the agreed date on the sign out sheet. The funds will be counted within 48 hours of return and the student who signed out the bucket or pots will be notified of the amount raised.
- 6.6 If a fundraiser intends to return collection buckets outside normal core Union working hours (10.00 – 16.00 weekdays) they must obtain permission from the Activities Coordinator. An appropriate plan for securing the funds will be agreed.
- 6.7 All funds will be paid into the RAG account before being transferred directly to the charity the funds were raised for. **This will be paid at the end of each academic year in line with the Financial Procedures.**

## 7. Collection Permits or Permissions

- 7.1 Any collection of money outside of the University or Students' Union premises requires a street collections licence, available free of charge from Southampton City Council (or the relevant council if the fundraising is taking place outside Southampton). To obtain a permit, all fundraisers should contact the Activities Coordinator.
- 7.2 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 Activities Coordinator when collection buckets are hired.
- 7.3 Failure to obtain the appropriate licences for fundraising is a criminal offence and could result in court action.

## 8. Selection of Charities

- 8.1 Any fundraising must be for a charity registered with the Charity Commission and with a registered charity number. This number must be displayed on all fundraising materials relating to the fundraising event/s.
- 8.2 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 confirm the percentage allocation to each charity. Failure to do so is a criminal offence.

## 9. Fundraising for Solent Students' Union

- 9.1 Charitable funds can be raised on behalf of the Union. Solent Students' Union is a charitable company limited by guarantee, company number 8619653 and registered charity number 1153350.
- 9.2 All funds raised for Solent Students' Union will be ring fenced to provide additional funds for student activities, societies and volunteer activities.