**CHARITY COLLECTIONS**

*Please complete this form in full and submit it to the Membership Services Reception, first floor of the Union.*

*Please take the time to read the tips on the back.
Please note that all forms must be submitted no later than 7 working days before the proposed date of fundraising.*

|  |
| --- |
| **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:*(please see link on reverse to confirm charity is registered)* |  |
| Payment to Charity (BACS transfer)*please provide account details* | Sort code:Account number: |
| **Description of event** *please outline what you doing to raise money, when and where you are hoping to do it (including times) and approximate number of people involved. If you plan on holding this event on campus, permission must be gained from the University first- this can be done through the Union.* |
|  |
| *Have you completed a risk assessment? Every activity requires a risk assessment. Please contact* *A.Drinkall@hull.ac.uk* *to arrange this.* |  |
| **Office Use Only**Approved (sign): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Finance Use Only**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Amount paid to **VPM RAG 58031** SRI: \_\_\_\_\_\_\_\_\_\_\_\_\_Code to **VPM RAG 68409** PIN: \_\_\_\_\_\_\_\_\_\_\_\_ |

**Fundraising Agreement**

I agree to the following:

-All money must be paid in to the Cash Office (first floor of the Union) only, 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 this bag must be clearly labelled with your name and the charity it is for. Please note that bucket seals may only be broken by staff and staff only must count the money.

-Buckets can be signed out from Membership Services if required and must be returned here as soon as possible after the event.

-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:**Event organiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Charity Collections Guide

 This is 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 hullstudent.com/activities/rag from Membership Services, or Finance Office.
Make sure you complete it fully, outlining what you are planning on doing to raise money and which charity it is for.

4). Hand the form in to the Membership Services Reception
This can be found on the first floor of the Union. From here your form will be processed.

5). Complete a risk assessment
Every activity requires a short form to be completed and signed, to cover you by our insurance.
 Please contact *A.Drinkall@hull.ac.uk* to arrange for this to be completed.

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 10-4 Monday to Thursday and 10-3.30 on Friday,
You must bring your charity collection form with you when you pay your money in to the Cash Office- without the form, the money cannot be paid to your chosen charity!
If the Cash Office is closed, you will need to give the money, in a sealed charity bucket or money bag and charity collection form, 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!