Society Charitable Fundraising

The Activities & Sports Zone and Students’ Union strongly recommend that you organise any charitable fundraising through Sheffield RAG (Raising & Giving) as they can give you the best advice, support and charity expertise.

Although there is no obligation to do your fundraising with RAG, working with them also ensures that student groups follow good practice around charity law and accounting. This is especially important because the Students’ Union is registered with the Charities Commission.

This short guide contains information on how RAG can support your student fundraising.

However, if you are not fundraising with RAG here are some things to bear in mind:

1. **COLLECTING MONEY**
   If you want to collect on private property then you must gain permission from the owner of the premises. It’s a good idea to keep a record of this through email / in writing.

   If you are collecting on a public highway/byway, then you must secure a collection permit from the local council [available via the Street Collections page of the City Council website]. You must have the permit and a form of ID on you during the collection in case of checks by police or council officials.

   This also applies for busking or similar activities which involve collecting money in a public place.

2. **COLLECTION BUCKETS MUST...**
   1. Remain sealed at all times during the collection
   2. Not be shaken whilst collecting
   3. Clearly display the benefitting charity and charity number at all times

3. **BANKING THE CASH**
   Charity money should never be banked into a personal bank account but must be banked into your society account that same day. Do not walk around with money on your persons for your own safety and do not take money home with you (it won’t be covered under Students’ Union insurance and you will be liable if it goes missing).

   You can either bank the money via a Credit Slip (Paying In) or speak to the Activities & Sports Zone to find out about “drop-safeing” – this is a simple system which allows you to bank your money safely even when Finance Cash Office is closed.

4. **DONATING MONEY TO THE CHARITY**
   All money collected must be donated to that charity by law. It must be donated in the charity’s name and into their charity bank account. This includes money collected in RAG buckets.

5. **RAFFLES & TOMBOLAS**
   Societies and groups can run private raffles for their own members or as one-offs at a single event without needing a licence.

   To run another type of raffle, for example selling tickets over a period of time, you will need a Small Lotteries Licence as stated by the Gambling Commission. Sheffield RAG can provide you with guidance for different types of raffle.
6. FUNDRAISING ON THE CONCOURSE

Any individual or group who wants to do any kind of fundraising for charity on the Student’s Union Concourse, **must** do it through Sheffield RAG.

This is because RAG organise fundraising collection permits for this area and report on fundraising activity to the local council. As permits can take up to 1 month to secure, RAG hold a rolling permit for the concourse all year round - this makes it easier for all students to fundraise at shorter notice, whenever you like.

USEFUL WEBSITES

- [www.institute-of-fundraising.org.uk/guidance](http://www.institute-of-fundraising.org.uk/guidance)
- [www.gamblingcommission.gov.uk/licensingAuthorities/information_about_licensing_authorities/small_society_lotteries.aspx](http://www.gamblingcommission.gov.uk/licensingAuthorities/information_about_licensing_authorities/small_society_lotteries.aspx)

FUNDRAISING WITH RAG – HOW WE CAN HELP

RAG stands for ‘Raising and Giving’ – a huge student committee who exist to support student fundraising and help you put on amazing events that raise money for charity. We’ve run hundreds of events, supported hundreds of student groups and raised hundreds of thousands of pounds for charities.

Plus if you’re a Students’ Union Society or Club, you can claim back up to 50% of your fundraising for your group – or donate it all to charity – the choice is yours!

You can fundraise for any charity you like – or we can help you select one.

RAG CAN SUPPORT YOU TO:

- Run your own fundraising event – anything and everything from a tournament or quiz, to a 24-hour challenge or gig night
- Set up a street collection in the city centre.
- Take part in a ‘Street Team’ (selling glow-sticks and merchandise at Union club nights) – we provide the merchandise for free plus up to 6 of you are added to the guest-list and get free entry to the club night!
- Run a raffle.
- Hold a bake sale or Krispy Kreme sale.
- Come up with ideas for fundraisers...

The RAG Committee are here to support your club in all areas of fundraising fun-ness.

WE CAN HELP YOU WITH:

- Budgeting, events management, booking venues, security and maximising your fundraised income
- Ticketing
- Marketing and publicity
- Banking
- Health and safety advice, insurance and risk assessment
- Charity law and good practice
- Online Fundraising
- Fundraising equipment, resources and materials
- Collection permits

BAKE SALES

Bake sales are limited to **one per day** so we do not step on the toes of our lovely Students’ Union food outlets. Bake Sales need to be booked into the ‘Bake Sale
Calendar’ by Sheffield RAG, the Activities and Sports Zone Information Desk or with Union Room Bookings. If your bake sale is for a charity and on the concourse, it must be booked through Sheffield RAG. You must book your Bake Sale at least 10 days in advance when working with RAG.

KRAISPY KREME SALES

- Krispy Kreme sales are also classed as bake sales so please follow the same guidance as above. Once a date is sorted you need to speak to Krispy Kreme directly to order (RAG can provide the confirmation letter for you). Remember that all doughnuts must be resold within 12 hours so please bear this in mind when placing your order and be realistic.

POLICIES

- RAG are not able to provide fundraising support for:
  - Students fundraising for international volunteering expeditions or international volunteering challenges.

HOW IS RAG FUNDED?

- Sheffield RAG is part of a registered charity and is self-financing. This means that the costs of running the programme successfully and safely have to be covered by the programme itself.
  - These costs are things such as staffing, first aid training for the Committee to safely run events, glow-sticks and merchandise for fundraisers and resources such as buckets, seals and collection permits.
  - The programme costs are funded by 10% from all net fundraising (this is the total left once any event expenses have been deducted). This 10% goes toward meeting the core costs of the programme and ensures that RAG can continue to provide excellent support to student fundraisers and an excellent service for our students.

FURTHER INFORMATION & SUPPORT

- The RAG website has lots of information for you including ‘Frequently Asked Questions’, Terms & Conditions, policies and information on upcoming events: www.sheffieldrag.com
- You can also contact the RAG Adopt a Charity Team: adoptacharity@sheffieldrag.com