

Fundraising Policy

For use within

BANGOR UNIVERSITY STUDENTS' UNION

as approved by the Trustee Board 20 January 2025

1. Purpose

This policy outlines the guidelines and procedures for conducting fundraising activities through Bangor University Students' Union (BUSU). It ensures compliance with legal requirements, promotes transparency, and provides a consistent approach for all student fundraising efforts.

2. Scope

This policy applies to:

- All student societies, sports clubs, and volunteer groups
- Individual students or teams fundraising under BUSU's activities and charitable objectives
- BUSU-organised fundraising initiatives (e.g., Raise and Give (RAG) events)

3. Principles

3.1. Legal Compliance:

All fundraising activities must comply with the Charities Act 2011 and other relevant legislation. BUSU will stay updated on any changes and notify affected parties.

3.2. Inclusivity:

BUSU supports a variety of fundraising activities to engage our diverse student population.

3.3. Transparency:

All funds raised must be documented and reported accurately. Proceeds will be directed to the stated charity or cause as detailed on the Fundraising Request Form <https://www.undebbangor.com/fundraisingrequest> / Paying-in Slip.

4. Roles and Responsibilities

4.1. BUSU Staff Support:

BUSU provides support through the Student Opportunities Team, including guidance on planning, risk assessments, and best practices.

4.2. Additional Contacts:

- Volunteering and Community Coordinator
- VP Societies & Volunteering
- Student Opportunities Coordinator (Sports Clubs & Societies)
- Student Opportunities Administrator
- Finance & Operations Administrator

4.3. RAG Fundraising Committee:

RAG Project Leaders oversees large-scale initiatives, such as RAG events, ensuring fair charity selection and adherence to policies.

4.4. Students:

Students organising fundraising activities are responsible for obtaining necessary permits, managing funds responsibly, and reporting outcomes to BUSU.

4.5. Transparency and Accountability:

Fundraising activities must be recorded through the RAG account to ensure accurate reporting to the student body, the University, and external stakeholders. External fundraising efforts must be reported to RAG.

4.6. Societies, Clubs and Volunteering Projects Fundraising:

Societies, clubs and volunteering projects can raise funds for their own needs using BUSU charitable status. They may split funds with external charities, provided this is clearly stated on fundraising request forms <https://www.undebbangor.com/fundraisingrequest> and in conjunction with RAG.

4.7. Training Commitment:

BUSU provides training at the annual Student Leadership Conference and through welcome-back meetings.

5. Fundraising Guidelines

5.1. Approval Process:

Students must submit a Fundraising Request Form to BUSU at least 48 hours before the event. Approval is required before any promotion or collection begins.

5.2. Use of Funds:

Funds raised for a specific purpose must be clearly communicated. Excess or unused funds will be donated to the designated charity.

5.3. Permits and Permissions:

- **On-Campus:** Approval from BUSU is required.
- **Off-Campus:** Street collections require permits from Gwynedd Council. Written permission from property owners is needed for private venues and must be shown to the Student Opportunities team.

6. Expenses

6.1. Local Activities:

Most fundraising events will be held locally to minimise student expenses and foster a sense of community.

6.2. Non-Local Activities:

For events outside the local area, transportation may be arranged or reimbursed by BUSU.

6.3. Registration Fees:

Participants must cover any registration fees for BUSU or affiliated fundraising events.

6.4. Additional Fees:

Students are responsible for any extra costs, such as overseas trip vaccinations. Students who fundraise through Choose a Challenge for specific RAG Challenges (overseas and UK based) are responsible for covering the sum of money that they agreed to fundraise should they not reach their target. You must direct any questions to the Volunteering & Community Coordinator.

7. Health and Safety

7.1. Risk Assessments:

All fundraising events require a risk assessment. Templates and guidance are available from BUSU.

7.2. Event Planning:

Submit an event plan at least two weeks in advance. Some outdoor events may require additional permits.

7.3. Insurance:

BUSU provides insurance coverage for approved activities. Additional coverage for high-risk events must be arranged by the organisers and in conjunction with BUSU.

8. Financial Management

8.1. Collection and Handling Cash:

- Collection buckets must be sealed and signed in/out through the Student Centre office.
- Two students must be present when handling cash.

8.2. Depositing Funds:

All proceeds must be submitted to BUSU within 48 hours of the event for proper documentation and distribution.

8.3. Card Readers

- Card readers are available for secure, cashless transactions.
- Request for card readers should be completed via the following link <https://www.undebbangor.com/fundraisingrequest>
- Card readers must be returned on the agreed date, funds will be credited into fundraising accounts within one week of card reader being returned.

8.4. RAG Volunteering, Clubs and Societies Charities

Fundraising for external charities should always be done in conjunction with RAG. All monies raised will be put into a central RAG Volunteering, Clubs and Societies Charities account with all groups having access to view the accounts online.

9. Charity Selection

9.1. Eligibility:

Charities must be registered and aligned with the BUSU values.

9.2. Annual Review:

RAG Project Leaders will select charities to support each academic year, with input from the student body.

10. Code of Conduct

Students must:

- Represent the SU and the university positively during fundraising activities.
- Follow ethical practices, avoiding high-pressure tactics.
- Report any issues or incidents to BUSU immediately.