

# RAISE AND GIVE

A How to Guide on Fundraising for Charity



# Raise and Give

What is it?



## Raise and Give is our way to fundraise for charities

We love it when our Student Groups raise money for charities. We have created a guide to help you through the entire Raising and Giving Process.

## Did you know UWLSU is also a Charity?

(Charity number 1148594)

Usually Charities are not allowed to donate to other charities. However UWLSU as a Students' Union is exempt from this rule (as long as we follow a set of guidelines)



# Why should we do RAG?

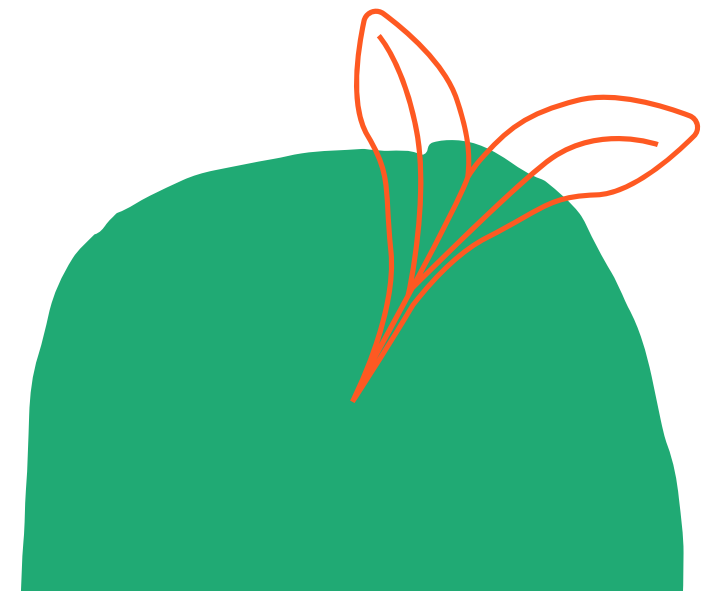
Students' Unions generate millions of £'s every year for charities nationwide. And the best thing is, UWLSU Student Groups are a part of this. For years our groups have been raising money in various ways, from growing Moustaches to bake sales, the list goes on.

The funds generate go to help a wide range of amazing causes that benefit from your passion and hard work.

# Targets

We do not set minimal targets for fundraising when Student Groups decide they want to participate in RAG activities. Because of the various ways that our groups choose to fundraise, including clothes and food banks as well as online fundraisers, we choose not to set targets.

But you can if you wish.





# Who can we fundraise for?

## Must have a UK charity number

Charities must be registered in the UK and have a UK Charity number. Most international charities do have these and they will be listed on their websites.

## Must be Registered with the Charities Commission

This is the regulatory body for all charities in the UK. We check all requests with this company to ensure they are registered.

## Must be up to date with all submissions

They must not have any outstanding paperwork needing to be submitted to the charity commission. Any irregularities will be flagged and discussed.

## Must be non controversial

We will not permit fundraisers for charities with links to extremism, religious conversion, Racist, Sexist or Homophobic links, or anything that could bring the Unions reputation into disrepute.

## How do I know who I can use?

A full list of current registered charities can be found on the Charities Commission website: <http://www.charity-commission.gov.uk/>



# How can we fundraise?

Collecting Money (either Physically or Online)

Collecting Food or Clothes Donations

Volunteering Time

These are three main ways that you can  
fundraise.

How you actually put this into practise is up to  
you!

# What are the rules to Fundraising?

## Cannot Use Group Funds to Raise Money.

Because UWLSU is a charity we are restricted in that Student Groups can't use their funds to generate income for other charities.

Any money spent would need to be claimed back before final total is donated.

## You must follow GDPR Rules

You can run raffles. But you will need to ensure that you follow all GDPR Rules when it comes to this.

If you have an online raffle, people cannot click Claim Gift Aid as part of this.

## Money must be donated via UWLSU

Unless you have an online platform, any money you have raised must be counted by the Students' Union. This will then be processed and donated through the UWLSU RAG Account.

## You mustn't pressure people into donating

You cannot force people to donate. They either will or they won't. However by using multiple platforms to donate, Cash and online (as you can set up text donation via most online platforms) you give people more ways to get involved.

## You must book in a meeting before commencement

Before you begin to fundraise, just like an event, you must inform the SU and book in a meeting with your coordinator to discuss. Failure to do so will result in denial of future requests.

UWLSU has a Raise and Give Form that needs to be completed alongside an Events Request form for all Charity Fundraisers.

The RAG Form tells us all the important information that we need to know in order to support you, your group and your planned activity.

You are able to get a Fundraising form from here: <https://www.uwlsu.com/opportunities/resources/>

You must submit the RAG Form 4 weeks before planned fundraising activity. (8 weeks if a larger event/activity)



# The Raise and Give Form



# Filling out the RAG Form

## Contact information

Let us know who you are, Student Number and how we can contact you.

## Student Group?

Any UWLSU Member can get support with helping their Fundraising. If you are a part of a Student Group let us know which one.

## Which Charity?

Let us know which charity you have chosen to fundraise for. Remember to follow the rules as advised too earlier in this document, make sure they have a UK Based charity number.





# Filling out the RAG Form

## Payment Information

We only make payments via Bank Transfer, We will not submit payments onto online pages, however most have an option where you can submit offline donations so we will confirm the amount with you to do so.

## Why this charity?

We are always interested to know why our members have chosen specific charities in order to fundraise for them, this may help in building some commercial advertisements for your fundraisers too.

## How?

How are you planning on fundraising for them? Food bank collections, bake sales, sponsored runs. These are all great ways that you can help the charities that you care about

# Filling out the RAG Form

When do you plan on running your fundraiser? We ask for at least 4 weeks notice so that we are able to help you book, advertise and support the event.

This will vary on what type of fundraiser you wish to do. Some may require a longer lead in time.

Charities are great for getting resources from, but charities also spend loads of their donated funds on sending out collection buckets and leaflets. We have buckets that can be used in the SU so if you are able to obtain resources from the charity, ask for posters or stickers.

You'll need to meet with a Coordinator to discuss the fundraiser. We will also go through the events booking guide with you which will be needed alongside this as it contains a risk assessment and a operation plan for the day.

When?

Resources

Meeting with Coordinator

# What else you'll need to know

## Response to Fundraising Requests

We usually are able to respond within 7-14 working days of your request with a confirmation of this booking. If we have any issues we will inform you and try and resolve this

## First Come First Served

Fundraisers are on a first come first served basis and space can be limited, so they maybe changed/difficult to get your first choice if you delay.

## Do not Advertise Until Signed Off

Do not advertise or promote any fundraisers until they have been confirmed with us. We have to ensure that you do not breach any charity laws as you will be responsible if you are.



**Ready,  
Set, Go!**

**Email**

SU.StudentGroups@uwl.ac.uk  
and CC in your coordinator

**Website**

<https://www.uwlsu.com/opportunities/resources/>