****

**HOW TO…Adopt a Charity**

**A guide to:**

* **Choosing a charity and picking an event**
* **Key things**
* **Getting Started**
* **Procedures for after the event**

**If your group would like to raise money for a charity, there are lots of ways to do this. This guide will help you to be as successful as possible.**

**Choosing a charity**

If your SU Activity Group is interested in fundraising for a charity throughout the academic year it is advised that a member of your group submit a suggestion or a vote is held so the charity is picked democratically by your members. If you would like some advice on events, activities and sourcing prizes, get in touch with SU RAD (fxurad@outlook.com) or the SU President Student Experience (sarah.redman@thesu.org.uk). Once you have decided the charity you wish to adopt let us know on studentopps@thesu.org.uk

**Picking an activity or event to raise money.**

The possibilities are endless when it comes to fundraising, you can keep it simple with things such as bakes sales and bucket shakes or can go big with a large scale event like Jazz and Lyrical and Ballet Sports Clubs' annual collaborative showcase. For more examples, see our A to Z of Fundraising Ideas below!

**Key things to remember**:

* **Be bold, be different and be brave -** Don’t be scared to make a fool of yourself, it’s all for a good cause.
* **Keep it realistic and fun -** Make sure the event doesn’t cost more to organise than the amount you raise, and always consider your members in mind.
* **Planning**
	+ Do you need to buy ingredients/equipment/prizes/props?
	+ Book a space
	+ Complete a risk assessment;
	+ Do you need permission from the SU, the University or even the local council?
* **Fundraising kit** – to collect money for charity you need either a bucket or a collection tin with the charity name and registration number.
	+ Contact the SU: they may already have buckets and tins for the charity you have chosen to fundraise for.
	+ If the SU do not have the charity’s kit, ask for advice/support on how to contact the charity and request what you need. Make sure you only request bucket stickers, SU has blank buckets you can put them on and it will reduce the environmental impact of your fundraising!
* **Advertise – Promote your event/activity**
	+ Get your fundraiser out there so the SU can support you and help you advertise across campus and on social media.
	+ Use your contacts and networks and make sure your club or society shouts about what you are doing
	+ Get as many students involved as possible

It’s always great to check and keep the SU updated. You don’t want the event being cancelled because you didn’t complete the correct paper work or inform the relevant people.

**Getting started**

Keep the SU informed as you organise and set up your event, they will be able to support you and help book spaces, equipment and guide you through paperwork. Email studentopps@thesu.org.uk

**After the event**

Once you have held your fundraising event please remember to pay all of the money raised into the SU. The SU will then process the income, ensuring (if relevant) that any costs incurred from running your fundraising event are covered (with agreement from your Committee) and then all donations are made directly to your selected charity with your Activity Group referenced. Donations can be made by bank transfer or making donations to donation pages (ie. Just Giving). Cash (coins & notes) cannot be paid directly to the Charity.

It is vital that all cash donations come via SU to ensure we are doing the following for your Activity Group:

* Operating within the boundaries of Charity Law and ensuring all transactions are trackable.
* Accounting for your fundraising efforts within the Union's Annual Student Fundraising Total.

In some circumstances it is not possible to process all fundraising through SU. These circumstances include the use of external fundraising websites such as 'Just Giving'. If some or all of your donations are being received via an external fundraising page, please ensure the SU is informed and the link to the page has been shared to ensure your fundraising efforts are being accounted for within the Union's Annual Student Fundraising Total.

If an adopted charity offers or encourages you to take cash donations directly to them to avoid processing the cash through SU, please decline the opportunity and bring the cash to SU to be processed to ensure your Activity Group is processing donations in accordance to legal requirements. Should there be any concerns or questions around this, please contact The SU on studentopps@thesu.org.uk directly.

The SU Finance Team have prepared packs to assist you with counting large amounts of cash and it is expected that your committee members will count all donations in the first instance, making sure they are correctly bagged and dropped into the SU with the relevant paperwork.

If the Activity Group would like to hold onto donations and wait for all fundraising to be banked first before donations are made to charity (one big donation rather than lots of smaller donations) that is possible. Please inform a member of the finance team that you intend to do that and make a note on any paperwork that accompanies the money you intend to bank with the SU.

It might be that your Activity Group sold many of their event tickets or other products through the SU website and that it is expected that a percentage of sales is offered as a donation to Charity. If this is the case, it would be expected that this arrangement is agreed in advance of the event/activity to ensure staff are aware and process these payments appropriately.

**Volunteering Hours**

Finally, fundraising counts as volunteering, so make sure you get all members involved in the event planning and organising to log their hours through the Legends module.

**A-Z of Fundraising Ideas**

**A** – Afternoon Tea Party, Antiques Fair, Arm Wrestling Competition, Art Exhibition, Auction.

**B** – Bad hair day, B.B.Q., Beard shave, Book sale, Beach party, Bungee jump, Bingo night.

**C** – Come dine with me, Card tournament, Car boot sale, Caribbean night, Concert, Craft fair.

**D** – Disco, Darts competition, Dance-a-thon, Dinner date, Dalmatian day, Drag night.

**E** – Easter egg hunt, Egg and spoon race, Eating competition, Eurovision song contest party.

**F** – Face painting, Fancy dress day, Football match, Fifties night, Film screening, Fun run.

**G** – Garage sale, Glamorous granny contest, Garden party, Games night, Give something up.

**H** – Head shave, Homemade cards sale, Halloween party, Hike, Handcrafting fair.

**I** – Ice cream eating challenge, International evening, Indoor rowing challenge.

**J** – Jazz evening, Jewellery making, Jive marathon, Jumble sale, James Bond night.

**K** – Karaoke competition, Kite flying contest, Knitting workshops.

**L** – Look-a-like contest, Lottery, Lunch party (themed), Leap Year charity day, Laser tag.

**M** – Mad hatters’ party, Murder mystery, Music event, Mile of coins, Music and Mulled wine.

**N** – New Year’s resolution (sponsored), Night walk, Nature trail, No make-up week.

**O** – Onion peeling contest, Orienteering, Office collection, Obstacle course, Olympics day.

**P** – Pasty party, Pie eating contest, PJ party, Pancake challenge, Paintballing.

**Q** – Quiz night, Quintessentially British party.

**R** – Raffle, Relay race, Recycle sale, Race night.

**S** – Sponsored Silence, Super-heroes day, Swear Jar, Street party, Swim-a-thon.

**T** – Themed party, Treasure hunt, Tombola, Tug-o-war, Three legged race.

**U** – University challenge, Unwanted gifts auction, Ugly photo competition.

**V** – Valentine’s Day event, Vintage sale, Variety show.

**W** – Winter fair, Wheel barrow race, World record attempt, Waxing challenge.

**X** – Xmas card sale, Xmas carol concert, Xbox tournament, X Factor theme night.

**Y** – Yo-Yo competition, Yes day, Year-long challenge, YOLO challenge.

**Z** – Zombie party, Zoo fancy dress party, Zodiac themed night, Zumba-thon.