**SUBU Clubs and Societies Fundraising Guidance**

Fundraising is a great way for your Society to generate income to support your activities or a charity/cause you care about. We have included some things for you to think about when engaging in fundraising activity:

**Be upfront:**

As SUBU is a registered charity, your club or society needs to be very clear with any donators what and who you are fundraising for.

* If you are fundraising for your club or society, then make sure all marketing materials including your social media posts are explicitly clear that it where the proceeds from the donations are going.
* If you are fundraising for a charity, ensure that it is a registered charity by asking for their Charity number (if you ask - a lot of charities will send you an information pack with template posters, sponsorship forms and ideas to raise money too!).

**Spend the funds as advertised:**

The funds you have collected must be spent exactly as you advertised they would be, so make sure you are clear as a Committee what you want to spend the funds on.

**How to donate funds to a Charity:**

If you have carried out fundraising activities on behalf of a UK registered charity, you must donate the funds within a timely manner. To do this, you can either:

* Provide the bank details of the Charity account via a Purchase Order Request to donate directly.
* Through the fundraising pack or online donation platform provided by your Charity i.e. Cancer Research Race for Life.
* Through an approved fundraising platform such as Give Star (we will not use Event Brite, Just Giving or Go Fund Me due to their transfer requirements)

For more information on any of these processes then get in touch with the team at suclubs@bournemouth.ac.uk

**Using the SU Sum Up machines:**

SUBU has a small number of card machines, known as Sum Up, that clubs can book to use as part of their fundraising activity. You must request use of these machines in advance and provide us with the following details when you return it:

*Society name:*

*Date of first transaction:*

*Time of first transaction:*

*Date of last transaction (if different from first):*

*Time of last transaction:*

*Approximate record of how much you raised:*

In the event you borrow more than one machine, you will need to provide this information for each card reader you borrow.

*If you would like to book them, you can do so via the SUBU Reception in the Student Centre.*

**Raffles:**

If your Society wants to hold a raffle as part of your fundraising efforts, there are some additional considerations for you to keep in mind.

Raffles are legislated by the Gambling Commission, which regulates everything from the wording on the ticket to the amount you can spend on prizes and administration. The main things to know:

* If you run the raffle as part of a larger event, you won’t need a license.
* You cannot offer cash prizes.

For any other type of raffle (there are eight different types under the Gambling Act 2005), you will need to check the limits on prizes, wording and licences required (for more information on raffles visit [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)).