

## How to Fundraise

RAG is run by Students who spends time organising fundraising events and other activities to raise money for nominated Charities. RAG supports students to fundraise for any registered charity of their choice as well as fundraising for their nominated charity. As Worcester Students' Union is a UK registered charity it is subject to legislation contained in the Charities Act, this means that all charity fundraising must go through the RAG account due to rules around one charity donating to another charity.

Here is a fundraising toolkit to help you raise lots of money for charity, if you have any questions e-mail us on [studentsunion@worc.ac.uk](mailto:studentsunion@worc.ac.uk).

### Plan an Event

The first step is to think of a fundraising idea. You can use your imagination or have a look through our 'RAG and other Fundraising Ideas' booklet which will give you some guidance on what sort of events you could do.

When you have decided on your idea, you need to make sure you plan it properly to increase the chances of it being successful. The Students' Union and the RAG Team are here to support you and to help get you started, so always let them know what you are planning. When you know exactly what you would like to do ensure that you submit an [Event Request Form](#) (Student Groups only) or an [RAG Event / Activity Form](#) (individuals / outside of a student group only). This way the Students Union can support you effectively.

### Book a Bucket

You can book a bucket for a specific event or fundraising activity through the Welcome Desk, or the Student Activities Administrator all you need to do is e-mail [studentsunion@worc.ac.uk](mailto:studentsunion@worc.ac.uk). Please ensure you include the following information:

- Date you need the bucket for
- How many buckets you would like to borrow
- Charity name and Charity logo
- UK Registered charity number
- Your Name
- student group (if applicable)

Your collection bucket will be prepared and sealed by our reception team - make sure you follow our simple dos and don'ts when raising money.

- ✓ Do clearly display the charity name and number at all times
- ✓ Do return your buckets to the SU Welcome Desk as soon as possible after the event

- × Don't shake buckets when collecting money
- × Don't break the seal on the bucket - this way no money is unaccounted for and all the money you have raised is sent to the charity (It's also a legal requirement).

### **Raffles & Lotteries**

Raffles are regulated by the Gambling Commission as they count as a form of lottery. While you normally need a licence to run a lottery some are exempt as detailed below:

- None of the sums raised are to be used for private gain.
- Tickets **MUST** only be sold during the event, on the premises where the event is held.
- The draw **MUST** take place during the event.
- Deductions from profits going to good causes should not exceed £100 in costs and £500 in prizes.

All student groups do not need a licence to run raffles for their own members or as a one-off at a single event. For more information about Raffles & Lotteries contact us at [studentsunion@worc.ac.uk](mailto:studentsunion@worc.ac.uk).