

SCP004- RAG Policy

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This Council Notes

1. There is currently no policy in place in regards to RAG and how to access the budget.

This Council Believes

1. This policy outlines what RAG is and how fundraising can effectively be done by students and student groups

This Council Resolves

1. The policy now outlines what fundraising is, how the students' union can assist groups within that and also empowers the Volunteer and Social Enterprise Committee.
2. See SCP004-Appendix 1 for full policy

SCP004- Appendix 1 (RAG & Fundraising Policy and Procedure)

Policy Statement

The Students' Union will acknowledge that its members frequently fundraise for other external charities and organisation, as well as for their student led group.

The Students' Union has a duty of care to provide a professional guidance on how to effectively fundraise and within the legal restrictions. That it will endeavour to support student led fundraising providing the charity or organisation is reflective of the Students' Union own core values.

The Students' Union requires all members to comply with the following policy and procedure.

Definitions

- RAG: - "Raising and Giving"
- Fundraising: - The act raising money through an event or activity, not using the SU grant money to pay for the event or activity.
- External Charities: - Must be an organisation which is a registered charity and holds a UK Charitable number, and must also meet the SU core values.
- External Organisations: - Is an organisation which is not a registered charity, but has an charitable or social enterprise focus, or could all within the Changemaker criteria and SU core values.
- Student Led Groups: - This list includes but not limited to Sports Clubs, Societies, Course and Faculty Reps, Volunteering and Social Enterprise Projects.
- Core Values:- Is the Students' Union values which the organisations upholds and these can be located on the US website northamptonunion.org under "Who We Are"
- VSEC:- Volunteer and Social Enterprise Committee
- VPUD:- Vice President Union Development
- MDM:- Member Development Manager (Activities)
- High Risk: - Fundraising mediums that have a large financial implication attached to them.

Roles and Responsibilities

VPUD monitor and approve the Fall Back Fund, and to provide a critical eye on the Students' Union approach and process for supporting students to effectively fundraise. VPUD is also accountable to the VSEC and Student Council.

VPUD is also responsible to source external partners who might be able to contribute to the fall back Fund, when it is running low.

MDM will ensure that suitable training is available and access to guidance online and also support the VPUD in the effective administration of the Fall back Fund.

VSEC will ensure that fundraising activity is being represented within the Students' Union democratic structure. Also work in conjunction with the VPUD in monitoring and approving Fall back Fund.

If VSEC is not quorate or fails to exist, the VPUD makes the decision then reports upon it at Student Council.

Aims

- To ensure fundraising is being supported effectively
- To ensure all fundraising is being carried out within the legal restrictions
- Fair and transparent process to access the fall back Fund.
- To utilise the expertise of the VSEC
- To ensure Health and safety standards are met

Who the Policy applies to

All University of Northampton Students' Union members

What is RAG at Northampton?

RAG at the University of Northampton Students' Union, is the act of any Student Led fundraising for a charity or external organisation.

What is the Students' Union and RAG's Legal Responsibility?

Due to the Union's legal status as a registered charity we are expected to ensure the following UK laws and best practice for all student led fundraising activity. This will include:

- The Union will only permit fundraising activities to take place providing they have seen written permission for the charity for the fundraising to go ahead
- That none of the Union's money (rewarded to groups through grants) is used to pay for an event which fundraises for another registered charity
- Union can provide suitable collection tins to facilitate which are sealed to collect the funds raised
- Union will provide suitable training and support for fundraising activities, but the planning and running will remain student led
- That all donations raised for the charities will be paid out to each charity before the end of each academic year, and will only be paid out to the charity which the groups fundraised for

All the legal requirements are set out within the GOV.UK 'Fundraising Legally and Responsibly', published 2013.

How can Groups Fundraise or Individual for another organisation?

- Student Groups or Individual must contact their chosen charity to gain permission from their charity to be able to fundraise on their behalf, and to use the charities logo on publicity materials. They must state in their letter to fundraise and how much of the proceeds/profit will be donated to that charity.
- Once they receive a confirmation/approval letter, they must present it to the MDM at least 7 days before their event.
- MDM will then need to do a back ground check on the charity or external organisation to ensure that they meet the Union's values and objectives. That they are deemed legitimate charity or organisation.
- The Student Group or Individual must then follow the procedures relating to
 - Room / Stall Booking procedure
 - Risk Assessments
 - External Speaker Policy

- Food Policy
- And any other policies or guidance which the Union may be applicable to the fundraising activity.
- Student Groups must ensure that all marketing materials include
 - Event details
 - Union and Chosen Charity logo
 - How much of the proceeds/profit will be going to charity
 - 100% proceeds will go to named charity
 - Proceeds will be split 50:50 between student group and charity.
 - The Student Group or Individual needs to confirm with the external charity if they will be receiving support in fundraising e.g. collection tins, materials etc.
 - If this is not the case they can request collection tins from MDM but they must provide (7 days before event)
 - Charity Logo
 - Charity Number
 - Number of tins required
 - When they require them by
- When the tins are collected they will be sealed by the MDM, or appropriate member of staff. These tins cannot be opened until they have been returned to the Union.
- The MDM, or appropriate member of staff, will arrange a time to count the tins with a member of the fundraising student group in the Union. They will then sign to confirm the amount of money raised, and will be banked within the RAG account.
- The MDM will liaise with Finance to ensure that the money is allocated from the RAG account to the correct charity, or back to the Student Group if the funds are being split between them.

Student Groups or Individual can fundraise for another charity or organisation through different mediums, such as;

- Selling Goods
- Providing a service
- Providing entertainment or events
- Donations
- Sponsorship

What is the Fall back fund?

The Fall back fund exists to allow Student Groups or Individual to push themselves to challenge the way people fundraise.

The Fall back fund is a University of Northampton Students' Union monetary account owned and determined by the representatives of VSEC. The money within this account is not Students' Union money, it has been donated by an external partner to act as an emergency fund if a High Risk fundraising event/activity makes a financial loss.

The only occasion that the Fall back fund may be accessed for a non-group event activity, is when the VPUD might need to restock on collection tins and the seals which are legally required for fundraising to take place.

It is NOT money that can be allocated to facilitate fundraising.

Accessing the Fall back fund Procedure

Restocking Fundraising Equipment

- MDM is to keep the VPUD updated if a top up of the following items are needed.
- Collection tins/buckets
- Collection tin/bucket seals
- VPUD presents the request to VSEC, including amount and costs
- This will be then determined by a vote by VSEC and VPUD. VSEC members are determined by active groups within VSEC, and a valid vote can only be agreed if VSEC meets quorum as stipulated within the Student Group Buy Law.
- The results of the vote will be delivered during the meeting to the student group applying and will be minuted at VSEC, with those minutes being presented at Student Council.

Emergency Fund Access for High Risk Events

If a group is planning a high risk event, such as;

- Hiring of venues
- Hiring external equipment
- Hiring of an external guest or performer

To be applicable for the potential access of the Fall back fund, the VSEC must be informed of it at their meeting prior to said fundraising happening. They must be informed by a representative of the group (preferably the group organiser). They will need to provide the following information;

- Confirmation letter from their chosen charity or external organisation and background.
- Date and details of the event.
- Budgets and projected forecast of how much they need to raise to cover costs.
- An appropriate form of risk management from a health and safety ground and financial.
- Marketing and promotion plan.

After the presentation the VSEC and VPUD will have the platform to ask questions if deemed necessary. This is also a chance for the VSEC and VPUD to provide critical comments and recommendations if they believe the direction needs changing. This will be then determined by a vote by VSEC and VPUD. VSEC members are determined by active groups within VSEC, and a valid vote can only be agreed if VSEC meets quorum as stipulated within the Student Group Buy Law.

The results of the vote will be delivered during the meeting to the student group applying and will be minuted at VSEC, with those minutes being presented at Student Council. After VSEC an email will be sent out to confirm the meeting and any changes agreed to the fundraising activity.

Appeals

If you wish to appeal the verdict of VSEC, you must write to the chair of Student Council seven days prior to Student Council to be added to the agenda. You will be invited to present your case to Student Council where the final decision will be made.

Student Council have the right to ask VSEC Councillors' and VPUD questions relating to the original proposal.

Student Council will follow the same procedure that VSEC followed when voting, however the VPUD and VSEC Councillors would not have voting rights.

After the Fundraising Event/Activity

If no Fall back funding is required, the group could submit a short report or can present to VSEC how the event went, how much money was raised and any feedback on the event.

If the Fall back funding is required, the group MUST attend the next VSEC meeting for Fundraising debrief, to explain what happened and why they require the bailout. This MUST include;

- Budget breakdown, including income and expenditure.
- Step by step break down of what went wrong.
- Lessons learnt.

Restrictions

If a group meets any of the following they will not be able to access the Fall back fund;

- If the event is not seen to be a high risk event e.g. cake sales, face painting, raffles
- If you have already accessed the bailout fund within this academic year, having not seen to have learnt from mistakes.
- If the group has not declared in advance of their event to VSEC
- If the event changes from original plan without clarification.
- If the event does not meet the core values and objectives of the Union
- If the event is being run by non-members of University of Northampton Students' Union

Linked Policies

- Students' Union Finance Policies
- Health and Safety Policies
- External Speaker Policies
- Food Policy
- Room Booking Policies
- Volunteer Policy
- VSEC Terms of Reference (which need to be updated once this policy is approve)
- Students' Union Brand Guidelines

Relevant Website Links

GOV.UK 2013 "Fundraising Legally and Responsibly" <https://www.gov.uk/guidance/fundraising-legally-and-responsibly> [viewed: 25/11/16]

Institute of Fundraising <http://www.institute-of-fundraising.org.uk/home/>

NVCO "Review of Fundraising Self-Regulation" <https://www.ncvo.org.uk/fundraisingreview>

Charity Commission <https://www.gov.uk/government/organisations/charity-commission>

Charity Act 2016: New Fundraising Rules <https://www.gov.uk/government/news/charities-act-2016-new-fundraising-rules> [viewed: 25/11/16]

How to find a Registered Charity

<http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/registerhomepage.aspx>

Fundraising for another Charity, University of Northampton Students' Union

<http://www.northamptonunion.com/activities/committee-hub/fundraise-for-other-charities>

