

**Charity Fundraising Event Plan**

This form is for those wishing to run a charity fundraising event through Southampton RAG. All groups and students affiliated to or associated with the Union Southampton wishing to raise money for charity must run they’re event through RAG. To find out why, check the fundraising guidance notes.

Before filling out this form please make sure you have read the guidance notes thoroughly as most questions will be answered in there, plus it also explains what information we need and why.

|  |  |  |
| --- | --- | --- |
| **About You** | | |
| **Name:**  (Group, Society, Individual) |  | |
| **Contact Name:**  (Leave blank if individual) | **Primary:** |  |
| Secondary: |  |
| **Contact Email:** | **Primary:** |  |
| Secondary: |  |
| **Contact Phone Number:** | **Primary:** |  |
| Secondary: |  |

|  |  |  |
| --- | --- | --- |
| **About Your Event** | | |
| **Name of Event:** |  | |
| **Please give a brief description of what your event is?** |  | |
| **Where and When?**  (Please note you will need to book your space separately at [www.bookings.unionsouthampton.org](http://www.bookings.unionsouthampton.org)) |  | |
|  | |
|  | |
| **How will your event raise money?** |  | |
| **What Charity(ies) is your event raising money for?**  (If more than one, split will be 50:50 unless otherwise advised) | **Charity Name:** | **UK Charity Number:** |
|  |  |
|  |  |
|  |  |
| **If required, how many collecting buckets would you like to borrow?**  (see guidance about wraps) |  | |

|  |  |
| --- | --- |
| **Online Fundraising** | |
| **Please provide links to any online fundraising for this event.** |  |

|  |  |
| --- | --- |
| **Expenses** | |
| **Do you intend to claim any expenses from the money raised?**  If so, a claim form will be sent to you for completion after the event. You will need to submit receipts for all expenses that you wish to claim for, so remember to keep them safe. |  |

|  |  |
| --- | --- |
| **Promotion** | |
| Would you like RAG to help promote your event? | Yes/No |
| If so, please send links to your social media page and/or your promotional material with this form to [rag@unionsouthampton.org](mailto:rag@unionsouthampton.org) | |

Make sure you have **read the Charity Fundraising guidance notes** before submitting this form, this will ensure that you follow the Union’s policy and guidelines and that you are adhering to relevant charity legislation, if you have any questions please email [rag@unionsouthampton.org](mailto:rag@unionsouthampton.org).

**Please note:** Any buckets/tins you receive will be sealed and must be returned the same way. 100% of money raised must be submitted and then expenses can be claimed back after the event.

**IMPORTANT LEGAL INFORMATION:**

*The Union Southampton is a Charity; charities cannot donate money to other charities. Thus, the Union developed a RAG department which is allowed by the union’s constitution to raise and donate money to charities.*

*Therefore, any money raised for any charity by an individual, club or society associated with the Students’ Union MUST be sent through RAG accounts, and any fundraising activity must be approved by RAG first.*

*The above steps are a legal requirement which, if broken, can result in the Union Southampton being prosecuted for violations of the law. It is a legal requirement to hand all money raised into RAG after the event.*

*The charity must be a UK registered charity.*

Please submit this form, along with your Risk Assessment, by email to [rag@unionsouthampton.org](mailto:rag@unionsouthampton.org) or bring it in person to the Engagement Co-ordinators office on level 2 of building 42 at least 3 weeks before your event.

**Declaration:**

By submitting this form I declare that I have read and understood the fundraising event guidelines and agree to adhere to the legal requirements (above) to holding a fundraising event in association with Union Southampton.

|  |  |
| --- | --- |
| **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

(Please note: when submitting this form electronically that constitutes an agreement to the above declaration)