

Fundraising



Charitable Fundraising

The SU is a registered charity but affiliated student groups are **NOT** – they are **not** covered by the Union's registration either. You may raise funds for either your own group or for an external charity. There are rules to comply with and it is very important that fundraising is conducted appropriately and follows the law and the Union's guidance.

1

All fundraising for external charities **MUST** go through your group's charity account. We can donate it online for you!

2

You should always decide in advance who you are fundraising for and donors **MUST** know exactly where their money is going – **This is a legal requirement.** You must also display the charity number.

3

Avoid raising money for more than one cause at a time. Donors must know all of the causes and how much is going to each.

4

If you sell items on the SU website which include a donation – you **must** label them appropriately including the charity name and number and the contribution being made.



Fundraising Rules

You are free to fundraise within the SU, with prior permission and booking of space.

Fundraising in other private areas will also require permission (such as uni buildings)

Collecting in public requires a permit from the local authority.

In Cardiff, it has to be arranged through Cardiff Council minimum of one full month in advance.

You **cannot** create external fundraising pages and have them linked to your society account. These also should never be linked to personal accounts either! Send it directly to the charity.

Funds raised must **always** be donated to the charity it was raised for, you cannot change your mind afterwards!

Food stalls are required to be on the ground floor in the SU.



Fundraising Rules

If you fundraise for multiple charities, you cannot change your mind about the way you are splitting the money.

Donations submitted as finance requests to be made by bank transfer will need proof of the charity's bank details to be attached as evidence.

Your coordinator can make an online donation from your society charity account using our pre-paid cards.

Contact them to arrange this if needed.

Members cannot make donations on behalf of the group – you will not be reimbursed.

1

You can create a Justgiving page!

This **must** be connected to the **charity's bank account** and not your groups account or a personal account! For example, you can set one up that goes directly to Dogs Trust.

2

We can donate to these pages for you!

Email your staff contact with a link, amount, and how it was raised and we can use our staff cards to donate directly from your charity account to these pages.

Justgiving Pages

JustGiving

Menu

Start Fundraising

Search

Log in

Sign up

UBT Cardiff Uni Team fundraising for CoppaFeel! 25/26



105% **£5,285**
raised of £5,000 target by
100 supporters

Give Now

Share

CF!

Cardiff Half 2025 - Team
CoppaFeel!

Campaign by CoppaFeel! (RCN 1132366)

A team of incredible CoppaFeel! runners are taking on the Cardiff Half Marathon 2025 to end the late detection of breast cancer.

[Read campaign & charity description](#)

+1

Raising money for CoppaFeel!

Charitable Fundraising

You must behave appropriately whenever and however you are fundraising. In particular, you should make sure:

1

Your fundraising is legal, honest, open and respectful.

2

You take all reasonable steps to treat donors fairly.

3

You should not encourage donors to cancel or change existing donations.

4

You should not fundraise in a way that is intrusive, persistent or pressuring.

5

You do not mislead by being inaccurate, ambiguous or misleading.

6

You do not take advantage of mistakes made by a donor.

Charitable Fundraising

You also have some key responsibilities to follow when fundraising such as:



You should not:

Refuse, Return or
Refund donations

*Except in
exceptional
circumstances.*



You cannot offer
incentives to
people for
fundraising.



You must donate
all funds raised for
a particular
charity/cause to
them.



You should not
suggest, imply, or
guarantee that
donations may be
used for a restricted
or specific purpose
when this is not the
case.



You must meet all
legal (and SU)
requirements
relating to data
protection, including
complying with
GDPR.

Fundraising Activities

Remember that if you are fundraising, you will need to have some form of permission – either permission and space booking in private spaces or a permit or license in a public space.



Never leave cash unattended or unsecured.

Cash in your possession is not insured and you are considered personally liable for these funds.



Collection buckets/tubs must be:

Clearly labelled (charity name and number) and sealed at all times

We can provide these for you!



You never accept or encourage donations into a personal bank account.



Funds collected are deposited into your groups accounts to be donated from there.

Never directly donate any cash you collect.

Fundraising on the SU website

1

You can fundraise on the SU website!

Sell items or products on the SU website that include/or are a donation.

You must label them clearly and tell purchasers where the money is going.

2

It will go into your main account

You will have to email finance to ask for the money to be transferred into your charity account ready to be donated.

Competitions

This is gambling law!

1

A prize competition = a competition where the outcome is determined by the participants skill, judgement, or knowledge, and **NOT** solely by chance.

2

To fit this definition, the skill, judgement, or knowledge should either:

3

Discourage some people from entering because it is too difficult
or
Prevent a significant proportion of those who enter from winning a prize.



What activities do you think would be included in this definition?



Competitions

Activities such as pub quizzes, games nights, sports matches or dance contests will usually meet this requirement. Check with your contact if you are unsure!

1

Competition winners can be determined in a number of ways, but this should always be transparent and fair.

2

You should have clear terms and conditions for the competitions you run.

3

Terms and conditions are a legal requirement for online competitions, but you must also have a gambling license for these!

4

Winners can be selected by chance, as long as the first part of the process involves skill, judgement or knowledge.

Raffles

Raffles are legally classed as **lotteries**: a competition in which a person pays for a chance to win. These are legally classed as a form of gambling even when being run as a fundraiser but there are two types you can run without needing a permit.

1

Promoting or facilitating a lottery that does not comply with the law is a criminal offence and can carry a maximum penalty of a fine up to **£5000, imprisonment of up to 51 weeks or a combination of both.**

2

You **must** always provide tickets to entrants.
The price payable for each ticket **must** be the same and the rights created by the ticket are non-transferable.

3

You may use a small amount of the proceeds to purchase prizes and other costs of running the lottery, but you **cannot** use the proceeds for any other purpose.

4

You **CANNOT** roll over entries or prizes to another lottery.

It cannot be the main focus of an event and there must be at least one larger attraction.

e.g. holding a raffle at winter showcase

You **cannot** sell tickets to those who are not attending the event or before/after the event takes place.

You can do the draw after the event has taken place.

INCIDENTAL LOTTERIES

Tickets can only be sold to those who attend the event and only when the event takes place.

These lotteries can be run without a permit/licence.

It is only open to registered members of the group that is running it.

If you are benefitting from a group, you should have bought your membership!

You can pre-sell tickets, but it is the groups **committee responsibility** to ensure that only full members of the group purchase them and that the lottery is not being promoted outside of the group.

PRIVATE LOTTERY

Anyone can enter as long as they are **full, official members** of that particular group.

Reminder, you do not automatically have a membership when you become committee.

These lotteries can be run without a permit/licence.

Other Lotteries

Other activities such as:

- Bingo
- Sweepstakes

Do not meet the requirements and may be classed as lotteries and will require a gambling permit.

Guidance from the UK Gambling Commission states that you **CAN NO LONGER** run a lottery of any kind online or virtually without obtaining a gambling licence/permit.

If you are unsure about anything, ask your coordinator!

Prizes

You can choose to offer prizes for your fundraising activity – they should be appropriate and proportionate to the activity being run. You should think about prizes that appeal to everyone, but they must be of reasonable value.

1

No membership discounts!

You cannot offer a free or discounted membership as a prize.

2

Gift cards are good but...

They will need to be purchased by a member, and we need proof they have been awarded.

3

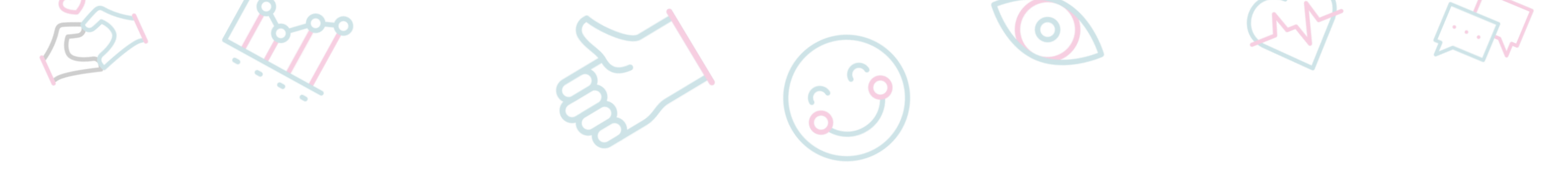
Reimbursing gift cards

You must submit the request with confirmation that the prize has been received by the winner along with the receipt.

4

Ask!

Ask local businesses for donations! There are plenty who would be willing to support your fundraiser.



Fundraising

Any questions?

