<u>Fundraising instructions for committees</u>

When fundraising for your own club or society:

- Collect cash at planned events and pay it into your student group account at the Undeb Aber reception as soon as possible.

- You can borrow a card reader from Undeb Aber for events; email undeb@aber.ac.uk to book it. We have a limited number of card readers available, so book it out as soon as possible.

- If you want to fundraise online, you can put products up on your SU page. These cannot be set to be "pay what you want" products like fundraising pages, but you can create an array of products for different amounts (e.g. £1, £5, £10, and £20) so people can combine them to donate any amount they want. You can either put through a product request form for this, or you can email sufstaff@aber.ac.uk for further information and help with setting this up.

- Please <u>do not</u> use fundraising platforms like GoFundMe. It is much harder for us to get the funding from those platforms to your student group's account, and they oftentimes take a cut of processing fees, which we cover for you under our running budget, so all the money goes to your student group.

- If you have any questions about the rules for fundraising for your student group, contact your relevant Opportunities coordinator on suclubs@aber.ac.uk or susocieties@aber.ac.uk or the Opportunities officer on suopportunities@aber.ac.uk for clarification.

- If you have any questions about the admin behind fundraising for your student group or how long it takes for the money to show in your account, contact sufstaff@aber.ac.uk for clarification or an account breakdown.

When fundraising for an external charity:

- Collect cash at planned events and pay it into your student group account at the Undeb Aber reception as soon as possible. Make sure to mention when paying it in that this is for another charity and not for yourself – there will be a tick-box for this on the paying in form.

- You can borrow a card reader from Undeb Aber for events; email undeb@aber.ac.uk to book it. We have a limited number of card readers available, so book it out as soon as possible. The booking form will ask if it is for a charity; please answer this question to make sure it goes to the right place.

- If you want to fundraise online, you can put products up on your SU page. These cannot be set to be "pay what you want" products like fundraising pages, but you can put an array of products for different amounts (e.g. £1, £5, £10, and £20) so people can combine them to

donate any amount they want. You can either put through a product request form for this, or you can email sufstaff@aber.ac.uk for further information and help with setting this up. You MUST mention clearly in the product name that this is not for your own group, and preferably mention in the product description which charity it is to go to, e.g. product name "Donation to charity" and in the description "all funds from this product will be donated to Charity Name".

- If you are using fundraising platforms like GoFundMe, set them up so the money raised is donated directly to the charity rather than having to get it paid out and then donating it; see above about the money from these being difficult for us to get to your student group's account. You are welcome to use fundraising platforms to donate directly to a charity from your group, however, whatever is donated in this way will not be counted in our RAG total. Also, fundraising platforms like GoFundMe take a cut of processing fees, which we cover under our running budget, meaning that all the money people donate go directly to your charity of choice.

- If you have any questions about the rules for fundraising for an external charity, contact your relevant Opportunities coordinator on suclubs@aber.ac.uk or susocieties@aber.ac.uk or the Opportunities officer on suopportunities@aber.ac.uk for clarification.

- If you have any questions about the admin behind fundraising for an external charity or how to donate, contact sufstaff@aber.ac.uk for clarification.

- Note that any fundraising for an external charity is not shown in your student group's account; we will contact committee members at the end of each semester to see where things get donated. If we do not hear back, we will donate the money to Undeb Aber's chosen charity of the year. If you wish to donate the money before the end of the year/semester, contact sufstaff@aber.ac.uk to request an earlier donation.

- Please do not pay any money to charities from your student group yourself. Apart from fundraising platforms where people can donate directly to a charity in your name, all donations to external charities must be done by Undeb Aber directly.