# City Students’ Union Charity Fundraising Form

Upon undertaking charity fundraising activity, you will need to complete this form and send it to [studentsunion@city.ac.uk](mailto:studentsunion@city.ac.uk) with a copy of the written email confirmation from the charity. **Please can you submit this two working weeks before the fundraising is due to occur.**

## Student or Student Group Details

|  |  |
| --- | --- |
| **Name:** | |
| **Email:** | **Telephone:** |
| **Society Name (if applicable):** | |

|  |  |
| --- | --- |
| Fundraising status: | Fundraising as a Student Group or Society |
|  | Fundraising as an individual |

## Charity Information

All charity fundraising applications must be in aid of a charity which is registered in the UK.

|  |  |
| --- | --- |
| **Name of UK Registered Charity:** | |
| **Email contact:** | **Telephone:** |
| **Website:** | |
| **UK Charity Number:** | |
| **Description of the cause or appeal which you are collecting for and why:** | |

|  |  |
| --- | --- |
| **How will collections be paid:** | **BACS Payment**  Account number: Sort Code:  Name of Account Holder:  **Online Donations -** Only Just Giving or Virgin Money Giving is acceptable and will be set up by the Students’ Union on behalf of the society. Please tick if you would like us to set up a online donations page on your behalf |

## Fundraising Event Details

This section is to provide information regarding the fundraising activity. Please ensure you have completed all the relevant forms which are needed (room bookings, stall bookings etc also).

|  |  |
| --- | --- |
| Fundraising type: | Bucket Collection |
|  | Fundraising Specific Event |

|  |
| --- |
| **Description of fundraising activity – please include location, details of any items you will be selling/giving away in relation to the fundraiser, specific activities, time and date. If you are planning more than one event then please give the relevant details for each individual event:** |
| **If you have multiple dates or locations please include these here (if the location if off campus you will need a license for this):**  **Is this off campus: Yes / No** |

|  |  |
| --- | --- |
| Will you be purchasing any items which you wish to have reimbursed. If yes, please detail: | Yes  No |
| Details: | |

## Declaration

I confirm I have attached a letter of permission or email from the designated Charity confirming their approval for you to host an event or raise funds in their name.

I confirm that I have read and understood and agree to abide by the rules and guidance

as set out for Charity Fundraising in the Society Handbook: <https://www.citystudents.co.uk/getinvolved/resourcehub/>

|  |
| --- |
| **Name:** |
| **Signature:** |
| **Date:** |

**Office Use Only**

|  |  |
| --- | --- |
| **Approved:** | **Confirmation email sent:** |
| **Comments:** | |
| **Approved:** | **Date** |

Please send to [studentsunion@city.ac.uk](mailto:studentsunion@city.ac.uk) and [sufinance@city.ac.uk](mailto:sufinance@city.ac.uk)