

Fundraising at NUI Galway

Students/Staff seeking to fundraise for a charity?

Whether you have an idea or an event this is your guide to successful approved fundraising on campus. This resource has been developed to support genuine charitable fundraising events at NUI Galway. You must follow the enclosed process to receive the NUI Galway Fundraising Permission Approval Document.

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NUI Galway Fundraising Principles

Fundraising Proceeds must go to a charitable organisation

There can be no personal profits from fundraising collections, and *all* proceeds must go directly to the charity. If the collection is for a personal volunteering effort (e.g. volunteers going to work in an orphanage, etc.) then the money collected cannot be used to pay for individuals' flights, accommodation etc., as this would indirectly count as personal use of the proceeds. Documentation proving such expenditure has already been covered will be required before permission is issued.

You will have to cover administration and materials cost itself *prior* to the collection.

NUI Galway societies have charitable status?

Fundraising Methods must instil confidence

The fundraising method: Sealed Bucket Collection for personal cash donations, Online donation using credit/laser cards, text message donations. Movember – example: Collection sheet that people sign

Fundraising may occur at an Event/Activity

The definition of an event is an engaging activity for students and staff.

For example:

- Coffee mornings, concerts, etc.

Fundraisers may occur at a static location

The definition of a static location is a set approved location. Fundraisers may not move around with collection buckets or approach people asking them to donate. Fundraisers may stay at their designated static location and be approached by people to donate.

The static location must visually display information about the fundraiser and charity.

For example:

- Book a table to fundraise, sell tickets, hold a cake sale in a Building foyer or room in a Building.
- Book a room for an event or activity for your fundraiser.
- There will be a maximum number of flag days per year and there will be a deadline for application. A group will meet to review and decide on the applications.

Fundraisers and campaigns must be student led

At least one NUI Galway student must be the instigator and contact for the fundraiser or campaign.

Examples of Fundraising at NUI Galway

NUI Galway students and staff often engage in fundraising activities to build awareness and funds. This document aims to support this activity by providing information.

NUI Galway Societies

Members of societies, including staff and students, who wish to undertake a fundraising activity for their activities or on behalf of charities are welcome to do so.

Examples:

- Biz Soc, Law Soc and Ents Soc held a “Suit Up Day” and all the funds went to the Alan Kerins African Projects.

Contact Riona Hughes at socsofficer@socs.nuigalway.ie or the Socs Box at socsbox@socs.nuigalway.ie which is located in the foyer of Aras na Mac Leinn

NUI Galway Clubs

Members of clubs often fundraise for their activities, new equipment etc.

Examples:

- Sub Aqua club held a table quiz to fundraise for equipment

Contact Kathy Hynes at: kathy.hynes@nuigalway.ie or Ellen Kelly at: ellen.kelly@nuigalway.ie

Chaplaincy

Students volunteer with the Chaplaincy to go overseas with a Sending organisation.

Examples:

- Habitat for Humanity
- SERVE

Contact Fr. Diarmuid or Fr. Patrick at: chaplains@nuigalway.ie

Academic Units

If your fundraiser is related to your academic unit please liaise directly with your department.

For Example:

- Nursing students for their 3rd year module spend a semester in Africa. They liaise directly with their academic unit to coordinate fundraising efforts.
- It might also be helpful to contact your Class Rep and let them know your plan.

Contact: Your academic coordinator.

Students Union

The SU choose a number of charities each year for which to fundraise. In addition they support occasional fundraising initiatives.

For example:

- Enable Ireland – Fly a Flag in the Quad Day
- Movember – for the Action Prostate Cancer Programme of the Irish Cancer Society
- “College Week” – choose a number of charities each year
- Shop and Catering Outlets – collection boxes

Contact Joanna Brophy in the SU at: Joanna.Brophy@nuigalway.ie

ALIVE Community Volunteers

Student volunteers with community organisations in fundraising roles. Students sometimes seek to organise a fundraiser for a community organisation or in partnership with the organisation.

For example:

- The Hope Foundation – Sign the Everest Flag

Contact Brid at: ALIVE@nuigalway.ie or call into the ALIVE office in the Hub, Aras na Mac Leinn

NUI Galway Students Fundraising

Students independently seek to fundraise for charities. Should these students contact the Buildings office directly?

For example:

- Daffodil Day

NUI Galway Staff Fundraising

For example:

- United Charities Fund

Staff at NUI Galway can voluntarily contribute through their wage packet to the United Charities Fund. Each year the committee decide and distribute the funding to local and international charities.

- Haitian Appeal 2010

How to Fundraise at NUI Galway

Fundraising is an important activity and is supported by NUI Galway.

Step 1: Approach the relevant office to express an interest in conducting a fundraiser on campus:

Society – Socs Box, Aras na Mac Leinn

Clubs – Kathy Hynes and Ellen, Sports Centre

Class Reps, College Week – Students Union - Contact Joanna, Aras na Mac Leinn

Chaplaincy – Chaplains, St. Declan’s, Distillery Road

Related to your academic course – lecturer, or course coordinator

All other activities – ALIVE Office, the Hub, Aras na Mac Leinn

Step 2: The relevant office will give you an “NUI Galway Fundraising Application Form” please complete and return to the relevant office.

Step 3: The Application will be reviewed and you will be notified of the outcome. There are three possible outcomes: acceptance, refusal or the Application may need some amendments.

Accepted –

Have your fundraiser as per your Application. Report back on your fundraising total. All totals throughout the year will be collected for NUI Galway’s total.

Refusal –

Feedback will be given on and suggestions for possible amendments. Re – Submit your Application. Activities that will not be endorsed and accepted include: Commercial activities, fundraising for private means, etc.

Amendments –

You can accept and make the amendments. If you do not accept the amendments then your Application could be refused.

Decision Process: The following relevant group will review the Application.

- All Applications when using a public space on campus will be submitted to the Buildings Office for approval.
- Events in the College Bar can be booked in the Bar.
- Events in rooms on campus are booked through the Buildings Office.
- Events in the Chapel can be booked through the Chaplaincy.
- Events in Aras na Mac Leinn with the exception of the Bailey Allen Hall and the foyer are booked through the Socs Box.

Hints and Tips for Fundraising at NUI Galway

Overall be creative! New and interesting fundraising activities capture peoples' imaginations.

Location, Location, Location

Ask the catering companies management staff on campus if you can place a collection bucket at their tills for a period of time – remember to put your contact details on the back of the sealed bucket so that the catering company can contact you if the bucket is ready for collection!

- Contact details for Catering companies:
- Locations: Friars, An Bhiann, Moffets, Staff Club, DERI café, CSI Café, Café on line, etc.
- Please note that all SU managed locations i.e the College Bar, Smokey's Cafe, The Students' Union Shop and The Wall Café will only allow collection buckets for their specifically chosen charities

The Hub, Aras na Mac Leinn is a great location to have an event.

Great locations on campus to fundraise approved by the Buildings office subject to the type of activity include: Aras na Mac Leinn foyer, College Green, Orbsen Foyer. **The Buildings Office form a significant part of the review process. There are numerous logistical considerations for the Buildings Office in these instances. The date and time of an event, how it might impact on other activities taking place in nearby venues (lectures, other events, exam sick bays etc) maintenance work planned, whether catering is involved, the safe capacity of a venue, insurance liability, what furniture and equipment are required, the proposed set up, security concerns, building regulations and fire safety regulations are all regularly referenced when the Buildings Office grant or refuse current proposals.**

Timing

We recommend that you consider the academic year and the point in the calendar when planning your activity/event/idea

- Check the SU Diary for thematic weeks e.g Equality Week and maybe think about joining forces
- Check out NUI Galway Societies "What's Happening Guide"
http://www.socs.nuigalway.ie/whats_happening_guide/

Example Methods of Fundraising

- Cake sale
- Table quiz
- Bring and Buy sales
- Selling cards, pins etc.
- Sponsored silence

Communicating Your Event

- The Staff Intranet
- Press Release to the Press office at NUI Galway
- Sin
- Flirt FM
- The SU weekly email

- Blackboard is a great way to get the word out.
- Tell your Class Rep-they can email everyone in your class to inform them of your event/activity/idea
- Local papers: Galway Advertiser, Galway Independent, Connacht Tribune, and Connacht Sentinel

Be creative! The list of possibilities is endless!!

NUI Galway Student Guidelines for Event Management

Please see attached Guide to Event Management PDF attached – Produced by the Buildings Office, NUI Galway.

Policies

Have you read the following NUI Galway policies? Make sure your fundraising event is in line with:

- Student Code of Conduct
- Alcohol Policy
- Equality of Opportunity Policy
- Anti-Bullying Policy, Harassment and Sexual Harassment Policy
- Postering Policy

Access these policies online at: http://www.nuigalway.ie/student_services/policies_procedures.html

Postering about your Fundraiser

In agreement with the Postering Policy all Fundraising events must have an official NUI Galway logo on their poster. For example – the name of your society, the ALIVE logo, the name of the school/college, the NUI Galway logo, are all acceptable. Once your event has been given permission to run, you have permission to use the logo.

Alcohol and your Fundraiser

In agreement with the Alcohol Policy, Fundraising events in partnership with external companies may not be advertised on campus. For example, a fundraising event in a nightclub may be advertised, but the logo of the nightclub may not be used.

Implementation and Review of this Document

This information should be made available to students through schools and support services across the campus. This document will be reviewed annually.

Community Organisations

Community Organisations are welcome to fundraise on campus through the channels outlined in this document. If you represent an organisation please contact the appropriate person.

Fundraising in Galway City

If you are fundraising outside of the campus grounds you must apply for a Garda Permit. Please see the attached SC1 form which must be filled in and handed into your local Garda station

If you wish to hold a public charity collection, e.g. a high-street collection, you will need a permit from the Gardai.

The following are general guidelines only: check with your local Garda station for specific relevant information.

In general, for each region, only *one permit* per annum will be issued to any one charity for each of the following types of event

One high-street collection, for one day;

One house-to-house collection (e.g. sponsored fast, etc.) over a *two week* period;

One church gate collection for *one day*;

Simultaneous permits may be issued for seasonal events e.g. Christmas Carol Singing.

A form (SC-1), available from the relevant Garda station, will have to be filled out and returned with an official letter from the relevant charity stating the following:

-That your society has permission from the charity to collect in their name;

-That all proceeds will be returned directly to the charity;

-What the money will be used for.

Bag Packing

If you are interested in organising bag packing you must contact the manager of the store directly. Please be aware that it can be very competitive and you may have some difficulties getting the store you want when you want.

Places are often booked up to a year in advance.

Some things to think about:

- You need to be very organised
- Be aware you might need to recruit a lot of volunteers.
- Do not expect your volunteers to do it for the day- 2 hours is enough!
- You need to think carefully about location e.g if you chose a large store can you manage it in terms of the number of volunteers you have
- Have collection buckets and t-shirts
- Have a plan to manage the number of buckets you have, storing, transporting and counting the money. You don't want buckets to go missing!

Links on Fundraising in Ireland

Fundraising Ireland

<http://www.fundraisingireland.ie>

Established in 2007, Fundraising Ireland is the association for professional fundraisers in Ireland. We seek to foster excellence in fundraising and to promote high ethical standards for the fundraising profession in Ireland.

<http://www.fundraisingireland.ie/resources/links/>

The Wheel

<http://www.wheel.ie>

The Wheel is a support and representative body connecting community and voluntary organisations and charities across Ireland.

Carmichael Centre

<http://www.carmichaelcentre.ie/training-program>

Carmichael Centre is committed to building stronger charitable, community and voluntary groups nationwide by providing the shared services, targeted training, good practice and governance support they need to build effective and sustainable organisations.

Mycharity.ie

<http://www.mycharity.ie/>

mycharity.ie is dedicated to providing services to charities and fundraisers alike to make it as easy, simple and safe as possible to raise money for charity. Through our website we offer charities an online presence and the ability to take donations direct from the public online. In addition we offer charities the ability for their fundraisers to create their own unique fundraising page for any event, and to raise money for charity in a way that is easy, safe and very secure.

Charities Regulator Authority

<http://www.charitytaxreform.com/files/Donor%20Queries.pdf>

When it is established, the Charities Regulatory Authority will assume the primary responsibility for regulating charities in Ireland and fundraising activity. Fundraising by charities in Ireland is to be regulated according to a voluntary scheme to develop and implement Codes of Good Practice on the operational and administrative aspects of fundraising by charities. The scheme was agreed between the community and voluntary sector and the Minister for Community, Rural and Gaeltacht Affairs in 2008. A *Statement of Guiding Principles* to govern fundraising was also developed and was published in the report which is available to download here:

Useful Links

- Department of Community, Rural & Gaeltacht Affairs, Charities Regulation
- Charities Act 2009
- Street and House to House Collections Act 1962
- Gaming and Lotteries Act 1956
- Data Protection Act 1988 and Data Protection (Amendment) Act 2003
- Irish Fundraising Forum for Direct Recruitment
- Dóchas' Code of Conduct on Images and Messages
- Dóchas' Irish Development NGOs Code of Corporate Governance

- Institute of Fundraising (UK) Codes of Conduct
- SORP

Irish Charities Tax Reform Group (ICTRG)

<http://www.ictr.ie>

Irish Charities Tax Reform Group (ICTRG) is a membership organisation of charities, focused on creating a policy climate in which philanthropy can thrive - through a combination of taxation and regulatory reform.