

Fundraising

Fundraising is the activity that a club will undertake in order to raise money for club activities. The most important factor in fundraising is ingenuity and basically the sky is the limit!

In order to fundraise you must create some sort of interest i.e. an event that will capture the public's imagination. This is where creativity plays a part in how successful your efforts will be. Events that you could consider include casino evenings, raffles, table quizzes, etc. but you must ensure you receive the support of your club members by ensuring that they gather interest by bringing friends and relatives etc.

Below you will find some effective guidelines for fundraising and also the UCD Campus Fundraising Policy.

Guidelines:

- Estimate the potential income that you may gain from the fundraising event and associated costs.
- Plan carefully the time and the location of the event. There is no use having a fundraiser in a location with limited access and passer-by.
- Carefully assess the time involved in both planning and implementation process so as not to set up false expectations.
- Assess the resources you will require including facilities, initial outlay, equipment and supplies.
- Determine the personnel and staffing requirements for the event.
- Establish if any permits or licenses are required for the event.
- Establish if any additional insurance cover is required for the event.
- Establish any potential financial or legal risks.

UCD Campus Fundraising Policy

Purpose:

To coordinate fundraising activity by students and staff on campus, promote best practice and provide a mechanism for dealing with requests to fundraise on the UCD Campus.

Policy:

All fundraising activity on campus must be organised under the auspices of a student society, club, the Students Union or group of UCD Staff members. External organisations applying to fundraise on campus must do so via one of these bodies. A fundraising permit must be applied for in advance of any planned students fundraising activity. Staff are asked to complete a notification of fundraising form.

Students Fundraising Activity

All fundraising activities must be carried out in accordance with the relevant student society/student club/Student's Union Code of Practice. The policy is implemented under the Office of the Vice-

President for Students and permits should ordinarily be applied for from the relevant society or club governing body or Students' Union by applying to:

- Society – Societies Officer, Societies Council
- Club – Executive Secretary, UCD Athletics Union Council
- Students' Union – President, UCD Students' Union

In Addition:

- All Programme days must take place under the auspices of a student society.
- As a general rule, dates for Programme Days and/or collecting activities will be allocated on a first come first served basis. Bookings should be made at minimum 2 months in advance; bookings not made in a timely manner may not be granted permission to proceed.
- Money collection, counting and lodging procedures should be included as a separate appendix in the Event Management plan for all Programmes Days.