



**Policy Name: RAISING AND GIVING (RAG) FUNDRAISING POLICY**

<b>Operational Owner:</b> Incumbent RAG Chair
<b>Executive Owner:</b> VP Community and Finance Committee
<b>Effective date:</b> October 2020
<b>Review date:</b> October 2021
<b>Related documents:</b> Union Bylaws

**Approval History**

Version	Reviewed by	Approved by	Date
1	Adesuwa Obasohan	RAG Chair 20/21	17/10/2020
1	Finance Committee		20/10/2020

**1 Introduction**

**1.1 Purpose**

This policy strives to set out a framework by which fundraising (for external causes, not related to the Students' Union itself), can occur within the Students' Union. This framework derives from the Union Byelaws and specifically point 39.2 which states *'The RAG fund shall be donated according to the RAG donation policy'*. This policy aims to set out requirements regarding how funds may be raised and distributed, with specific regard to funds raised for charitable purposes.

**1.2 Definitions**

- University of Surrey Students' Union (USSU)
- Board of Trustees (B.O.T.)
- Raising and Giving (RAG)
- Union Byelaws (byelaws)

Own Funds (Student member clubs and societies own funds allocation, which USSU acts as custodian of, and which are recorded separately within USSU's accounts as restricted funds).

### **1.3 Scope**

This policy is binding on the following: -

- a) The Board of Trustees which has powers under its Ordinances to review funds and charities that money is donated to;
- b) USSU Finance Committee which has delegated authority from B.O.T. to review this policy in its ongoing forms;
- c) Staff involved in the accounting process related to fundraising and donations;
- d) The incumbent RAG Chair who has overall responsibility for overseeing this policy;
- e) Student Members, who seek to engage in fundraising activities.

## **2 Policy**

### **2.1 Principles**

USSU'S RAG ambit shall seek to engage individuals in their financial support of the stated cause; such a cause to be clearly stated and communicated to the individual donating. It shall be made clear in the fundraising campaign that all funds are given to the stated cause, and where a donation may be subject to specific charges (outside of the charitable domain), this too shall be communicated to all individual donors. It is critical that our fundraising is transparent, ethical and responsible.

Student member groups (clubs/societies) who fundraise for an outside cause are required to arrange payment of these funds into the RAG account and inform both the RAG Chair and Activities Staff that they have, for USSU's records and checks. Student groups should NOT make payment of fundraised sums into their Own Funds or any personal bank account. USSU can arrange for the fundraised sum to be donated to the specified cause. USSU Staff have an obligation to perform the necessary checks on the intended charity/cause, and where any concern may arise this should be communicated to the RAG Chair and Staff Management Team.

Where fundraised sums are payable directly to the chosen cause/charity, and do not require USSU RAG fund transfer; the student member group must inform both the RAG Chair and USSU Staff of the proposed fundraising activity. The RAG Chair and USSU Staff have authority to reject this set up should it not fit within the overall requirements of this policy.

USSU's RAG seeks to adhere to four key principles:

- Our fundraising causes are selected to respect and protect our values and mission as a Students' Union;
- We fundraise with integrity;
- We value and respect our supporters;
- We are transparent in our fundraising and use of funds.

No duress or coercion whatsoever shall be employed in gaining funds from individuals. All donated funds should be given freely and willingly.

## 2.2 Role and Responsibilities

The RAG Chair has initial responsibility regarding the functionality of the policy, with Finance Committee having overall responsibility for this policy. The RAG Chair is responsible for the distribution of the RAG fund on an ongoing basis, with specific regard to clearing the balance at financial year end.

Students and staff are encouraged to engage with the policy. They may do so by addressing any questions, suggestions or concerns to the RAG Chair at any time.

As part of the annual review of this policy, USSU will give appropriate consideration to any proposed amendments to the policy put forward by staff or students.

## 2.3 Procedures

As part of the Annual Financial Audit, the RAG Funds must be distributed to the 'chosen causes' (or be clearly defined as going to a specific cause within a time frame). Such causes are to be either:

- a) clearly defined by the Student groups who fundraise, whereby their fundraised sums are paid into the RAG fund, and then go directly onto the specified cause; OR
- b) where funds may be undefined *or* generated for the 'Unions chosen causes' - Such causes are to be selected on an annual basis by the incumbent Sabbatical Officers and RAG Chair. The Sabbatical Officers and Rag Chair must decide together and in whole, with having all due regard to the values and missions of USSU. The annual chosen causes/charities, should be of sound and credible nature, with all relevant checks completed on such bodies prior to announcement. The chosen causes/charities can be multiple in their appointment; however, they must not exceed five (5) causes in any given financial year.

A specific cause can be selected on a recurrent basis; however, the Sabbatical Officers and RAG Chair should give consideration to the length of time the charity has received benefit from the RAG fund, the amount donated over the time period, and the relevance to the Unions values and mission at that time.

Where there may be multiple causes selected to benefit from the RAG fund distribution, these funds should be split equally in value, as an overarching rule. Should there be a requirement to award differing sums; this requirement and justification should be brought to the attention of the Finance Committee and agreed therein.

## 2.4 Fundraising platforms

USSU has a 'Just Giving' online account which has been set up for use for both RAG group and student members. On request, log in details can be provided to use this platform. Just Giving has set criteria to list causes/charities on their site, which should be followed and adhered to by those using the site. Once a fundraising cause has drawn to a close, Just Giving will credit USSU.

We can then forward on the fundraised sum to the specified cause. USSU agrees to absorb the overhead costs associated with running the Just Giving account, and such charges shall not be taken from fundraised sums.

Student member groups are discouraged against using alternative platforms, however, should they argue necessity to do this, appropriate support and advice shall be given. It is required that student members inform USSU Finance and request permission to use a different platform prior to commencement. Permission will not be unfairly withheld; however, appropriate questioning and research into the alternative platform will be sought. Consent is awarded at the discretion of USSU Finance.

Other forms of generating funds such as cash offerings, and direct card payments can be facilitated. These must be paid directly into USSU RAG fund. Currently, USSU can offer a 'tap and pay' hand-held wireless device which is available for RAG group and student member group use.

### **3 Governance**

#### **3.1 Implementation/ Communication Plan**

The updated policy will be uploaded to the USSU Website and communicated to students as and when relevant.

#### **3.2 Exceptions to this Policy**

Any exceptions to this policy require Finance Committee approval.

#### **3.3 Review and Change Requests**

This policy will be reviewed by the incumbent Rag Chair and Finance Committee annually. Any proposed changes can be presented to Finance Committee (in the first instance) at any stage during the year.

#### **3.4 Legislative context**

- Union Bylaws, point 39.2
- Fundraising Regulator's Code of Fundraising Practice. This code sets the standards for fundraising activity throughout the UK.