

Guide to: Being successful at fundraising

Clubs and teams are recommended to fundraise throughout the year. This could be for a chosen charity, the annual varsity event, or to raise funds for new equipment.

This guide will cover:

- Choosing a Charity
- Fundraising
- Things to Remember
- Procedures

Choosing a charity

If your club is fundraising for a charity, we advise that suggestions are voted and picked democratically so it is fair.

Once you have chosen a charity, it is a good idea to touch base with them and let them know you have chosen their charity to fundraise for. Most charity's give out resources and/or useful information regarding their aims and objectives.

Fundraising

There are many events/activities your club could do to fundraise. To run a successful fundraising event, we recommend for example:

- Cake sales
- Fun days
- Raffles (only if all profit goes to charity)
- Car-boot sale
- Bag packing at local supermarkets

- Sporting events such as charity games, row-a-thon, cycle-a-thon, even glowstick aerobics!
- Social events at the university, such as bingo, karaoke etc. (contact MSU if you want to use Barjon)

The possibilities are endless!

Things to remember:

- **Knowledge** – Make sure you are aware of charity, it's aims and objectives and why you're choosing to fundraise for them.
- **Realistic** – Make sure you can achieve your aims.
- **Costs** – Make sure that the event doesn't cost more to organise than the amount you raise.
- **Availability** – Ensure that your team members are available to attend the event.
- **Planning** –
 - Do you need to book space? If so, do you know who to contact to book that space?
 - Contacts –
 - Sports Centre – swhite@marjon.ac.uk
 - Barjon – roxenham@marjon.ac.uk
 - University Space – SU
 - Do you need to buy ingredients?
 - Do you need to collect items for the car boot?
 - Do you need permission from the MSF, MSU or an external company?
- **Advertise** –
 - Your club's social media officer should be responsible for this.
 - The MSF & MSU can support you and help you to advertise on social media, and around campus.

Once you have held your fundraising event please remember to pay all the money raised into your society or club account.

Procedures:

Any money collected from club members must be for a specific reason, known to the member and recorded in the correct manner this money must be paid into the club account administered by the SU Office. All income should be paid in ASAP with a completed MSU credit and income form (available from the SU office when depositing the money) stating what the money has been collected for and who it relates to. Where money is to be spent on social kit, tours etc., all money should be collected and deposited **prior** to any goods being requested /ordered by the SU

The person collecting the money will be responsible for the money until it is deposited and signed into the Student Union. The money must only be used for the purpose stated and all paperwork is accessible to any member of that club.