

Schedule 5: Events and Charitable Fundraising

The Students' Association will encourage, promote and provide fundraising opportunities, student-led events and partnerships with charities.

The Students' Association has a commitment of raising awareness through campaigns relevant to students. Campaigns may have an attached opportunity to raise money, awareness or promote volunteering opportunities of a particular charity or cause.

Below are the guidelines and regulations set by the Students' Association that informs the criteria for fundraising, awareness raising and promotion of charitable organisations.

The Students' Association reserves the right to refuse to promote and fund any events/awareness raising activities.

5.1 Organising a Fundraising Event/Campaign

Any individual student, student group, or college class that wishes their initiative to be recognised is encouraged to submit their idea to City SA. When submitting information, they should include:

- a) The name of the charity/campaign, including details of the organisation (website, contact details, fundraising website);
- b) The aims and potential outcomes of the campaign/event (which must not be contrary to those of the Association or the College values).
- c) Information on how students can get involved and contribute to the campaign.
- d) It is advised that students give at least 4 weeks' notice of campaigns and fundraising opportunities to allow time for the Association to approve the request.

If a student is looking to request funds to support an event, or they are looking to book a space for an event, CitySA may ask for more information with separate processes.

5.2 Partnership with charitable organisations/agreement of causes

The Students' Association and its elected members may wish to create an on-going partnership with a charitable organisation or community organisation. This is encouraged provided the arranged partnership meets the following criteria:

- a) The partnership is agreed with the Students' Association.
- b) The partnership aims are following the aims of the Association and wider College.
- c) The partnership is nominated and agreed through democratic means – e.g., through Student Parliament and/or student feedback.
- d) The partnership is agreed and approved by the nominated organisation.
- e) The partnership has measurable outcomes for how it can benefit individuals/groups/the wider community.

- f) The partnership has no political affiliation that may negatively impact and exclude student groups and/or effect the reputation of the Students' Association and College.
- g) The partnership is representative and relevant to the wider student population.
- h) The Students' Association can promote Just Giving/Go Fund Me pages where individuals/groups are raising money for a recognised charity in line with Association and College values.

5.3 Financial regulations

The Students' Association cannot raise money for the following organisations/individuals and groups:

- a) An individual
- b) A registered/unregistered business
- c) An informal community group that does not have charitable status/Not-For-Profit status (for example, a group that would be termed an unincorporated association)
- d) Donate to a political party

5.4 Campaign, fundraising, and charitable organisation recognition by the Students' Association

- i) The Students' Association cannot be seen to promote individual fundraising and campaigns which are not recognised or relevant causes.
- ii) The Students' Association, and affiliated individuals or groups involved in a campaign or charitable fundraising initiative cannot be seen to be behaving in ways which are coercive, manipulative or aggressive to raise money or awareness. This is against the wider Students' Association and College Student/Staff Code of Conduct.
- iii) The Students' Association cannot accept funding requests that donate money directly to a charity or community organisation. The Students' Association can consider funding materials that relate to the wider campaign. These requests are subject to approval on an individual basis and must be raised at Students' Association meetings.
- iv) Staff who wish to help students in fundraising initiatives that also relate to the curriculum are encouraged to do so, however each group is subject to the same procedure of acceptance/refusal of proposed campaigns.