



Fundraising Responsibly

Your fundraising is hugely appreciated by students and researchers at the University of York – which is why we want to make sure that you have everything you need to fundraise safely, legally and responsibly.

Here's some advice to help you take the right steps when you're going about your fundraising. If you have any questions or need some tailored advice, email Matthew Ingram (matthew.ingram@york.ac.uk).

OUR CHARITY STATUS

The University of York is an Exempt Charity. It is a legal requirement that you display this on all fundraising materials you distribute. You must not refer to the University as a 'registered' charity.

THE UNIVERSITY'S LOGO

You can use the University of York logo on materials that you create yourself, but please get in touch with us beforehand so we can advise on our branding guidelines.

If you would like to use our logo, please email matthew.ingram@york.ac.uk.

DATA PROTECTION

Please ensure that you comply with the Data Protection Act (1998) and the EU's General Data Protection Regulation (2018).

Don't hold onto data for any longer than you need to, store it safely and only use it for your fundraising for the University of York.

INSURANCE

The University of York cannot accept any liability or responsibility for anything that might happen to people or property as a result of your fundraising activity.

If you are planning a public event you will need to budget for public liability insurance. Many venues and locations will have their own liability insurance which may cover your event. It is advisable that you check with your venue to see if this is the case.

COLLECTING CASH AND CHEQUES

When collecting and processing cash, it is important to bear the following guidelines in mind.

It is illegal to collect cash door-to-door without a license, as it is to 'shake' buckets. Any buckets should be appropriately sealed. When counting cash, make sure you do it in the presence of another person who can verify the amount raised.

Please bank any collected cash as soon as possible and send your donation as a cheque or give online. Any cheques should be made payable to 'The University of York' and sent to 5 Main Street, Heslington, York, YO10 5DD.

GENERAL DUTY OF CARE

As the University of York cannot accept responsibility for accidents, we would ask that everyone followed these principles to keep everyone safe as we fundraise!

- If you feel that your event will need first aid support, please ensure that you have suitably trained first aiders on site
- Please make sure that any children that take part in your fundraising are safe and accompanied by trusted adults
- If you're carrying money around with you, please take steps to ensure your personal safety
- Please ensure that any third-party persons brought into deliver any part of your event is covered by their own insurance
- Any activity carried out in your workplace must comply with the Health and Safety at Work Act (1974)

ALCOHOL

To sell alcohol at an unlicensed venue, you must apply for a temporary license from your local magistrate's court at least a month in advance of your event.

You can offer alcohol without a license if you don't charge for it (eg a wine reception).

FOOD

Please ensure that any food that is offered as part of your event complies with your local council's food safety laws.

RAFFLES AND LOTTERIES

We would discourage running raffles open to members of the public as they require licensing through your local council, but lotteries run privately (e.g. open to your friends, family or colleagues) or as part of an event don't need licensing.

For all lotteries, please avoid using cash prizes. If your lottery is held as part of an event, your ticket sales and announcement should take place during the event.

