



LSE SU RAG & Student Fundraising

LSE SU RAG

su.rag@lse.ac.uk

<https://www.facebook.com/LSESURAG/>

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About LSESU

The London School of Economics and Political Sciences (LSE) Students' Union is a membership-led organisation. Our chief purpose is to represent the interests of our members to the University and wider community – and to excel while doing so.

The Students' Union is a limited company and a registered charity, and through being a charity we receive a number of tax benefits – but there are also obligations, mostly regarding the money we are given and how it is spent. As a UK registered charity LSESU is subject to the legislation contained in the Charities Acts. As part of LSESU, our Clubs, Societies and Media Group are also subject to the same legislation. Although groups can operate how they like, they are still a part of the Students' Union and the Students' Union is the registered charity, not the group.

UK Charities Legislation & LSESU

As LSESU is a charity, any event held in or in conjunction with LSESU (including its Clubs, Societies and Media Group) with the purpose of raising money for another charity is considered to be ultra vires. Ultra vires is Latin for “beyond the powers”; an ultra vires act is one that is outside the specified or implied constitutional powers of the body in question, in this case LSESU. UK registered charities are normally prevented from donating to other charities. It would be like someone giving money to British Red Cross and then British Red Cross pass the donation on to Water Aid.

Acts of ultra vires are illegal and LSESU (and the fundraiser) could get into big trouble for any violations. To avoid this, LSESU set up LSESU RAG to be its fundraising arm to recognise that a large part of student life centres on fundraising for good causes which is allowed by the Union's constitution to raise and donate money to charities. However, any money raised has to go through the Raising and Giving – or RAG – account. This is a separate pot of money that is ring-fenced and cannot be spent by LSESU or its Clubs, Societies and Media Group.

Every year we must prepare a submission for the Charity Commission which explains where our money came from, how we spent it and how this meets our aims and objectives. If you take group own funds and divert them to a separate bank account you are then running the group outside of the Bye Laws and are no longer protected by the Students' Union. The limitation on liability no longer applies, nor do the insurance policies, or the exemption on tax provided by the charity registration. That's why you must never open your own bank account.

LSESU Fundraising Bye-Laws

These Bye-Laws set out how LSESU RAG must manage its fundraising:

RAG (Raising and Giving Society) and Charity Fundraising

52. The Union recognises a society known as RAG which shall comply with the Articles and Bye-Laws, particularly this section of the Bye-Laws

53. Societies, Clubs and Media Group Societies may undertake activities in pursuit of raising funds to be donated to registered charities external to the Union in line with the following:

53.1 No Union funds or resources may directly subsidise activities in pursuit of raising funds to be donated to registered charities external to the Union

53.2 Union accounts may be used to hold sums of money which may then be donated to registered charities external to the Union

53.3 No Society, Club or Media Group Society will be able to enter into deficit in the pursuit of raising funds to be donated to registered charities external to the Union

About LSESU RAG

LSESU RAG is the official fundraising body of the LSE Students' Union and must abide by the Student Activities Bye Laws of the Union. LSESU RAG get involved in a range of fundraising activities, and are here to provide Clubs, Societies and the Media Group with materials, advice and support on how to fundraise efficiently and safely. The committee are made up of students eager to encourage fundraising, so don't hesitate to seek their input on anything charity related.

Fundraising may seem intimidating at first, but LSESU RAG has a lot of experience with different kinds of events, from international hitchhikes to club nights and everything in between, and is here to make your life easier. LSESU RAG is located in the RAG office in the Media Centre located on the 2nd floor of the SAW building.

In 2015/16 RAG raised over £180,000 for causes including their three Charities of the Year, St.Mungo's Broadway, Farm Africa, and Papyrus, and external challenge partners. This year RAG's hoping to continue on the momentum and smash £200,000.

Support from LSESU RAG

LSESU RAG exists to support all students in their fundraising efforts. LSESU RAG can provide advice and support on scheduling events, advertising, event planning and more. Individual students, Societies, Clubs and Media Group committees can get involved in fundraising by contacting the RAG committee and attending RAG open

meetings.

Whether it's help booking a stall, promoting an event, or just navigating the complexities of the SU the RAG committee has gone through it and can help! Regardless of if you want to step up your existing fundraisers to the next level, get started with student fundraising, or pitch an idea for the nationally award winning RAG Week (LT W3) get in touch with us (su.rag@lse.ac.uk).

Why Fundraise?

We are big fans of supporting a worthy cause at LSESU, and we actively encourage and promote our members to fundraise for charitable causes wherever possible.

By fundraising for a charity, you can help progress their work; give back to the community; help those less fortunate and make a real difference to people's lives, you don't have to think big to make a big difference.

There are also other benefits to fundraising, apart from the ability to enhance your curriculum vitae and network; you can gain a variety of skills:

- Budgeting
- Organisational
- Event planning
- Volunteer coordination
- Working in teams
- Marketing, promotions and communications

You will also even be able to go for a SU Award to commend your fundraising activities. More information about SU Awards can be found here (<http://www.lsesu.com/activities/awards/>)

Who to Fundraise For?

There are over 160,000 registered charities in England and Wales and with this many worthy causes it can be difficult to decide who to raise money for. Generally you should only raise money for UK-based charities. Charities in England and Wales are all registered with the Charity Commission for England and Wales. There are separate regulators for Northern Ireland and Scotland. If you are looking to raise money for a charity based abroad get in touch with them; lots of charities have UK based subsidiaries or have agreements with locally based partners.

Who you fundraise for is completely up to you as long as:

- The Charity is registered with the Charity Commission
- The Charity has supplied all relevant paperwork to the Charity Commission and is not outstanding with anything
- The Charity is a registered UK charity (they can be an international charity as long as they have a UK base/branch that can be donated to)

The Charity Commission details what different charities aim to do; you can look around and see what you would like to change and which charity is already doing that or pick a National Day and do something in relation to that day. To research a charity and to check whether it's registered you should use the Charity Commission website which can be found here (<http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/registerhome page.aspx>). The site's register of charities allows you to look up any England and Wales registered charity and amongst other things look at their income & expenditure, where they work, and what amount of their turnover is spent on charitable activities.

Some things to consider when choosing a charity:

- Are they local?
There are hundreds of charities operating in London around campus and halls of residence. The great advantage of this is that you can go and visit and see how the money you have raised has been used. Maybe you could even combine your fundraising with some volunteering.
- How do they fit in with the aims of your group?
If you're struggling to identify a charity then take a look at the aims of your group (this can be found in your constitution), and look at what charities work in similar areas.
- Do they have dedicated student fundraising support?
Many of the larger charities and those with a student focus often have dedicated staff who are responsible for University fundraising. Take a look at their websites and see if there is a dedicated fundraising section. RAG also knows which charities are best equipped to work with University students.
- What's the reputation of charity?
It's always worth doing an internet search to see what information you can find about a charity. You don't want to associate yourself with a charity that's in trouble or has received unfavourable press coverage.

- How much of their income is spent on charitable activities?
This information for the last financial year is on the Charity Commission website and can vary quite a lot between different organisations. Just be careful though, as there can be reasons if it's particularly low or high. It's always worth contacting the charity with any questions.
- Making a decision
To really get your members on board with your fundraising it's always best to involve them in the decision making process. Get them to submit their own ideas for who they'd like to see you raise money for, and ensure that they have some say in the final decision.

Planning Your Fundraising

Keep it simple – people are more likely to donate if they know where their money is going. So tell people what you're trying to achieve.

Know your charity – it's vital you are able to provide information or answer questions from people about the charitable cause that you are fundraising for and what the donations will be used for.

Don't forget that a simple 'Thank You' goes a long way.

Here's a checklist of everything that you will need to think about when you decide that you want to fundraise for a selected charity:

- What is the event?
- When and where will you hold the event?
- Who and how many people will it appeal to?
- Is the planned date suitable or does it clash with any national or other events taking place on campus?
- How much are you hoping to raise?
- How much will it cost to run?
- How will you publicise your event?
- Is the venue confirmed?
- Is the venue suitable for all weather conditions?
- How much support do you need?
- Are there any risks involved in running this event?

- Will you receive money before, during or after the event?
- How will you collect the money?

If you wish to offer food for a fundraising activity or event, this is at your own risk and basic food hygiene procedures must be followed when preparing the food. If home-made food is provided you must ensure that it is clearly labelled with the ingredients and the fact that it is home-made. If external catering is to be provided (i.e. not LSE or LSESU Catering) you must ensure that a food hygiene safety certificate is provided and that a risk assessment is completed for the event. If you are providing shop food bought you must clearly show the ingredients labelling. No hot food is allowed on a stall on Sheffield Street.

Fundraising Activities

Fundraising Activities through LSESU RAG:

From one-off volunteering opportunities with bucket collections to year long fundraising challenges like the Machu Picchu Trek with Action Against Hunger, RAG has activities for everyone.

If you're feeling adventurous or a bit of wanderlust, every year RAG runs a host of international challenges that take their RAGlets across the globe. This year's challenge portfolio includes the iconic Kilimanjaro and Machu Picchu treks that will take fundraisers to epic heights and even more spectacular vistas. Also offered is the stunning Barcelona Marathon in March and the Cycle with Breast Cancer Now challenge, which now gives fundraisers the option of the 'introductory' London to Paris cycle or the 'advanced' Budapest to Zagreb cycle.

For less of a long-term commitment with all the fun, look out for RAG gets LOST, Jailbreak, Tough Guy, and Hitchhike, RAG's internal challenges. Last year a team got to Bangkok on Jailbreak and the year before a team got a private jet to the South of Spain. So, grab a friend, and experience the adventure of a lifetime all the while raising money for charity!

Locally, the legendary SU Band, Winter Ball, and Refreshers Weeks are just a few amongst the varied events that RAG runs throughout the year. But the pinnacle of the year is RAG Week in week 3 of Lent Term. Last year in that week alone, 34 Clubs and Societies were engaged, 29 charities supported, and over £17,000 raised!

Other Fundraising Activities:

You probably already have your own ideas about what you would like to do and how you'd like to fundraise, and these tend to be the best ones as they are what excite you

the most. You can collect money in lots of different ways: from offering a service; to offering another set of tickets to an event which include a donation to charity; to collecting from people who turn up to your events.

Here are some potential ideas to get you started:

- A. Auctions – Host a night of auctions. This could be an auction of items or an auction of promises.
- B. Baked Bean Bath – Charge your friends to dump baked beans on you in a bath/tub.
- C. Christmas Carols – Go Christmas carolling and ask for donations. Contact local shops or organisations to see if you can sing to their customers.
- D. Duck Race – Race some rubber ducks, just remember to collect them afterwards as they are usually non-biodegradable.
- E. Exam/Essay Time Events – When people are busy and feeling the pressure from lots of work, you could fundraise by making handmade stress balls and collecting a donation for charity.
- F. Face Painting - Face painting is a classic and is popular with kids and students alike. All that you need is some paint, paint brushes, an artistic friend and willing volunteers.
- G. Guess the Weight – Find something suitably heavy - anything from a jar full of sweets to your folder full of lecture notes and ask people to guess it's weight.
- H. Head Shaving - Shave it off, colour it, style it into a crazy design – hair is a popular fundraising idea and can raise a lot of money.
- I. It's a Knockout Competition – Revive the 80s game show by inviting teams to compete in silly games in silly costumes.
- J. Jiggle – Get your body moving! If you're a fan of Zumba or dance, organise an event for your course and jiggle your way to fundraising success.
- K. Karaoke Nights - Karaoke is a favourite, especially with groups. Get the best songs, groups of people together and have a great time.
- L. Limbo Competition – This could work well in The Three Tuns!
- M. Mile of Coins – Set yourself the mile challenge - what is the longest distance you can reach with a line of coins?
- N. Noodle Sucking – Don't forget to get sponsored, or this is kind of stodgy and pointless.

- O. Onesie Day – Or wear your pyjamas depending on your comfort levels. Get sponsorship to wear your onesie to university, training sessions, society meetings or charge members money to wear them for a good cause!
- P. Pool Tournament – Take advantage of the pool table in The Three Tuns to help you fundraise.
- Q. Quiz Nights – These are very popular at LSESU and an easy way to fundraise for a good cause. Simply charge each team to enter and the money can be donated to charity. Some local businesses or sponsors may even donate a prize to you for this.
- R. Raffle – Ask around for donations for the raffle from local businesses and shops. Leisure companies, cinemas and restaurants are often willing to donate prize.
- S. Swap Shops – Set up a swap shop or ‘frock exchange’ - somewhere people can come to swap DVDs, Clothes, CDs and Computer Games. Charge an entry fee or request a donation. With the right promotion and stock these events can be really successful.
- T. ‘THONS’ – Dance-a-thon, Row-a-thon, Game-a-thon, whatever-a-thon. Continuous challenges always attract donations and can work well with entry fees. Get teams involved to make it a competition!
- U. University Challenge – Why not host a University Challenge? Battle it out between halls of residence, flats, clubs, societies – whatever it might be.
- V. Valentines – Don’t forget to pin point certain calendar dates in the year. Valentine’s is a great time to sell cards, roses or anything else love themed!
- W. Welly Throwing – Put your welly winging skills to the test and see how far those wellies will go.
- X. Xylophone Marathon – What do you mean, we're having trouble thinking of fund-raising ideas beginning with X?
- Y. Yes Day – Get sponsored to say "yes" to everything for a day.
- Z. ‘Zany’ Events – the list is endless ... throw a custard pie at a BNOC, eat jelly with chopsticks, greatest number of marshmallows in a mouth. People can get sponsored or pay to enter.

The National Student Fundraising Association has more resources to guide you on your way to running fundraising activities here

(<http://www.nasfa.org.uk/resources-hub/student-fundraising-guides>).

Add Fundraising to Activities You're Already Doing

Charity fundraising can easily be added into events that you are already organising, or things that you already do with your Society, Club or Media Group. If you're organising a ticketed event, it could be that you have a collection bucket whilst at the event, hold a raffle or even charge two ticket rates – one which includes a donation to charity and one that does not.

Fundraisers Code of Conduct

LSESU RAG has a responsibility to the Union, the School, and the charities it fundraises for, to fundraise in a responsible and transparent way. Anyone working with LSESU RAG, on an event or using RAG collection buckets is operating under the LSESU RAG banner and name. Therefore LSESU RAG asks those fundraising to be respectful of this and to operate in a professional, polite and positive manner when dealing with other students, staff and the general public. RAG aims to provide ongoing support and training to volunteer fundraisers.

RAG must always:

- Ensure that organisers brief their volunteers on the fundraising activity and that fundraisers are properly briefed on their relationship to the charity that they are raising money for.
- Provide fundraisers with information on RAG and the charity they are fundraising for so that they can properly explain this to members of the public/wider student body.

Fundraisers must always:

- Conduct their activities in such a way as not to bring RAG, LSESU, or LSE into disrepute.
- Be courteous and non-aggressive.
- Make sure to not impede, obstruct or cause a nuisance to members of the public and the wider LSE community.
- Be clear that they are representatives of RAG, and are not representatives of an external charity (excluding special circumstances such as RAG Raids).
- Seek permission from relevant authorities to undertake fundraising activities and comply with the law.
- Inform RAG of their fundraising activities before they undertake them.

Donating the Money Raised

All RAG fundraising done through either LSESU RAG, Societies, Clubs, Media Group or individual fundraisers should be processed through RAG, please refer to the section on UK Charities legislation to find out why (page 2).

Societies, Clubs and the Media Group should always make LSESU RAG (su.rag@lse.ac.uk) and Activities Resource Centre (ARC) staff (su.arcstaff@lse.ac.uk) aware of what fundraising initiatives they are undertaking. This will also help us know to expect money coming in for a count. Only profits from events and campaigns can be donated to charity, no other money can be donated.

Remember never take collection money home with you – you are personally liable if anything happens to it, always bring it to the ARC on the day of collection. The ARC is located on the 1st floor of the SAW building.

Money for a RAG/AU Charity:

All money raised for the RAG and AU charities will get paid at the end of LSESU's financial year in July. When bringing the money into the ARC students must complete a Fundraising Form (Appendix A).

Money for a Non-RAG/AU Charity:

All money raised by LSESU RAG, Societies, Clubs, Media Group or individual fundraisers must be paid in to ARC. In order for funds to be transferred to the charity students must provide ARC staff with details of the charity, such as their registered name, their charity number and bank details, if you are unsure of these details please contact the charity. To ensure smooth payment to the charity students must complete both a Fundraising Form (Appendix A) and a Payment Request Form (Appendix B) when bringing in the cash.

Appendix A – Fundraising Form

Fundraising Form (Charitable Donations)



Please print clearly in BLOCK CAPITALS to avoid payment error or delay

Your name:	
LSE email address:	
Amount donated:	£
Your signature:	
Date:	

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Who fundraised this money? (Please tick)	RAG	Society	Club	AU Exec

Name of your club or society:	
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If RAG or AU Exec, which event has this money come from?	
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Payment Details (if your donation is for a specific non-RAG/AU charity)

Name of Charity:	
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Charity Registration Number:	
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Charity Bank Details:

BACS details:	Sort code (6 digits)	
	Account Number (8 digits)	
For non-UK bank accounts:	IBAN number	
	Swift code (BIC)	

Thank you for raising money for charitable causes!!



Appendix B – Payment Request Form

Payment Request Form				
Details - please print clearly in BLOCK CAPITALS to avoid payment error or delay				
Payee (full name - the person who needs to be paid):				
LSE email address: (in case of query)				
Where is this being claimed from? (Annual Fund/ Activities Committee Grant / Membership / Sponsorship):				
Date requested				
		For staff use only		
Details		Amount	Acc Code	Dept
Total amount being claimed				
Name of club/society and reason for claim:				
BACS details:		Sort code (6 digits)		
		Account Number (8 digits)		
For non-UK bank accounts:		IBAN number		
		Swift code (BIC)		
Treasurer Name*				
Authorised by (first signatory - treasurer)*				
Authorised by (second signatory - ARC staff)				
*Please note that if the Treasurer is the payee then the payment must be authorised by the President				
Please return this to the Activities Resource Centre - by Tuesday 12 pm				

Enquiries about any issues raised in this document can be directed to the following:

LSESU RAG Committee: su.rag@lse.ac.uk

LSESU ARC Staff: su.arcstaff@lse.ac.uk