This section explains how a club, society or peer support group can raise money for an external charity either. Your group may wish to raise money for charities that align with the purpose or ethos behind your student group, as part of a liberation month campaign, or just as a good will gesture.

**Step 1 - Ensure the charity is recognised and legitimate**

When selecting an external charity, student groups should ensure the charity is checked before setting up a Just Giving campaign. You can check the charity is recognised and legitimate by searching the charity’s name and registration number on the [government charity register](https://www.gov.uk/find-charity-information).

You can often find the charity number at the bottom of a charity's website.

**Make sure you get permission from a charity before you do any fundraising!** When you message them

**Step 2 - Raise money for your external charity**

You can raise money for an external charity three ways:

* Website Sales (Products and Event Tickets) – It is explained how to collect money through the website in the [**finance section of the committee hub**](http://www.ueasu.org/clubsandsocs/committee-hub/finance). All website sales go directly into your subs account and can be donated from there.
* Card Readers – You can book card readers through the [**room and hive bookings page**](http://www.ueasu.org/clubsandsocs/roombookings). Please be aware there is a 2% transaction fee when using card readers.
* Bucket Collections – Find out more about bucket collections [**here**](#Bucket)**.**

**Step 3 - Donate the money to your external charity**

Once the fundraiser is over, please send an email to [su.accounts@uea.ac.uk](https://www.ueasu.org/opportunities/committee-hub/events/su.accounts%40uea.ac.uk) detailing the total amount you raised CCing your Signatories (President, Vice-President and Treasurer). Make sure you include the banking details of the charity in the email that you should have obtained when you got permission from the charity. Once 2 of the signatories have replied and approved the donation our finance team will action the donation and it will go straight to the charity.

If you are running an event to raise money for an external charity, please consider the following:

* All publicity and tickets for this event should clearly state on them who you are fundraising for.
* If you are wanting to use an event to raise funds for yourself as well as an external charity, you need to make this clear in the publicity and tickets and discuss this with the SU before the event is set up on the SU website.
* All tickets should be bought online via the SU website. All sales from tickets sold on the SU website goes immediately into your subs account. You can then talk to our finance team about donating this money to an external charity.
* If you are planning on running a collaborative event between three or more student groups, then you need to notify SU opportunities to avoid complications with profits.

**Bucket collections**

Though we are a cashless union, we understand that sometimes the only way to collect money for charity is using a bucket collection method. For example, events like Jailbreak rely on bucket collections. Please see below for our guidelines on organising a bucket collection.

* If you are holding a fundraising collection (fundraising on the street or in a public space) you must obtain a license from the local council prior to the event date. You can apply for this on the first day of the month before the collection is due to take place. Here is a link to [Norwich City Council fundraising licensing page](https://www.norwich.gov.uk/directory_record/1221/street_collection/category/118/street_collection). Please note there will be specific stipulations outlined to you via the council when fundraising on the street and these must also be strictly adhered to.
* If you are raising money on private property (e.g. in a supermarket) you must ask the company/owners directly for permission.
* Should you wish to do a collection on campus, you must get this approved by the Open Spaces team. You can find the Open Spaces application form [here](https://my.uea.ac.uk/f/185899/x/baa35da0f4/open-space-events-guidelines-2023-24-v2.pdf).
* When collecting money - ensure you have the charity name/sticker clearly written on any buckets or tins and that they are sealed lids.
* Contact the SU immediately after you have finished your bucket collection so we can help you pay this into your subs account.