



## On-Campus Charity Bucket Procedure

When planning an event that requires the use of charity buckets, there are rules that must be adhered to at all times:

- The bucket must be suitably labelled for the charity for which funds are being raised, showing a registered charity number
- The bucket must be sealed at all times and not tampered with
- A bucket must not be shaken as this is considered a form of harassment
- Permission and supervision must be taken into consideration when fundraising in spaces at all times
- The relevant committee members must have attended the Code of Fundraising Practice training before running a fundraiser
- Bucket requests must be submitted alongside the event application, 7 days prior to an event

Buckets relating to a Campaigns Network fundraiser will be prepared by the Campaigns Department.

Buckets relating to Sport, Society or Academic Society related fundraiser will be prepared by the Activities Department.

Buckets must be handed in to the University of Lincoln Students' Union Reception on the day of fundraising, where the fundraiser will count their money. This will be checked and paid into your Students' Union department and then paid straight back out to your stipulated charity. Therefore, we need full bank details for your chosen charity (bank name, sort code, account number - and any reference), and these should be emailed ahead of time for us to have on file or stored with yourself to have on hand to [campaigns@lincolnsu.com](mailto:campaigns@lincolnsu.com), [societies@lincolnsu.com](mailto:societies@lincolnsu.com) or [sports@lincolnsu.com](mailto:sports@lincolnsu.com) as appropriate.

All money being counted should be done so under the supervision of an SU staff member.

Buckets will be numbered and issued to the fundraising lead. Buckets should then be returned as new, without labels or stickers on them. If a bucket is lost, there will be a charge for replacement.

There are of course extenuating circumstances where access to the Students' Union Reception may not be feasible (due to being closed), in this instance, you need to hand your bucket in at Tower Bar to a Duty Manager, so it can be locked away and stored overnight at an agreed time, dependent on Tower Bar opening hours.

Duty Managers should be informed prior to the event that a bucket is being brought in to be kept in the safe.

In order to reserve a bucket, you must complete a bucket request form available on the member dashboard; until this form is completed, no bucket shall be handed out.

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