



NUSU LONDON
FUNDRAISING
FRAMEWORK



NUSU London Fundraising Framework

1. Introduction

The purpose of this policy is to provide guidelines and procedures for fundraising activities within NUSU London and all its related initiatives. Fundraising plays a crucial role in supporting various programs, events, and initiatives within the organisation. To ensure ethical practices, transparency, and accountability, this policy outlines the responsibilities and procedures for conducting fundraising activities.

This framework will come into effect from the **11th of March 2024** and applies to all things connected to the NUSU London

2. Authorisation and Coordination

Any individual or group within NUSU London planning to organise a fundraising event must contact the Opportunities Officer for authorisation and coordination. The Opportunities Officer will serve as the primary point of contact for fundraising initiatives and will provide guidance and support throughout the process.

3. Research and Due Diligence

Prior to organising any fundraising activity, it is the responsibility of the organising party to conduct thorough research on the organisation or cause for which the funds are being raised. This includes understanding the mission, values, and activities of the beneficiary organisation, as well as ensuring that the funds will be used for legitimate and impactful purposes.



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When researching for a charity or organisation, it is the organising party's responsibility to ensure that they are a UK-registered charity on this site-(charitycommission.gov.uk)- Any charity which is not UK-registered will not be allowed to be fundraised for by the NUSU London or any of its related initiatives.

It is the responsibility of the organising party to ensure that all the information is correct and that it matches both the organisation's website and the UK Register of Charities.

4. Transparent Finances

All fundraising activities must adhere to strict financial transparency standards. This includes maintaining accurate records of income and expenses related to the fundraising event, providing financial reports upon request, and ensuring that funds are handled and accounted for responsibly.

5. Communication and Collaboration

Effective communication and collaboration are essential for the success of fundraising activities. Organisers must maintain open lines of communication with NUSU London leadership, the Opportunities Officer, and other relevant stakeholders throughout the planning and execution process. This includes providing regular updates on progress, seeking input and feedback when necessary, and adhering to any additional guidelines or requirements set forth by NUSU London.



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6. Compliance with Policies and Regulations

All fundraising activities must comply with applicable laws, regulations, and policies, including those related to charitable fundraising, financial management, and event planning as well as any relevant University policy. Organisers are responsible for familiarising themselves with relevant legal and regulatory requirements and ensuring full compliance at all times.

7. Evaluation and Feedback

After the conclusion of a fundraising event, organisers are encouraged to conduct an evaluation to assess its success, identify areas for improvement, and gather feedback from participants, donors, and other stakeholders. This information can be used to inform future fundraising efforts and enhance overall effectiveness.

8. Societies and Clubs

Societies are given a semesterly budget by the Society Budget Committee, hereafter referred to as the SBC, whose budget is final with a few cases of exceptional circumstances.

The budget allocated to societies by law can not be used to donate, if a society wants to donate to an organisation or charity, the donation money must be collected through fundraising.



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As per what societies are allowed to use their budget on, a society can use their budget to purchase materials and equipment for the fundraising event. When requesting a refund for any money spent on the event, societies must follow the normal avenue of filling out the society refund form. No refunds or reimbursements should be taken from the money raised at the event. All money collected and spent must be accounted for as per section 4.

Any profits/income/donations earned during the duration of the fundraiser must be accounted for via the society's budget spreadsheet.

All of the above applied to clubs- with the exception of the allocated budget. If a club wants to plan and run a fundraiser and would like money from the NUSU London, they can request a budget from the SBC, in these cases the Opportunities Officer can support the organising parties through the process.

9. Individuals

If an individual wants to plan and organise a fundraiser, this can be done by filling out an interest form located on the fundraising page of the NUSU London website. To find this page, please go to the NUSU London website > Menu > Opportunities > Fundraising.

If an individual wants to plan and organise a fundraising event, the Opportunities Officer will be the overseeing officer of such fundraiser and the event will be a NUSU London fundraiser for purposes of marketing, policy and convenience.



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An individual planning a fundraising event with the help of the Opportunities Officer will be held to the same standards outlined in this framework.

10. Planning and execution

When planning a fundraising event please follow the following procedure-

- Contact the Opportunities Officer to get support for the event and to ensure the proper procedure is followed
- Research the charity or organisation for which you will be fundraising for- ensure you can provide the relevant information mentioned in Section 3
- When booking your event space, please ensure you follow the normal procedure of filling out the event booking form located on the NUSU London website. Please note, that depending on the nature of the fundraising event- you may also need to communicate this event with the Communities Officer, the organising party will be told if this is appropriate.
- For fundraising ideas- please see the Ideas document located on the fundraising page of the NUSU London website, For help in finding this document please see Section 9
- When planning your event please ensure you follow all normal booking and planning procedures, which include filling out the correct forms and filling out a risk assessment if necessary,
- When purchasing materials or equipment for the fundraising event, please ensure that these are accurately and appropriately accounted for



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- Request your society or club refund through the normal and appropriate avenue
- Once your fundraising has been completed, the organising party must complete a declaration of the income- the organising party must take how much money they have raised on the society budget spreadsheet and such information must be relayed to the Opportunities Officer.
- The organising party may be asked to fill out a feedback form about the fundraising process and the event itself.

10. Changes to this framework

The NUSU London Opportunities Officer is the overseeing officer for all fundraising and this framework. If the Opportunities Officer would like to change, amend or remove part of the framework, they can do so. However, the change must be presented to the Union during a General Meeting- the Union has the power to say no to a change if they have a grounded belief that it is wrong.

11. Annual NUSU London Fundraising Report (AFR)

The AFR is an annual report on the fundraising occurred by NUSU London and its related initiatives. It will highlight the monies raised and who by, how when and other factors. The report will be made public at the end of each academic year.

The AFR is why the policy framework imposes a strict framework on transparency, accountability and communication.



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12. Non-compliance

If the NUSU London or any of its related initiatives fail to adhere to this framework, there is a procedure-

- If the organising party fails to communicate with the Opportunities Officer during any stage of the process, the Opportunities Officer will take an active role in the fundraiser to ensure compliance.
- If the organising parties fail to give information, the organising parties will be issued a warning, this warning will come with a timeline in which the NUSU London and Opportunities Officer must receive the missing information
- If the organising party fails to complete the transfer of information by the end of the timeframe, the Opportunities Officer will invite the organising party to a meeting to discuss further steps.
- The organising parties will also be subjected to all law, regulations and university policies and the consequences they carry

13. Conclusion

This Fundraising Framework Policy outlines the principles and procedures that govern fundraising activities within NUSU London and its related initiatives. By adhering to these guidelines, organisers can ensure that fundraising efforts are conducted ethically, transparently, and in alignment with the values and objectives of the organisation.