



## QUEEN'S UNIVERSITY BELFAST

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### Charity Fundraising Guidelines 13 November 2018

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#### Policy Guidelines

1. The Charities Committee has agreed a number of policy guidelines and these are set out below. These guidelines are not exhaustive but aim to provide a framework in which to review and respond to all requests from students, staff and registered charitable and other not-for-profit organisations on a case-by-case basis.
2. Requests from external organisations should be made to the Committee, using the official fundraising pro-forma, at least 3 months before the proposed activity.
3. All completed pro-formas must include the Inland Revenue charitable reference number of the organisation intended to benefit from the fundraising event.
4. All requests should provide details of the purpose of the fundraising activity, format, date, location and numbers taking part. Requests should also include examples of any advance publicity, which should adhere to the University's Brand guidelines available from Peter McConkey, email: [p.mcconkey@qub.ac.uk](mailto:p.mcconkey@qub.ac.uk).
5. All requests should be in line with the University's existing Health and Safety policies, available on the University's website. Appropriate risk assessments should be carried out in advance of charity fundraising events and accompany the application for consideration by the Charities Committee.
6. Charitable organisations:
  - a. Should be registered as a Charity and/or included in the Northern Ireland Charity Commission's "Deemed List".
  - b. Should be non-political.
  - c. Should not be raising money for religious purposes.
  - d. Should not be involved in any controversial activities or in any activity which is likely to expose the University to criticism.
7. Further consideration may be given to applications based on a demonstrated history of outstanding charity work and alignment of activities with the objectives of the University – this would include, for example, activities undertaken by the student body for the benefit of an allotted charity.
8. Requests that are deemed to be neither philanthropic nor altruistic should be declined – this would include, for example, requests from commercial companies which operate for profit and donate only a small percentage of profits to their affiliated charity.

9. The Committee will receive and reply to all charitable requests on behalf of the University and will advise the charity on the outcome of its deliberations and of any special conditions attaching to the permission, where granted.
10. Only a limited number of events will be permitted in a commercial/public area of the University where a third party catering operator is based. Any planned events in these areas must be approved in advance by the University's Charities Committee. Events involving the sale or distribution of food would not normally be approved for these locations.
11. Evidence suggests that an increasing proportion of the population suffers from food allergies. In light of this, fundraising events involving the sale or distribution of foodstuffs, such as Bake Sales, should involve clearly labelled shop-bought food only, with the allergens displayed, in order to minimise risks to the health and safety of participants. A waiver notice will be provided by the Committee Secretary for all such events. This should be prominently displayed at the location of the fundraising event.
12. Heads of Schools and Directors may continue to approve internal charitable fundraising activities within locations occupied primarily by that School or Directorate and should report their decision in advance of the event to the Committee. Where the proposed venue is an area shared with other users, please refer the request to the Charities Committee with a minimum of two weeks' notice.
13. Most staff support charities because they have a close personal affinity with the cause – in these cases, staff should continue to 'champion' their individual causes as they do at present, reporting their successes to the Committee. The University will endeavour not to prescribe areas for charitable support.
14. In considering outdoor fundraising requests, the Director of Estates will have the final decision. Planned capital works, health and safety issues and insurance liability could make the request unfeasible from the outset.
15. Flag day/box collections will not be permitted in the Quadrangle.
16. Applicants are encouraged to report back to the Committee with a brief update after the event, and details of funds raised for the chosen charity.
17. The Committee is available to provide assistance to Heads of Schools/Directors and Heads of Units on compliance with the University's fundraising policy.